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.