

FSEM Committee Meeting Minutes September 12, 2011

Jason Matzke, the chair, convened the meeting.

Committee members in attendance: John Broome, Jim Goehring, Jason Matzke, Melanie Szulczewski

I. First Year Seminar Assessment

- a. Jason passed out a document entitled, "First Year Seminar," a summary of FSEM learning outcomes, a schedule for assessment, and methods for assessment, for discussion and approval.

II. Learning Outcomes- Part 1 on the document

- a. There was discussion about some of the wording, in particular the use of the phrase "primary sources of information."
- b. In the end, the committee unanimously agreed to accept the wording of the outcomes as is.

III. Schedule of Assessment- Part 2 on the document

- a. The main question seemed to be which committee (FSEM, Writing Intensive, or Speaking Intensive) would be in charge of completing which tasks of the assessment plan.
- b. In particular, who will collect the needed assignments from the faculty? From how many different faculty? And how many assignments from each?
- c. Also, we discussed that to assess the speaking outcome of "become a better speaker," it seemed likely presentations and/or discussions would need to be video recorded at the beginning and end of the semester.
 - i. This could be potentially intrusive.
 - ii. It also involves further coordination and logistics.
- d. We decided we needed to meet with the WI and SI committees to move forward and fully develop the schedule of assessment.
 - i. John volunteered to email Taiwo and set up this joint meeting.

IV. Assessment Methods

- a. The FSEM committee would continue to collect syllabi from all FSEMs taught each semester.
 - i. We did discuss the best way to do this, with these options:
 1. Send an email to All Teaching Faculty requesting anyone teaching FSEMs to reply with their syllabus attached.
 2. Find out how Maya Mathurs collected them last year.
 3. See if we can get the needed syllabi from the collection of all syllabi from all faculty compiled each semester by the University for other purposes.

- ii. Jason agreed to locate the collected FSEM syllabi from last year, contact Maya about her methods, and also see if we can get the new ones from the master collection of syllabi.
- b. The FSEM committee will be able to measure the following parts of the learning outcomes by analyzing the collected syllabi:
 - i. The number of writing and speaking assignments
 - ii. The degree to which a course is discussion oriented
 - iii. The degree to which students make use of primary sources of information
- c. We decided to review the survey instrument we developed last year.

Meeting adjourned. The next meeting is scheduled for Wednesday, September 28, 2011.

Respectfully submitted by Melanie Szulczewski, the substitute secretary