

## **Minutes: Steering Committee**

Wed., Dec. 6, 2023 • 1:30-2:50 pm

Gitenstein Library, Room 123

Present: Jackie Anderson,, Anthony Berchie, Chanelle Lester, Cathy Liebars, Mindi McMann, Dylan Nguyen, Jeffrey Osborn, Jennifer Palmgren, Felicia Steele

Excused: Brittany Aydelotte, Kay Potucek

1. Minutes from 11-25-2023 approved as submitted.
2. Visit from CSCC chair - Michelle Bunagan - postponed until February 7
3. Internal review - Hold Flags policy; 2nd person converted to 3rd (“you” to “a student”); Felicia will help to regularize grammar; Cathy will run it by CAP for review as well. Provisionally approved pending changes and review: unanimous approval. Title will be Service Indicators (Hold).
4. New charge Issued to CAP Internships (Undergraduate) policy to review how Co-Op experiences would be factored into this definition. March 15, 2023 deadline given: unanimous approval.
5. Discussion:
  - a. End of year 2022 - 2023 email to campus
  - b. Feedback re: Procedures for Committee transition; one of the issues is how committees are populated and chairs are appointed. If committees could be populated earlier than we would still fulfill the governance document’s stipulation that committees appoint their own chairs.
  - c. Governance email documents - contacts added
6. Adjourned 2:18 PM