

**FSEM Committee Meeting
Monroe 233, August 18, 2015**

Attendees: Jennifer Magee (CAS), Jessy Ohl (CAS), Will Mackintosh (CAS, chair), W. David Stahlman (CAS, secretary), Keith Mellinger (CAS, *ex officio*)

Meeting called to order at 10:30am

1. Initial conversation regarding the approval and subsequent posting of minutes to the UFC page. Members agreed unanimously to approve or amend minutes electronically within the week following FSEM committee meetings.
2. Committee discussed the strategy for 35 continuing students that are in need of FSEM credit for graduation and for policy moving forward
 - a. Stated goal for FSEMs going forward is the preservation of first-year experience, which includes only first-year students within FSEMs
 - b. Committee unanimously agreed that fall semester FSEMs be reserved for only incoming students
 - c. Committee unanimously agreed that spring semester FSEMs must be taken by following students
 - i. Those that failed the FSEM in the prior fall
 - ii. Mid-year first semester freshmen
 - iii. Current continuing students in need of FSEM credit
 - d. Keith Mellinger will contact all 35 continuing students to inform them of their need to enroll in FSEM for Spring 2016
 - e. In cases where students fail FSEM twice, they will be required to formally appeal to satisfy this graduation requirement
3. Important dates for 2015-16 academic year
 - a. Call for new FSEM proposals will be sent by Will Mackintosh during Week 1 of the Fall semester
 - b. September 25th is deadline for proposals
 - i. All should be sent directly to Will Mackintosh via email
 - c. Fall FSEM meeting to review proposals October 6th at 5:00pm
 - d. Spring proposals for new FSEMs will be due February 1, 2016
 - e. Spring FSEM meeting to review proposals February 9th @ 5:00pm
4. Keith will contact department chairs later in semester to encourage them to have their faculty propose seminars in the spring
5. Committee discussed language for the upcoming call and their evaluation of proposals. Minor adjustments were suggested and agreed-upon by committee.
6. Meeting adjourned at 11:21am