

# First Year Seminar Checklist

[www.wichita.edu/FYS](http://www.wichita.edu/FYS)

For Spring 2022 Classes:

Submit CIM course change form by March 13, 2021.

The college curriculum committees meet once or twice a month, and the general education committee meets twice a month

- Design and develop your First Year Seminar course structure and syllabus. See Creating an FYS: Resources, Teaching an FYS: Resources, and sample syllabi on [www.wichita.edu/FYS](http://www.wichita.edu/FYS)
- Send your syllabus to Aaron Rife ([aaron.rife@wichita.edu](mailto:aaron.rife@wichita.edu)) for feedback
- Complete the online Curriculum Change Form (CIM) and submit it for approval. <https://nextcatalog.wichita.edu/courseadmin/>
  - Check the “New course” box on the form
  - Subject (in alpha order): WSUA-N – choose which college you teach in.
  - Course number should be: WSU 102X (the Registrar’s office will provide a unique alpha for your course)
  - Department and college: Auto-filled based on Subject.
  - Indicate which Gen Ed division the course should be assigned to:
    - Nature Sciences, Social and Behavioral Sciences, or Fine Arts and Humanities
  - Check the Diversity content box IF you want the diversity attribute for your course.
  - Check “Yes” for General Education course
  - Check “Yes” for first year seminar course
  - General Education Category is: “Introductory”
  - FYS courses will be capped at 25.
  - Five Gen Ed goals are listed in the CIM form. The established learning outcomes are provided in the FYS Instructor Guide. You simply need to enter what activities, assignments, etc in your class are designed to meet those outcomes.
  - If you save your CIM submission to finish later, you can find it by searching \*WSUA (or the letter for your college)

FYS courses will be routed for approval as follows: department, college curriculum committee, general education committee, diversity committee (if applicable).

- Contact Aaron Rife ([aaron.rife@wichita.edu](mailto:aaron.rife@wichita.edu)) to arrange for the one-time payment of the *development stipend* of \$1500 after you have submitted your CIM form. (Development stipend is given for *only one course created*)
- Revise course, as necessary, based on feedback from the department, college, and/or gen ed committees.

- Once course has received final approval, contact your department or college schedule builder to include the course for the semester you plan to offer it. You will need to provide the days and times for the class. All classes must meet at least two times each week. *If you are in Fairmount College, your contact is Kathy Gale in the LAS Advising Center.*
- Attend Instructor Workshop organized by First Year Seminar Program and held annually in May (fall courses) and December (for spring courses). Place your request for a Peer Coach at this meeting if you haven't done so already.
- Get a copy of the WSU Reads book for your course. Contact Aaron Rife ([aaron.rife@wichita.edu](mailto:aaron.rife@wichita.edu))
- Once semester is underway, you will receive a teaching stipend if you are teaching on overload.
  - The amount of the teaching stipend will be at the established overload rate of each department/college, up to \$5,000. Half of the stipend will be paid near the beginning of the semester and half near the end.
  - If the course is taught in-load, the department can request funding at the established rate for an adjunct to cover the instructor's regular course.
- Attend instructor support meetings (3 per semester).

Questions? Contact:

Aaron Rife [aaron.rife@wichita.edu](mailto:aaron.rife@wichita.edu) First Year Seminar Faculty Coordinator  
Carolyn Shaw [carolyn.shaw@wichita.edu](mailto:carolyn.shaw@wichita.edu) Office of Academic Affairs  
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