

Steering Committee Minutes

Wednesday, February 15, 2023 • 1:30-2:50 pm

Gitenstein Library, Room 123

Attendance

- Present
 - Jill Bush (co-chair), Faculty
 - Cathy Liebars, Faculty
 - Felicia Steele, Faculty
 - Chanelle Lester, Staff
 - Brittany Aydelotte, Staff
 - Dylan Chidick, Undergraduate Student
 - Danielle Sambogna, Undergraduate Student
 - Peter Corso, Undergraduate Student
 - Jeffrey Osborn, Provost and co-chair (ex-officio, without vote)
 - Jennifer Palmgren (Academic Affairs, without vote)
- Absent
- Excused
 - Colleen Schmidt, Staff

Meeting called to order 1:31pm

1. Guest from CFA to provide updates

- a. Gary Dickinson shared updates about CFA including:
 - i. Discussion on Chat GPT, suggestion to create a task force to review the implications and need for updated policy
 - ii. Discussion Steering's feedback on CFA's final recommendation on Undergraduate Advising Policies and Practices
 1. CFA will discuss Steering feedback at next meeting and consider changes to recommendations
 - iii. Discussion on CFA's preliminary recommendations for Disciplinary Standards charge
 1. Steering has no current concerns
 - iv. Discussion on CFA's final recommendation for Student Feedback charge
 1. Steering has limited concerns about final recommendations, should clarify mode of implementation (online form vs printed)
 - v. Discussion on CFA's charge on Informed Course Choices

1. CFA is requesting to increase the charge from tier I to tier II to gather additional feedback from students and faculty on proposed recommendations.
2. Approve minutes ([2-1-23 Minutes](#))
 - a. Motion to approve minutes, seconded
 - i. Yes - 5
 - ii. No - 0
 - iii. Abstain - 0
 - iv. *Note: Student representatives left prior to vote*
3. Preliminary Recommendations
 - a. CFA - Disciplinary Standards Policy
 - i. Steering reviewed the preliminary recommendation and has no current questions or concerns prior to the final recommendation process
 - ii. See notes above
4. Final Recommendations:
 - a. CAP - Development and Approval of Online or Blended Courses policy
 - i. This item is tied to the work of the Task Force for Course Delivery Mode Definitions and report from CAP that was completed May 2022
 - ii. Motion to approve recommendation, seconded
 1. Yes - 5
 2. No - 0
 3. Abstain - 0
 4. *Note: Student representatives left prior to vote*
 - b. CFA - Course Evaluations, Student Feedback, and DEI charge
 - i. This item is tied to the work of the Task Force for Student Feedback on Teaching and the report from the Task Force from 2019
 - ii. Moved to table to next meeting for student participation

5. 5-year Policy Review-Internal Steering Committee

a. Degree Program Approval Process Policy

- i. Motion to approve with amended language, seconded
- ii. Yes - 5
- iii. No - 0
- iv. Abstain - 0
- v. *Note: Student representatives left prior to vote*

b. Emeritus Status for Faculty

- i. Tabled to next meeting

c. Emeritus Status for Staff

- i. HR will be tasked with merging the staff documents

6. CSCC Update

- a. All 4 charges will be back on schedule
- b. CSCC may review The College of New Jersey Policy Prohibiting Discrimination in the Workplace/Educational Environment policy as brought to our attention by testimony from the Student Code of Conduct.

7. Adjourned at 2:46pm

Next meeting: March 1st, we will review more 5-year cycle policies