

FSEM Committee Meeting
August 23, 2016
3:30-4:00 p.m., HCC 212

In attendance: Jennifer Magee (Chair - CAS), Jessy Ohl (CAS), Victoria Russell (COE), April Wynn (Secretary - CAS) and Keith Mellinger (ex officio representing Provost's Office). Patricia Orozco (CAS) unable to attend this meeting.

Meeting called to order at 3:31 p.m. by Jennifer Magee.

- I. General Committee Business
 - a. New members Victoria Russell and April Wynn.
 - b. New Chair is Jennifer Magee.
 - c. New Secretary is April Wynn.
- II. Soliciting FSEM proposals
 - a. Spring 2016
 - i. Discussed the need for and likelihood of receiving new proposal for spring 2017 FSEMs. It was felt that there would be few to no new proposals.
 - ii. Given that the department chairs will have to finalize spring schedules by Sept. 23, 2016 and that there would only be need for approximately 3 FSEMs, it was decided that the spring FSEMs would be staffed by existing instructors and that Keith would recruit these instructors.
 - b. Fall 2017
 - i. Put the committee effort into soliciting proposals for fall 2017.
 - ii. Update the call for proposals and send out by mid-September.
 - iii. Proposals due Oct. 19th to the committee chair.
 - iv. Committee meets to discuss proposals on Oct. 26th at 4 p.m.
 - v. Any revisions requested and due within two weeks.
 - vi. Vote to approve any revisions between Nov. 9th – 18th.
 - vii. Send recommendations to UFC by Nov. 21st.
- III. Odds and Ends
 - a. The committee will try to be consistent with using the term "first-year" rather than "freshmen". This is the language used in the Undergraduate Academic Catalog.
 - b. We will consider the need for a second round of calls in the spring as necessary.

Motion to adjourn by Jennifer Magee and seconded by Jessy Ohl. Meeting adjourned 3:54 p.m.

These minutes approved electronically by all members on August 31, 2016.

Next Meeting: October 26, 2016 at 4 p.m in HCC 310.