

**FSEM Committee Meeting**  
**August 17, 2017**  
**3:30-4:30 p.m., Woodard 202**

In attendance: Victoria Russell (Chair – COE), April Wynn (Secretary – CAS), Leslie Martin (CAS), Keith Mellinger (Interim Dean of CAS) and Anand Rao (ex-officio, Interim QEP Director). Patricia Orozco (CAS) and Dan Hubbard (CAS) were unable to attend this meeting.

Meeting called to order at 3:22 p.m. by Victoria Russell.

- I. General Committee Business
  - a. New members Leslie Martin and Dan Hubbard.
  - b. New Chair is Victoria Russell.
  - c. Returning member is Patricia Orozco.
  - d. Returning Secretary is April Wynn.
- II. Discussion spurred by Keith Mellinger and Anand Rao
  - a. With transition of QEP Director Anand will review syllabi of current FSEM course for consistency and standardization.
    - i. Provide information on our current offerings for looking toward the next iteration of the QEP.
  - b. Survey what FSEMs are currently and recently being taught.
    - i. Have a list of approved FSEMs, but list of actual offerings and instructors has not been compiled. Will compile a list this fall.
  - c. Improve student skills in writing
    - i. Identify students that are struggling with their writing skills
    - ii. Suggest they would benefit from taking ENGL 202 in the semester after their FSEM.
    - iii. Reach out to the English department to see if we could bridge students between FSEM and ENGL 202.
  - d. FSEM Instructors meetings updates:
    - i. Share FSEM assessment data.
    - ii. Discuss the new Modules.
    - iii. EAB Campus tools will be unveiled.
    - iv. Discussion on First Year Experience and possible tweaks of the FSEM.
- III. Spring 2018 FSEM sections
  - a. Spring schedules are due to Department Chairs on September 23<sup>rd</sup>.
  - b. Spring FSEM sections need to accommodate 17 non-first year students, 10-20 new first year students and the small population of students that fail fall FSEMs.
  - c. Anticipate staffing with existing FSEM instructors – no need to solicit proposals.
- IV. Fall 2018 FSEM sections
  - a. Soliciting FSEM proposals
    - i. Review proposal language and work on identifying syllabi with good organization or scaffolding of academic support center utilization and module incorporation.

- ii. Revise application (posted on Google Drive) by August 25<sup>th</sup>.
  - iii. Send out call for proposals on September 8<sup>th</sup>.
  - iv. Proposals due October 25<sup>th</sup> at 5 pm.
  - v. Proposal review on November 7<sup>th</sup> at 4 pm.
  - vi. Send approvals to UFC for voting on at the November 29<sup>th</sup> meeting.
- V. Items for consideration at the next meeting.
  - a. Develop process for holding electronic meeting.

Meeting adjourned 4:29 pm.

These minutes approved electronically on or before 9.6.17.