FSEM Committee Meeting Notes

29 August 2019

HCC, Room 211

Members Present: April Wynn (Chair), Robert Rycroft, Debra Hydorn and Dan Hubbard (Acting Secretary)

Chair Wynn called the meeting to order at 13h04.

1. Draft notes from the Committee’s meeting of 5 February 2019 were reviewed, amended and approved. Mr. Rycroft requested that the record of meeting notes avoid the use of adjectives and that such notes should be worded in a simpler style. Ms. Hydorn concurred.
2. Due to the variety in wording of the directions given concerning the leadership of advisory committees, the members agreed that discussion on this issue should be deferred until the Spring 2020 Semester.
3. The committee also agreed to defer the election of a Secretary until the temporary and new members were both able to be present.
4. The committee set a 25 October 2019 deadline for new FSEM proposals.
5. The proposal document and the checklist for first-year proposals and syllabi were reviewed, amended and approved. Chair Wynn made careful notation of all changes in wording and will forward them to the committee for review.

A motion to adjourn forwarded by Dan Hubbard and seconded by Debra Hydorn having been unanimously approved, Chair Wynn closed the meeting at 14h06.

Respectfully submitted,

Dan Hubbard