**FSEM Committee Meeting**

**August 17, 2017**

**3:30-4:30 p.m., Woodard 202**

In attendance: Victoria Russell (Chair – COE), April Wynn (Secretary – CAS), Leslie Martin (CAS), Keith Mellinger (Interim Dean of CAS) and Anand Rao (ex-officio, Interim QEP Director). Patricia Orozco (CAS) and Dan Hubbard (CAS) were unable to attend this meeting.

Meeting called to order at 3:22 p.m. by Victoria Russell.

1. General Committee Business
	1. New members Leslie Martin and Dan Hubbard.
	2. New Chair is Victoria Russell.
	3. Returning member is Patricia Orozco.
	4. Returning Secretary is April Wynn.
2. Discussion spurred by Keith Mellinger and Anand Rao
	1. With transition of QEP Director Anand will review syllabi of current FSEM course for consistency and standardization.
		1. Provide information on our current offerings for looking toward the next iteration of the QEP.
	2. Survey what FSEMs are currently and recently being taught.
		1. Have a list of approved FSEMs, but list of actual offerings and instructors has not been compiled. Will compile a list this fall.
	3. Improve student skills in writing
		1. Identify students that are struggling with their writing skills
		2. Suggest they would benefit from taking ENGL 202 in the semester after their FSEM.
		3. Reach out to the English department to see if we could bridge students between FSEM and ENGL 202.
	4. FSEM Instructors meetings updates:
		1. Share FSEM assessment data.
		2. Discuss the new Modules.
		3. EAB Campus tools will be unveiled.
		4. Discussion on First Year Experience and possible tweaks of the FSEM.
3. Spring 2018 FSEM sections
	1. Spring schedules are due to Department Chairs on September 23rd.
	2. Spring FSEM sections need to accommodate 17 non-first year students, 10-20 new first year students and the small population of students that fail fall FSEMs.
	3. Anticipate staffing with existing FSEM instructors – no need to solicit proposals.
4. Fall 2018 FSEM sections
	1. Soliciting FSEM proposals
		1. Review proposal language and work on identifying syllabi with good organization or scaffolding of academic support center utilization and module incorporation.
		2. Revise application (posted on Google Drive) by August 25th.
		3. Send out call for proposals on September 8th.
		4. Proposals due October 25th at 5 pm.
		5. Proposal review on November 7th at 4 pm.
		6. Send approvals to UFC for voting on at the November 29th meeting.
5. Items for consideration at the next meeting.
	1. Develop process for holding electronic meeting.

Meeting adjourned 4:29 pm.

These minutes approved electronically on or before 9.6.17.