

## Minutes, Steering Committee

Wed., Feb. 21, 2024 • 1:30-2:50 pm

Gitenstein Library, Room 123

Attendance Present: Jackie Anderson, Brittany Aydelotte, Chanelle Lester, Cathy Liebars, Suzanne McCotter, Mindi McMann, Dylan Nguyen, Joseph Pacas, Jennifer Palmgren, Kay Potucek, Felicia Steele

1. Minutes (2-7-24): small amendments will be made; minutes approved.
2. Final recommendations
  - a. AI Task Force [final report](#) - Steering will distribute the report to the Deans Council to invite them to think about places in the curriculum where AI literacy may be built. We will distribute the report to the campus with additional considerations and with a link to the NJ Big Data Alliance symposium <https://njbda.org/2024symposium/> May 17. Steering will examine the syllabus and academic policy examples and guidelines policies with attention to the use of AI tools in courses.
    - i. Final recommendation accepted unanimously.
  - b. WLC Certificates proposal
    - i. Final recommendation accepted unanimously.
  - c. CSCC - Communication with the News Media. Language was updated to include that coordination with CMBM is strongly encouraged with administrators, faculty and staff who are contacted, but is not required; and other language has been more inclusive.
    - i. Final recommendations accepted unanimously.
  - d. Graduate Student Full Time Definition: Steering inserts “at least one” in the phrase “is taking credit-bearing graduate courses” so that it reads “is taking at least one credit-bearing graduate course.” Steering also changes the title of the policy to “Graduate Student Academic Load and Definition.” We have concerns about whether we need to specify any language that deals with the issue of international baccalaureate degrees.
    - i. Recommendations not accepted; ask GSC to consider the changes and concerns that we expressed.
  - e. New Business: Additionally, Steering will ask CAP to approve the change of title of the “Academic Load” policy to “Undergraduate Academic Load”
    - i. Motion approved unanimously
3. New charges -

- a. CAP - Academic Structural Changes to Support Institutional Financial Sustainability: Discussed the relationship between this charge and working groups
    - i. Motion approved unanimously
  - b. CSCC - Interim Flag policy. Steering asks that CSCC consider the issue related to the definition of who can ask for a flag.
    - i. Motion approved unanimously
4. Discussion -
- a. CAP concerns/issues raised - Alternative Undergraduate Course Types - update. This issue is going to the working group on faculty workload and the core and will eventually go to CFA.
  - b. Response to committee transition memo from SGA, Staff Senate, and Faculty Senate. Our responses are limited because changes to the process of elections require revision of the governance document.
5. Adjourn
- Meeting adjourned 2:51pm