

Steering Committee Minutes
September 21, 2022 • 1:30-2:50 pm
Gitenstein Library, room 123

Attendance

- Present
 - Jill Bush (co-chair), Faculty, term expires 2023
 - Cathy Liebars, Faculty, term expires 2024
 - Ryan Gladysiewicz, Staff, term expires 2024
 - Colleen Schmidt, Staff, term expires 2024
 - Brittany Aydelotte, Staff, term expires 2024
 - Danielle Sambogna, Undergraduate Student
 - Dylan Chidick, Undergraduate Student
 - Jeffrey Osborn, Provost and co-chair (ex-officio, without vote)
 - Jennifer Palmgren (Academic Affairs, without vote)

- Absent
 - Felicia Steele, Faculty, term expires 2025
 - Peter Corso, Undergraduate Student

Meeting was started at 1:30 pm.

Introductions and welcome to new members

Election of co-chair and vice-chair

- Co-Chair Election
 - Nominations
 - i. Nominee(s): Jill Bush; Motion and Second
 - Co-Chair Vote
 - i. Yes - 7
 - ii. No - 0
 - iii. Abstain - 0

- Vice-Chair Election
 - Nominations
 - i. Nominee(s): Brittany Aydelotte; Motion and Second
 - Vice-Chair Vote
 - i. Yes - 7
 - ii. No - 0
 - iii. Abstain - 0

Governance overview and role an of the Steering Committee

- Jeff presented an overview of the TCNJ Governance structure.
- This year, Steering should ensure that we are working within the guidelines for steering.

Review the Summary of Status of Issues in Governance

- Please review and become familiar with the summary of issues, steps and tiers of testimony.

Reports from chairs and co-chairs of standing committees and others

- Chairs will be asked to attend at the request of the Co-Chairs of Steering

Review the expedited process for:

- 5-year review cycle of policies
 - Process (new)
 - i. Co-Chair will do a cursory review of the policy
 - ii. Decide if their needs to be a substantial update
 - 1. If substantial change needed, Co-Chair will bring to Steering to develop a charge
 - 2. If no substantial change is needed, Co-Chair will bring the decision to Steering to expedite the process and get approval from the appropriate committee to make needed updates and then approve.
- Curriculum
 - Process (new)
 - i. Co-Chair will review submitted documents
 - ii. If all required steps and documents were submitted, Co-Chair will send forward to Steering for expedited approval via meeting or email.
 - iii. If all required steps and documents were submitted, Co-Chair will send forward to CAP for expedited approval via meeting or email.
 - iv. Once received back from CAP, Co-Chair will bring back for approval to Steering via meeting or via email.

Approval of minutes

- Minutes Approval (slate of minutes from 5-17-22, 6-13-22, 9-9-22)
 - Motion; Second; Call to Vote
 - Yes - 4
 - No - 0
 - Abstain - 3

Charges under current review/testimony

- Jill will follow up with committee chairs that have outstanding items and bring back for review to next Steering meeting.
- CAP:
 - Classroom Recording policy (CAP-Step 2)
 - Graduate Admissions policy (CAP-Step 2)
 - Graduate Certificate Program policy (CAP-Step 2)
 - Health Risk Communication Graduate Certificate (CAP-Step 2)
 - Undergraduate Certificate Programs policy (CAP-Step 2)
- CFA:
 - Copyrighted Materials policy (CFA-Step 3)
 - Student Feedback (CFA-Step 4)
 - Undergraduate Advising Policies and Practices (CFA-Step 4)
- Equity Audit (CDC/New Executive Committee-Step 2)
- Living Learning Communities Task Force (Step 3)
 - Committee should review charge and draft report for discussion in next meeting

New charge

- Spanish for the Professions Graduate Certificate
 - Certificates Included
 - i. Spanish for Healthcare Professionals
 - ii. Spanish for Business
 - iii. Spanish for Human Services and Counseling
 - iv. Spanish for Law and Justice Practitioners
 - Vote to send Charge to CAP
 - i. Yes - 7
 - ii. No - 0
 - iii. Abstain - 0

Next meeting

- October 5, 2022 - 1:30pm - Library 123

- Executive Committee on Inclusive Excellence discussion
- Living Learning Communities Task Force discussion

Adjournment

- Motion to adjourn
- Time: 2:50pm