



FSEM Committee

September 28, 2023 Regular Meeting

Time and Location: 4pm, HCC211

In attendance:

2023-2024 FSEM Committee (All present)

- 2024 Jennifer Walker (Associate Professor, COE)
- 2025 Bridgette Dennett, Chair (Assistant, CAS)
- 2025 Marcus Leppanen, Secretary (Assistant Professor, CAS)
- 2026 Gary Richards (Professor, CAS)
- 2026 Marco Millones (Associate, CAS)

EX OFFICIO MEMBERS

- April Wynn, Director of the FSEM Program

I. Introductions

II. Old Business:

a. Vote on minutes from last meeting

- i. Unanimous approval of previous minutes

b. Review of upcoming workshops and proposal approval schedule

- i. 10/10 and 10/11 workshops are for faculty intending to submit NEW proposals (We are meeting in HCC 210)
- ii. We have sent out an email to encourage faculty to come prepared with syllabi or other materials so we can provide more direct feedback
- iii. We have discussed possibility of having an RSVP system for the workshops to help committee members plan their time better

c. Need to confirm our meeting time on Nov 6th proposal approval since dept meetings are also on the 6th

- i. Confirmed to be at 5pm (We are meeting in HCC 210)
- ii. Bridgette is creating a "how to CIM" document for accessing proposals for new (and old) members to prepare for next meeting
 - 1. Bridgette will reach out to Kevin Caffrey to ask if he already has something that can be used or adapted

III. New Business:

a. New format for providing feedback on updated/resubmitted proposals

- i. Bridgette is going to set up a Google Doc to avoid long email threads to try to come to a consensus on those types of reviews

b. Updates from the TIC working group

- i. Three more workshops are coming up for the Thrive in College FSEM (10/3, 10/17, 10/31; Capital Room in the CRUC)
 - 1. 6-8 different individuals have demonstrated interest (and others who cannot make meetings) so this is looking like a good initiative!

c. New “add instructor” section of Fiscal Fitness will be proposed soon

- i. Caitie Finlayson has been in discussion with Bridgette about it - we should expect a proposal from her

IV. Ex Officio Report:

a. SLOs – It’s been a while since we’ve evaluated SLOs, so we need to look at them and make sure they still align with the goals of the FSEM program

- i. Longstanding emphasis on writing, speaking, and research in FSEM to prepare students for college-level work
- ii. These have not been looked at or updated since approximately 2014
- iii. Committee has agreed to review the SLO’s in the Spring semester (possibly January)
- iv. We need to determine if the current SLO’s fit what our current students need to succeed
 1. We discussed some potential directions for that future discussion
 - a. “Critical reading” is not a current outcome, but maybe it should be?
 - b. Should there be an update to the schedule format (e.g., two 8-week or three 5-week sessions)?
 - c. Do FSEMs need to stay tied to advising?

b. Updates from the COB and COE

- i. Departments have been contacted, but not much has changed
 1. COB working on accreditation will revisit in Oct.
 2. COE has expressed some interest in providing more FSEMs and getting all faculty on the rotation
 3. April needs information by December 8th from department chairs so she can properly staff FSEMs
 - a. This is to make sure website can be updated with offerings by February 1st

c. Look at proposal guidelines and make sure they reflect current FSEM goals

- i. Should we add a Spring semester deadline for more proposals?
 1. Those proposals would not be approved for the Fall of the upcoming semester, but approval is a long-term decision that would nonetheless benefit future terms
- ii. Our emphasis on speaking and writing assignments has not been super clear to those submitting, yet we have tried to keep consistent expectations on our end
 1. Will further discuss updating this document during the Spring discussion in conjunction with SLO review
 2. Amount of writing was a common concern of ours (typically too much)
 - a. We also need a more explicit timeline of when feedback needs to be given to students from faculty
 3. We want to increase the transparency of our expectations to submitting faculty
- d. Reminder that we should all be on the same page with our expectations during reviews this year!

V. Next meeting – Nov. 6th at 5pm

- a. Be aware that we may need a December meeting for reviews

Meeting adjourned at 5:52