**FYWP Actions and Goals 2016-2017**

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| **Project** | **Tasks** | **Timeline** | **Responsible Parties** | **Committee** |
| **PROGRAM ASSESSMENT OF COLLEGE COMP II** | --Scan & organize student portfolios for reading--Calibrate new readers--Complete reading --Compile data--Analyze data and recommend action(s)--Write and distribute report | Reading done December 2016Data compiled Winter 2016Report Spring 2017 | FYW Coordinator and CCII Coordinator | Jude Miller (chair)Readers:Julie MalsburyAnna BassiriAnthony PalmaSevé TorresChris TirriTara TimbermanAlexis RivellChristine BryantBonny ChezikMonica KeenanDiane GautierKristine Lafferty |
| **CURRICULUM (ALL COURSES)** | --Develop lists of discrete skills taught/learned in each course--Develop and collect new assignments, esp. Writing Studies-based and social justice-themed | Draft complete January 2017Course materials ongoing | FYW Coordinators and Support People | Amy WoodworthTara TimbermanSevé TorresMarie FloccoAnna BassiriKate BrownAnthony PalmaJude MillerChris Tirri |
| **HONORS COMP COURSE DEVELOPMENT** | Develop a new CCI themed course and a new CCII themed course | CCII Course—Curriculum Proposal Fall 2016CCI Course—Curriculum Proposal Spring 2017 | Amy Woodworth | Andrew DavisonGerry WilliamsTiffany DeRewalAmy Woodworth |
| **STUDENT SUPPORT SITE—DEVELOP & LAUNCH** | Develop content and resourcesLaunch/start using site | Fall 2016January 2017 | Tiffany DeRewal (web master) | Tiffany DeRewal Ted HowellJulie MalsburyDoreen Fera |
| **LIBRARY/ INFORMATION LITERACY RESOURCES** | Review current “Lib Guide” for CCI and CCII on library site and make recommendationsIdentify resources needed for faculty and students sitesAssign/delegate/gather new resources | Fall 2016Fall 2016Winter/Spring 2017 | Committee (need chair) | Celeste Del RussoTim ZatzarinyMandi Dorrell |
| **PLACEMENT ESSAY--ONLINE** | Research platforms and costs, benefits/drawbacks, share with departmentIf move forward, develop parameters, prompt, etc. to offer online | Fall 2016Spring 2016 | Amy Woodworth | Cindy KoppAmy Woodworth |

**FYWP ADDITIONAL ONGOING COMMITTEES**

| **Committee** | **Outcomes** | **Service Period** | **Responsible Parties** | **Committee Members** |
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| **Adjunct Review** | Collecting and scheduling Adjunct Observations | Fall Semester | Chair/Co-Chair Adjunct Review Committee | Kate Selfridge-ChairTim Donaldson-Co-Chair |
| Evaluation of adjunct portfolios | Spring Semester | Adjunct Committee Readers | 8 reader members

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| Diane GautierGeorge MoteJoe GiampalmiKatie Budris~~Keri Mikulski~~Kim PetersTed HowellAnthony PalmaCindy KoppChristine Bryant |

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| **Instructor Support Website** | Content /Organization of Instructor Support Website | Fall/Spring (maintenance year-round) | Instructor Support Site Webmaster | Jude Miller (webmaster)Andrew DavisonSevé TorresAlexis Rivell |
| **Instructor Support** | 1 person support for each FYW course – assisting individual course coordinators | Fall/Spring  | Instructor Support Committee | Foundations: Sevé TorresICCI: Anna BassiriCCI: Anthony PalmaCCII: Chris Tirri  |
| **Teaching Circles** | Set up and Coordinate/Direct Teaching Circles | Fall/Spring | Committee Chair | Meghan Mercier (Chair)Chris Tirri (Co-chair) |
| **Adjunct Support Committee** | Outreach to identify support needs for adjunct faculty | Fall/Spring | Committee Chair | Tim Zatzariny (Chair)Olga PolitesSusan VerricoAnna Bassiri |
| **Comp/Rhet Reading Group** | Select and organize faculty reading sessions | Fall/Spring | Comp/Rhet Reading Group | Ted Howell (Coordinator)Amy Woodworth |

**FYW 2016-2017 Service Assignments**

¾-Time Faculty

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| **Name** | **Committee 1**  | **Committee 2**  | **Committee 3** |
| Bassiri, Anna | ICCI Support | CCII Assessment | Adjunct Support Committee |
| Brown, Kate | CCI Coordinator | Adjunct Review Chair | [Dept committees] |
| Bryant, Christine | CCII Assessment Reader | Adjunct Review |  |
| Budris, Katie | Adjunct Review | [Dept committees] | [Dept committees] |
| Davison, Andrew | Honors Course Development | Instructor Support Site | [Dept committees] |
| DeRewal, Tiffany | Honors Course Development | Student Support Site |  |
| Donaldson, Tim | Adjunct Review Co-Chair | CCI and CCII for Business Cohort | [Dept committees] |
| Fera, Doreen | Student Support Site Development | CCI and CCII for Business Cohort |  |
| Flocco, Marie | ICCI Coordinator | LEAP Academy Liaison |  |
| Gautier, Diane | Adjunct Review | CCII Online Redevelopment | CCII Assessment |
| Giampalmi, Joe | Adjunct Review | [Department Committees] | Writing for Managers online |
| Howell, Ted | Comp/Rhet Reading Group | Student Support Site Development | Adjunct Review |
| Kopp, Cindy | Adjunct Review | Placement Essay Develop Online |  |
| Malsbury, Julie | CCII Assessment Reader | Student Support Site Development | Readings Bibliography for Instructors |
| Mercier, Meghan | Teaching Circles Co-Chair |  |  |
| Mikulski, Keri | Adjunct Review | [Dept committees] |  |
| Miller, Jude | CCII Coordinator | Instructor Support Site | Dept Coordinators’ Committee |
| Mote, George | Adjunct Review | Data Compiler/Database Designer | [Dept committees] |
| Palma, Anthony | CCI Support | CCII Assessment | Adjunct Review |
| Peters, Kim | Camden Liaison | Adjunct Review |  |
| Rivell, Alexis | CCII Assessment | Instructor Support Site | [Dept committees] |
| Royek, Steve | CCI & CCII for Business Cohort | [Dept committees] |  |
| Timberman, Tara | FCW Coordinator | CCII Assessment |  |
| Tirri, Chris | CCII Support | Teaching Circles Co-Chair | CCII Assessment Reader  |
| Torres, Sevé | FCW Support | CCII Assessment | Instructor Support Site |
| Williams, Gerry | Honors Course Development | CCII Online Redevelopment | [Dept committees] |
| Zatzariny, Tim | Adjunct Support Committee/Facebook | Library Resources Committee | Readings Bibliography—Student Readings |
| Zehner, Roberta | [Dept committees] | [Dept committees] | [Dept committees] |

**Adjunct Faculty**

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| Chezik, Bonny  | CCII Assessment |
| Dorrell, Mandi | Library Resources Committee |
| Keenan, Monica | CCII Assessment |
| Polites, Olga | Adjunct Support Committee |
| Verrico, Sue | Adjunct Support Committee |