

FSEM Committee

January 2018 Results of Electronic communications between all committee members

(Wynn, Russell, Martin, Orozco and Hubbard)

The following were approved as additional instructors of FSEM courses, provided revisions sent to them by Chair Wynn were made and sent to Director Rao:

Campos-Dintrans

Irish

Woodwell

Robinson

Addendum:

The verbiage used in communication with instructors asking for revisions:

"Thank you for submitting a FSEM "Add Instructor" Proposal to teach a section of an existing FSEM in the fall. The FSEM Committee has reviewed your proposal and approved it with revisions. We would like you to be sure to address the following as you develop the syllabus for your section of the FSEM.

- 1) The syllabus should be particular to you and your section. It should include your contact information, classroom policies, procedures and style, while retaining the critical components of the FSEM Course that you are teaching including the FSEM Student Learning Outcomes.*
- 2) One of the important SLOs for this course is that students will "demonstrate the ability to edit and revise in the writing process," as such it is important that there is dedicated time for students to revise drafts of their work after feedback has been provided. Please be sure to incorporate this into your syllabus clearly.*
- 3) Keep in mind that the audience of this syllabus is first-year students. Please make the structure of your syllabus detailed, organized and clear. We have found that students find their footing better in FSEM courses that make it easy for them to understand the structure of their grading, have brief descriptions of the components of assignments, discuss how assignments will be graded and have informative course descriptions that expand upon the title of the course.*
- 4) One additional note – FSEM instructors will be asked to incorporate 9 modules into their FSEM courses next year. Please see the website for a complete list and be sure to incorporate them into your syllabus calendar.*

Thank you so much for submitting a proposal and welcome to the FSEM Faculty. Prior to the fall, expect Anand to reach out to instructors of new proposals about meetings/trainings for instructors of new FSEM courses. When your final syllabus is ready please send it to him and me so that we can retain it for our records."