

**FSEM Committee Meeting**  
**8/18/2014, 10:00-11:30 AM, Monroe 111**

Attendees: Janie Lee, Will Mackintosh, Dave Stahlman, Keith Mellinger, April Greenan, Jen Magee, Peter Catlin(library)

I. Planning the Academic Year

- a. Keith gave the history of the FSEM program at UMW, as well as the QEP
- b. Keith outlined assessment plans for FSEM Learning Outcomes
- c. Keith outlined the work of the committee for this year
  - i. Figuring out a way to reapprove FSEMs that were approved before the QEP to ensure that they meet the QEP learning outcomes
  - ii. Figuring out how to execute Jonathan's decision that starting in Fall 2015 all FSEMs would run in the fall semester
  - iii. This committee's work will be in the vetting of a lot of new proposals.
- d. Dave Stahlman volunteered to be chair, and Janie Lee volunteered to be secretary for the fall. There will have to be a new secretary in the spring
- e. Dave will send out the fall call for new FSEM proposals within the next week. He will work with Keith to draft the calls for new and also reapproved proposals
- f. The fall round will be due Friday, Sept 26. We will meet Thursday, October 2<sup>nd</sup> at 3:30 to discuss proposals. The second fall round will be due on Friday, November 21 and then we will meet on Tuesday, December 2<sup>nd</sup> at 3:30 to discuss the proposals.
- g. We will consider new FSEM proposals in both rounds this fall, and reapprovals in the second round.
- h. Peter requested that the FSEM committee reach out to FSEM instructors to encourage them to use library (and Writing Center and Speaking Center) resources.

Meeting adjourned at 11:01AM