**Speaking Intensive Committee Meeting**

Minute for Sept 6, 2023 Meeting

via Zoom

Meeting began: 3:00 PM

Members present: Erin Devlin, Leanna Giancarlo, Debra Hydorn (Secretary), Erin Palmwood (Chair), Leah Schweitzer

* **Old business**
  + Approval of 04/19/23 minutes
    - Minutes approved unanimously.
* **New business** 
  + Procedure for proposal review
    - The committee decided to use the same system as last year (the Chair will send proposals submitted through CIM to the committee to review, committee members then submit their vote on a Voting Document provided by the Chair, committee will then decide if it needs to meet to discuss comments/votes or if discussion can take place through email).
    - One proposal was submitted by the September 5 deadline. The Chair asked committee members to submit comments by September 13.
  + Procedure for internal submissions
    - The committee discussed two options and decided that the process will be the same except the committee member who submitted the proposal will not be given access to the Google and Voting Documents.
  + Procedure for minute approval
    - Last year, the Secretary would post a draft on the UFC website, and then send a modified final version after committee approval.
    - This year the Secretary will send a draft of the minutes to the committee members for comments along with a date by which comments/corrections need to be sent to the Secretary. The Secretary will post the final version of the minutes to the UFC website.
* **Announcements**
  + SI Program
    - No announcements
  + Speaking and Writing Center
    - Requests for SI/WI tutoring is not on the EAB website anymore. Instead, professors of SI courses include a link on their syllabus where students sign up.
    - Adria and Leah conducted training over 2 weeks (before classes started) instead of over 15 weeks. Tutors are trained to tutor for both SI and WI classes.
    - A faculty member made a request for an Excel version of the Personal Report of Communication Apprehension survey that would provide an overall score for each student. A pdf version is available but does not provide student scores. Erin P. indicated that she will post the pdf version on the SI program website and the Excel version if found.
* **Next meeting**
  + The next deadline is November 3. The Chair will contact the committee members to determine if we need to meet before then.