



## Memorandum

Date: December 3, 2018

To: Council of Chairs, Principals and Academic Directors  
Coalition of Arts & Science Directors

From: Pamela Klassen, Vice-Dean, Undergraduate & International

**Re: Updates on First-Year Foundations & FYF Seminars**

Cc: Undergraduate Administrators & Associate Chairs

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Thank you to all faculty, staff, and students who have shared their comments and perspectives over the past semester on recommendations stemming from the First-Year Academic Offerings Working Group Report, available at <http://www.artsci.utoronto.ca/faculty-staff/committees-reports/pdfs/First-Year-Academic-Offerings-Working-Group-Recommendations.pdf>. If you have yet to read this report, I encourage you to do so, and to circulate it widely amongst your colleagues.

This memo provides further information about the specific process of transitioning 199s into First-Year Foundations (FYF) Seminars by proposing them via the formal Curricular Governance process. In meetings with faculty, staff, and students across A&S a number of common queries and helpful suggestions for clarification have arisen in anticipation of the Curriculum Management (CM) submission deadline of **January 18, 2019**. I provide some answers below:

### **Transitioning 199s into FYF Seminars: the curricular process for the 2018-19 governance cycle**

- **Definition:** An FYF seminar is a course of 30 students or fewer in which first-year students are given the opportunity to meaningfully converse, read, write, research, and learn with a group of peers. These seminars are normally taught by a continuing faculty member who takes a thematic approach to introducing some key questions from their disciplinary or interdisciplinary perspective.
- **Goals:** The broader goals of FYF Seminars are to provide a small-course experience that welcomes first-year students to the university classroom, allows them to develop core academic skills, and better orients them to the diversity of academic pathways open to them in A&S.
- **Who offers FYF Seminars?:** A&S Departments offer at least 2.0 FCE of FYF Seminars every year, and Colleges may also offer a limited number. Programs that have not offered 199s in the past are not required to propose FYF Seminars. If your unit is an EDU-A or EDU-B and is interested in proposing an FYF Seminar for 2019-20, please contact Martha Harris to discuss the possibility.
- **Course titles & codes:** In keeping with the tradition of 199s, FYF Seminars may have attention-grabbing titles, but units should be willing to do one or more of the following: 1) offer such a

course more than once, 2) design such a course so that more than one faculty member could teach it, 3) propose new FYF Seminars each year if the titles require changing. FYF Seminars will have new course codes, combining the departmental or college designator with numbers in the range of 196H1, 197H1, 198H1, and 199H1. If necessary, numbers from 190-195 can also be used.

- **Calendar entry:** FYF Seminars will be published in the Calendar under a department's or college's section, as well as in a separate FYF Seminars entry in order to increase the likelihood of students seeing the entry. FYF Seminars will also be featured on the A&S website and in recruitment publications.
- **Relation to programs of study:** Departments may wish to designate some of their FYF Seminars toward their programs of study, though during this transition year we recommend against making changes to their POSTs in this manner. FYF Seminars **cannot** be required courses for any POST. Prerequisites or co-requisites may be possible for a limited number of FYF Seminars in a department, but doing so requires conversation with the Dean's Office. Please contact Martha Harris ([martha.harris@utoronto.ca](mailto:martha.harris@utoronto.ca)) in advance of submitting your FYF Seminars if you plan to adjust programs of study to accommodate FYF Seminars or wish to include prerequisites or co-requisites.
- **Pedagogical support for instructors:** A&S is developing resources to support faculty teaching in FYF Seminars, including teaching guides and optional workshops. More information will be available in early 2019.
- **Offering additional FYF Seminars:** As with 199s in past years, A&S welcomes additional proposals for FYF Seminars from departments wishing to offer more than the expected 2.0 FCE, as well as from Colleges. Limited funds are available to support extra FYF Seminars. For units that wish to request this funding, please contact Martha Harris as soon as possible, and at least by January 11, one week prior to submitting your proposals on CM.
- **Submitting on CM:** Please submit your FYF Seminar proposals on CM, using the course proposal form. As usual, please specify the instructor for the course and include information about consultation with other relevant departments. The deadline for submission is January 18, 2019, for a special FYF Curriculum meeting on February 4, 2019.

Thanks to faculty, staff, and students who have engaged so insightfully with this transition process at various meetings, including the First-Year Foundations Council, CPAD, Consultation & Communication Committee, the Dean's Advisory Committee on Indigenous Teaching & Learning, Faculty Council, and the Committee on Teaching & Learning. I welcome further questions and comments as we continue working together to improve students' academic experience in the first year.