

**Steering Committee  
Minutes  
September 20, 2017**

**Attendance:** Cynthia Curtis, Jacqueline Taylor, Jennifer Palmgren, James Day, Martha Stella, Laurel Leonard, Rebecca Li, Dovid Plaza, Chris Blakely and Jessica Stover.

**1. Welcome and introduction**

**2. Election of co-chair – Cynthia Curtis re-elected to co-chair.**

**3. Approval of minutes from May 17, 2017 – Minutes approved.**

**4. List of charges continued from 2016-2017:**

CAP: Learning Assistants, Types of Majors Defined

CSCC: Student Travel, Tobacco Free Campus, Involuntary Withdrawal

TLC: Course approval process (blended/online courses)

**5. Liberal Learning course designations: recommended changes to the Course Approval Process**

Motion - Steering will temporarily amend course approval policy to make this consistent with the governance document. Steering will charge CAP to review the policy later in the year, once TLC has completed work on course approval for blended and online courses.

**6. Request regarding membership on CICC**

Steering will not change the membership on CICC at this time. Cindy will contact the requestor.

**7. Advising Assessment: charge for CAP**

Charge approved. Cindy will forward this to CAP.

**8. Undergraduates taking graduate courses: charge for CAP**

Charge was approved. Cindy will forward this to CAP.

**9. Service Animals policy: charge for CSCC**

Charge was approved. Cindy will forward this to CSCC.

**10. Review of policies:**

**Departmental Honors: Charge for CAP**

Charge was approved. Cindy will forward this to CAP.

**Independent Study, Undergraduate: charge for CAP**

Charge approved. Cindy will forward this to CAP.

**Emeritus status for Faculty, Emeritus Status for Staff: charge for CFA (with emeritus faculty)**

Charge was approved. Cindy will forward this to CAP.

Respectfully submitted,  
Jessica Stover