**Speaking Intensive Committee**

**Minutes for October 3, 2022 Meeting**

**Meeting began**: 3:02 PM

**Members present**: Adria Goldman (Chair), Bridgette Dennet, Erin Devlin, Leanna Giancarlo, Erin Palmwood

* **Old Business**
  + Discussed proposal for Spring 2023 and agreed that Adria will request additional information about this proposal from the submitting faculty member. Following receipt of this information, the committee will vote on the updated proposal via email unless additional discussion is needed.
* **New Business**
  + Proposal language
    - The language currently used in CIM regarding SI proposals seems to imply that evaluation criteria are a suggested rather than required. The committee agreed that Adria will update the language used in CIM to clarify that both course syllabi and evaluation criteria are required components of SI proposals.
* **Announcements**
  + An SI training workshop for faculty will be taking place in early November (official date TBD). Committee members are asked to help promote this event within their departments.
  + Reminder for committee members to reach out to colleagues to solicit any ideas or requests for faculty development workshops or SI resources.
  + Request for committee members to continue to promote available services at the Speaking and Writing Center to colleagues.
* **Next Meeting** 
  + The original meeting scheduled for November 7th at 2:00 PM via Zoom is canceled. A new meeting is scheduled for November 14th at 3:00 PM via Zoom.
  + Timeline for review: SI proposals due 11/4; Adria uploads new proposals to shared folder by 11/7; committee reviews due 11/9; committee discussion on 11/14 meeting.

**Meeting adjourned**: 3:23 PM