**FSEM Committee Minutes**

**November 4, 2021**

* In Attendance
	+ Jeb Collins (chair)
	+ April Wynn (ex officio)
	+ Jennifer Hansen-Glucklich (secretary)
	+ Debra Hydorn
	+ Ian Finlayson
	+ Jennifer Walker
* New Business: Review of FSEM Proposals
* The categories are:
	+ Accept as-is
	+ Accept with minimal revisions (no need for FSEM committee to see again)
	+ Revise and resubmit (FSEM committee must see before final approval in this round)
	+ Reject
	+ Note: FSEM can be CE and honors, but nothing else

**FSEM Proposals for FSEM courses that already exist**

* Varum Makhija/Science and Technology: Revise and resubmit (FSEM committee must see before final approval)
1. need to add a calendar to syllabus
2. add detail to writing assignments
3. include updated modules
4. add visits to the library, writing center, speaking center on the syllabus
5. tell us about your advising experience
6. maybe talk to Oldham about this course – send him April’s and / or Oldham’s syllabi with updated modules
* Jessica Zeitz/Technically Wrong: Accept with minimal revisions (no need for FSEM committee to see again)

1. update to new modules

2. add some additional sources

* Josephine Antwi/Too Hot to Handle: Revise and resubmit
1. update to new modules
2. add description of instructor feedback and add dates of feedback to syllabus
3. research paper explained but other assignments need explanation (presentations and writing assignments)

**FSEM Proposals for new FSEM courses**

* Veena Ravishankar and Andrew Marshall/Cyber Defense: Accept with minimal revisions (no need for FSEM committee to see again)
1. 2 instructors are listed on the proposal – check on this with Kevin Caffrey to see if both can be approved as instructors
2. need information on advising experience
3. update modules (missing library module)
4. only 8 pages of writing are listed – maybe add a few pages of informal writing (such as reflective essays or blog journaling) or add a few pages to each research assignment– aim for about 10 pages
5. add statement about what “U” means on midterm reports
* Marcel Rotter/International Fairy Tales: Revise and resubmit
1. need to drop DGP (FSEM cannot be DGP)
2. need to add discussion of community engagement portion when you apply for CE approval
3. need to revise course description paragraph to make it more engaging
4. 40% of final grade from two exams is very high – maybe add quizzes and lower percentages for exams and add percentage to response papers
5. question of adequate time for instructor feedback – timeline is very tight
6. Need clarification on who is going to be grading what.  Who takes care of contribution grade.  Who grades the papers.  That kind of thing.
7. take out reference to USHMM visit
8. add Brooke’s last name to list of guest faculty
9. 2 response paper are listed at the beginning of the syllabus but in the calendar there appear 3 reflection papers
10. is this a discussion-based class? need to add description of how discussion will be part of the class and expand on how class participation will be measured
11. add trip to speaking center in calendar
* Lauren McMillan/Making History: Accept with minimal revisions (no need for FSEM committee to see again)
1. flesh out assignments—including information about the presentation
2. add a one-line statement about safety in terms of manufacturing tools
3. change “freshman” to “first-year” on the first page of syllabus
* Jennifer Cirbus/Our Everyday Lives: Accept as-is
1. need to revise course description paragraph to make it more engaging
2. make sure assignments and due dates line up on page three (use lines instead of bullet points)
3. make sure to send in for CE designation if you are interested in this
* Davis Oldham/The Dose Alone Makes the Poison: Accept as-is
1. add advising experience
2. consider making this course honors
* Teresa Kennedy/ The Landscape Garden: Revise and resubmit
1. need to revise course description paragraph to make it more engaging (draw from syllabus to change it)
2. no readings listed – add readings
3. add details about all assignments
4. reformat the syllabus to make reading easier (and the syllabus appears twice)
5. address question of class discussions
6. address how students will develop their own views on topics
* Janine Davis/True Crime in Modern Times: Revise and resubmit
1. need to revise course description paragraph to make it more engaging
2. explain more this idea of “spying on people” – need to unpack this and contextualize this – what is the purpose?
3. reconsider the link you provide to the tweet about the couple breaking up on the roof (how does this tweet help?)
4. give page length for research paper
5. give more details on both final paper and presentation
6. explain better the process of revision for the final paper
7. reconsider the timeline for the writing, workshopping, and revising of research papers – as it is, this timeline is very tight with little time for rewriting (perhaps begin writing and revising processes sooner?)