

Committee Members In Attendance: Keli Fazio, Ryan Gladysiewicz, Tom Hagedorn (Co-chair), Brittany Aydelotte, Jeff Osborn (Co-chair), Jennifer Palmgren, Yashvi Verma, Alekhya Madiraju, Colleen Schmidt. Absent: Jill Bush, Roshni Raji.

Guest Presenters: CAP Chairs, Brenda Seals and Brett BuSha; CFA Chair, Gary Dickinson

1. The meeting was called to order at 1:30 pm by Tom Hagedorn.
2. CAP Chairs asked for clarification on charge for the “Development and Approval of Online or Blended Courses policy”. Steering confirmed that CAP should focus on the definitions in the policy and share with the campus community with the note that the charge was to update definitions. Confirmed to keep with Tier 2 testimony.
3. CAP Chairs shared an update on current charges including:
 - a. A plan to send out one survey for upcoming testimony that will be discussed in the next CAP meeting.
 - b. “Increase in Transfer Credits Accepted and Decrease Residency Requirement” Charge Nursing request - Will be approved, pending the update and alignment of the “Undergraduate Transfer Credit” policy and the “Residences Requirements” policy. Requested to increase testimony to move from Tier 2. Confirmed date to stay “end of Spring 2022 semester”.
 - c. Syllabus Charge - ready to submit for survey feedback
 - d. Remote Classroom Camera, Microphone, and Recording Charge - Considering issues such as student conduct policies related to this policy, asking General Counsel for feedback prior to moving forward.
4. CFA Chair shared updates on current charges including:
 - a. Disciplinary Standards Review - multiple reviewed and coming out soon. Considering the variation that is seen between departments. Checklist was developed last year but not being utilized. CFA is considering reaching out to Deans to ensure chairs know about checklist/guide and have guidance prior to starting updates. Unclear terms being identified to be most clear. Suggestion for subcommittees to work through each and then come back with recommendations.
 - i. Jeff to send last year’s recommendations to Gary.
 - ii. Jeff invited CFA to Deans meeting to present to all at the same time.
 - b. 5-Year Reviews of Policies
 - i. Financial Conflicts of Interest Policy - minor edits, will be ready shortly
 - ii. Retention of Student work - minor edits, will be ready shortly

TCNJ Steering Committee Minutes

1:30 to 2:50 pm

February 16, 2022

Library Room 123

- iii. Undergraduate Advising Policies & Practices - asked for clarification on charge. Confirmed for Tier 2 testimony.
 - c. Assessment of Advising - collecting testimony, complete faculty, staff and student groups. Will now take back feedback and create final recommendations.
 - d. SOSA - scheduled for open testimony for March 2nd then will create final recommendation.
 - e. Student Feedback - working on creating the preliminary recommendation. Adding DEI components. Asked for clarification on mid-semester feedback questions. Confirmed that question is should it be a requirement.
 - f. RPD Service - completed preliminary document for CFA to review, suggest edits, and then move forward to testimony.
 - g. Copyrighted materials - minor edits, working on final recommendation.
5. The Steering Committee approved the minutes from the February 2, 2022 meeting with a vote of 5 in favor, 0 opposed, and 2 abstentions. The next meeting will be 3/2/2022.
6. The most current policy on Civil Engineering Minor was reviewed, discussed, and approved with a vote of 7 in favor, 0 opposed, and 0 abstentions.
7. A charge to CAP was reviewed regarding the proposal for an Arts Administration and Cultural Entrepreneurship minor Department of Art and Art History in the School of Arts and Communication The charge was approved with a vote of 7 in favor, 0 opposed, and 0 abstentions.
8. Other discussion topics included
 - a. CSPP Principles for Developing an Academic Calendar will be coming to Steering soon.
 - b. Committee on Anti-Racism, Equity, and Inclusion - Suggestion for a small group of Steering to meet with Faculty and Inclusive Excellence to discuss.
 - c. Minors - Is there a maximum number of minors? No. Consider if there are any courses only unique to minors. Consider duplication of courses or where collaboration could count for major/minor from other departments.
9. The meeting was adjourned at 2:44 pm.