

**FSEM Committee Meeting  
Monroe 233, October 6, 2015**

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

Meeting called to order at 5:00pm

1. Patricia Orozco was introduced as the new member of the FSEM committee
2. Discussion of FSEM proposals for the spring semester
  - a. Hale's new proposed seminar was approved as-is
  - b. Committee approved Magee as instructor on existing FSEM (*Cryptology*)
  - c. A third proposal was returned to the submitting faculty for revisions prior to final approval
3. Discussion to emphasize the importance of maintaining consistency in official language. Must use the term "First-Year Seminar" rather than "Freshman Seminar."
4. Conversation regarding FSEM committee meeting and proposal review schedule
  - a. With vast majority of FSEMs being offered in Fall, the usefulness of having the Fall official call for proposals was considered
  - b. Committee agrees that Keith Mellinger will maintain contact with department chairs re: FSEM offerings going forward
  - c. Unanimous agreement that official call for proposals will go out via an email from the committee chair at the end of Fall semester, with deadline for proposal set at Feb. 1<sup>st</sup>
5. Meeting adjourned at 5:55pm