

## FSEM Committee Notes

Meeting Date: 14 March 2018

Meeting Location: Lee Hall, Room 412

Voting Members Present: April Wynn (Chair), Leslie Martin, Patricia Orozco, Victoria Russell and Dan Hubbard (Secretary)

Ex-Officio Member Present: Anand Rao

Chair Wynn opened the meeting at 12h32.

The first item of business was a review of the minutes for the last in-person committee meeting, as well as the decisions made electronically in December 2017. These were approved following a motion put forward by Dr. Martin and seconded by Dr. Russell. Secretary Hubbard was asked to add notes on the committee decisions made in January and submit these to the committee for review.

Chair Wynn proposed that a modification be made of the existing method for approving proposal modifications, and that a two-track approach might allow for streamlining the approval of additional instructors for existing FSEM courses. Following vigorous discussion, the committee unanimously agreed that instructors wishing to be approved for an existing FSEM course provide the committee with a copy of the syllabus from which they intended to teach.

FSEM Director Rao suggested the possibility of reducing the stress on both the committee and potential new FSEM instructors by having an FSEM based on a "stock" syllabus which could then be used by any appropriate instructor, without the need to develop an original proposal and gain its approval. The committee unanimously approved of his initiative, and requested that he provide a "prototype" of such an FSEM for our next meeting. The consensus was that this might avoid difficulties for all parties in the FSEM approval and implementation process.

Director Rao also discussed possible ideas for training opportunities for both new and existing FSEM faculty. He proposed a workshop be conducted on 17 August 2018, immediately before the beginning of Fall 2018 Semester classes. He also asked the committee for counsel on whether he should hold training lunches or meeting during the traditional "Dead Week" prior to graduation. The committee felt that both of these were excellent initiatives.

Among the items discussed were how best to avoid adding to existing faculty workloads and potential faculty burnout. There is one more year of the QEP requirements to be met, but with the review of General Education requirements scheduled to begin in the coming 2018-2019 academic year, Director Rao felt that it might be wise to focus on possible changes in the FSEM requirements at that time. One major area for consideration is how to improve

the existing peer mentor program, and the committee agreed to bring this up for discussion at our next meeting.

Finally, Director Rao agreed to conduct a review of existing FSEM syllabuses with the express purpose of collecting a variety of “best practices”. Several committee members felt that he might use this in developing the “stock” FSEM proposal, as well as providing existing FSEM instructors with an additional tool to improve their courses.

The meeting adjourned at 13h37, with Director Wynn agreeing to find a time for an April meeting to focus primarily on training and a review of the “stock” proposal to be provided by Dr. Rao.