

FSEM Committee Meeting Notes

30 August 2018

HCC, Room 211

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

Chair Wynn called the meeting to order at 14h02.

1. An FSEM Proposal Workshop is to be conducted by Anand Rao on 1 October 2018 from 12h to 13h in HCC 307. Dan Hubbard, Patrick Rich and April Wynn all anticipate being able to attend.
2. The Committee members reviewed and unanimously approved the “two proposal” formats designed by April Wynn. (One of these will be for new FSEM courses, while the second will be for courses that have already been given but for which a new instructor is proposed). We hope to avoid confusion and streamline the proposal process by having these two formats available.
3. The application deadline for proposal consideration in this Fall semester was set at 24 October 2018, while the one for Spring semester proposals was targeted for 16 January 2019
4. The Committee voted unanimously to table the creation of a “stock” FSEM proposal at least until Fall semester 2019, although we may discuss various issues related to such a possibility before that time.
5. Vigorous discussion was held about the need for the committee to focus on FSEM related issues other than just course and instructor approval. Consensus was reached that we would like to either use workshops or some other format to address two major items:
 - a. How should FSEM instructors decide whether to maintain their advisor relationships with students who have not chosen to declare a major after their first year or to shift these students to the care of Academic Services?
 - b. What can we do to avoid FSEM instructor “burnout”?

A motion to adjourn forwarded by Leslie Martin and seconded by Victoria Russell having been unanimously approved, Chair Wynn closed the meeting at 14h50.