Steering Meeting Minutes

October 17, 2018

In attendance: Martha Stella, Bill Keep, Shaun Wiley, Ryan Gladysiewicz, Lorna Johnson-Frizell, Barbara Strassman, Patricia Kou, Rajbir Toor, Nikita Taneja, Jennifer Palmgren, Laurel Leonard

1. Minutes from the October 3, 2018 meeting were approved.
2. Approved sending a charge to CAP for a new major in World Languages and Linguistics
3. Approved sending a charge to CFA on External Review Process for Faculty Promotions Charge
4. Unanimously agreed to return to CAP its final recommendation on Undergraduate Course types with directions for CAP to:

a) edit the recommendation so that all course types “must” have a syllabus or proposal

b) to include a definition of a “generic-syllabus” and

c) consider a different title for the policy to ensure that the campus will easily be able to identify the policy (“Types of Independent Courses or Special Arrangement Course Type”)

After the recommendation is edited to include these items, CAP will be asked to send the recommendation to GSC with directions for GSC to see if the policy, as written, covers graduate courses. If it does not then CAP should direct GSC to write a parallel policy for graduate classes.

1. Approved the recommendation from CAP to grant a waiver to the IMM Minor .
2. After review of the final recommendation from CSCC on the charge of whether or not the campus needs a pet policy, Steering unanimously agreed to charge CSCC with writing a policy on animals which will provide an index of all other policies that address animals on campus. The policy should also consider Ewing Township ordinances on animals.
3. Steering discussed the two charges sent to CFA relating to Sabbaticals (Tie-Breaking and Membership). Jennifer will investigate the process of putting these policies into the Governance document rather than keeping them as policies.
4. Barbara raised a question brought to her by Andy Leynes and Curt Elderkin. Curt has been asked if TCNJ would work with other campuses in piloting software looking at student research. Barbara requested more information about this project (e.g., cost to TCNJ, IRB review, purpose of the software). Steering agreed that Andy and Curt should speak to Bill.
5. Bill discussed the Signature Experience Coordinating Council and the recommendations made last year by Kit Murphy about this Council. Bill will further investigate how to handle the questions raised in regard to whether or not the Council can meet its charge to “plan and coordinate” the areas assigned to it.