**Speaking Intensive Committee**

**Minutes for August 28, 2024**

**Meeting began**: 3:05 PM

**Members present**: Erin Devlin (Chair), Leanna Giancarlo, Debra Hydorn (Secretary), Leah Schweitzer (WI Director), Katherine Parker, Dianne Baker

* **Old Business**
	+ Minutes of 4/17/2024 were approved
* **New Business**
	+ Procedure for proposal review
		- Anticipate two batches of proposals, one for new Spring 2025 classes and one for Fall 2025 classes
		- Proposed deadlines from chairs of other committees (WI, DI); accepted by SI members
			* 9/16 for Spring 2025
				+ Allows for 2 weeks to review proposals before sending decisions to UFC committee for their November meeting
			* 11/18 for Summer 2025
			* 1/21 for Fall 2025
		- Proposals will be made available to committee members along with spreadsheets to submit reviews
			* Spreadsheet includes spaces for comments and for committee members to indicate if they would vote yes, no, or if they think the proposal should be discussed
			* SI Chair will compile comments and send them to the proposer for revisions if needed.
			* Proposals from committee members will be in a separate spreadsheet not available to that committee member
	+ Schedule of meetings for Fall 2024
		- Depends on number of proposals received and any need for discussion
		- May depend on reorganization decisions
		- Plans to meet mid-September to discuss reorganization options
	+ Charge from reorganization working group
		- Working group sent two options
			* Combine WI and SI committees (with 5 members)
			* Combine WI, SI and DI (depends on if DI is combined with DBL)
		- Questions about role of WI and SI Directors (voting members or ex officio), potential impact on WI and SI Directors; plans for full committee meeting to discuss (mid-September meeting)
			* Erin will send a poll to find a time when we can all meet
		- Need clarification from reorganization committee – What do they want from us? What “unit” do we report to?
	+ Procedure for minute approval
		- Draft of minutes will be shared with the committee for comments/corrections before posting on UFC website
* **Announcements**
	+ SI Program
		- Materials from PD-day workshop on small group discussions are available on the SI website
		- Finishing SI assessments, update in October
	+ Writing Center
		- Planning class workshops only, FSEM and special topics
* **Next meeting**
	+ Meeting planned for mid-September to discuss reorganization options

**Meeting adjourned**: 3:39 PM

**Minutes submitted by**: Debra Hydorn