FYLI Recertification FAQ

How do I get started on recertification?

The first step in recertification is drafting your own recertification plan. There is an online form that you can use as a guide, available at [https://www5.nau.edu/selectsurvey/TakeSurvey.aspx?SurveyID=l8K15785](https://www5.nau.edu/selectsurvey/TakeSurvey.aspx?SurveyID=l8K15785). Then, contact the FYLI Director (michelle.miller@nau.edu) to let her know that you’ll be starting recertification.

How long does recertification take?

We suggest that you take two semesters to draft, execute, and report out on your recertification plan.

Who reviews the materials and makes the recertification decision?

The FYLI Director and Faculty Associate review your plan and your report out at the end, and are responsible for the recertification decision.

What happens if my recertification materials aren’t accepted?

We designed FYLI recertification as a developmental process; our goal is that any course that makes a good faith effort to engage in recertification should be successful. If your final report-out is incomplete, or if it indicates that FYLI practices are not being consistently followed, the FYLI Director will work with the course coordinator to remedy the concerns.

As long as the course coordinator is actively progressing toward recertification, the certification will remain in place and Peer TA support will continue. Courses that are not actively working to complete recertification will be decertified and will lose Peer TA support in the semester immediately following decertification. *Decertification is a last resort and we do not anticipate that this will be a common occurrence.*

What kinds of assessment data should I include for recertification?

Coordinators are free to choose what kind of assessment is appropriate to show FYLI’s impact for their particular courses. However, one suggestion is to use the existing FYLI Student Survey. FYLI can help you set up a way to gather the data (e.g., by placing the survey in BBLearn) and can help with analyzing it. You could also provide data on grades or DFW, e.g., improvements that happened after FYLI certification. If you have other course-specific information such as grades on common assignments or exams, those could be used as well. Lastly, student comments could be used to illustrate how FYLI affects the student experience.
The suggested recertification activities aren’t workable for me. What should I do?

We are open to different approaches to accomplishing the overall goals of recertification. We can work with you to make up an individualized plan; contact the FYLI Director (michelle.miller@nau.edu) for more information on how to do this.

Is there additional support available for my work on recertifying my course?

Recertification is a substantive process and will require time and effort on the part of FYLI coordinators. However, we do not have resources to offer additional support for completing recertification. Please keep in mind that we do continue to offer Peer TA funding for every section offered during the academic year, as long as the course is certified, and this continues to be our top funding priority.

Do I have to do in-class observations to be recertified? What does in-class observation involve?

In-class observations are not mandatory for recertification. However, they provide a powerful way to document engaging pedagogy, and we hope that in the long term, most coordinators opt to participate in in-class observations. In Spring 2015, we will be completing a pilot project to adapt an established observation system, the COPUS (http://www.cwsei.ubc.ca/resources/COPUS.htm), for use in FYLI courses.

After the pilot is complete, we will have a better idea of what common observation system we would like FYLI courses to use and we will set up a system for conducting those. In the meantime, if you are interested in conducting in-class observations, please contact the FYLI Director to work out individual plans for doing so.