**FSEM Committee Meeting**

**November 30, 2016**

**4:00-5:00 p.m., HCC 310**

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

Meeting called to order at 4:00 p.m.

1. Discussion of FSEM proposals for Fall 2017
	1. The committee accepted proposals submitted by Carole Garmon, Victoria Russell, and Marie Sheckels.
	2. The committee needed further time to review two other proposals and decided to vote on them via email by Dec. 7th.
2. Keith is working on matching the needed FSEM sections with the course offerings and will inform the committee of additional course needs by the end of the semester.
3. Of the current students that have not fulfilled their FSEM requirement most are scheduled to take an FSEM this spring and more information to follow for the rest.

Meeting adjourned at 5:01 p.m.

**Next Meeting: will be via email prior to Dec. 7th.**