

## Minutes Steering Committee

Wed., March 20, 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 from 3-6-24 approved unanimously without correction
2. Final recommendation from CSCC regarding Student travel; most changes were related to simplifying the language of the policy to reduce repetition and redundancy. Additionally, they recommended a checklist or flow chart and recommended a common form. We suggest that departments can share best practices to make the process more uniform across units. Finally, they recommended updating the travel.tcnj.edu website to provide more guidance for student travel.

Steering asks CSCC whether or not they asked General Counsel and Campus Police about required documentation specified in III.(formerly b) a. Members of Steering were concerned about the ambiguity of the language that suggests that it is the discretion of the unit to determine what information is included. If we already collect information elsewhere, do we need to ask units to collect information?

3. New charges
  - a. CAP - Charge issued to examine the Educational Studies graduate certificates: courses offered by the Regional Training Center (RTC) to be recognized as graduate certificates that may be assembled together into the MA in Educational Studies.
    - i. Motion passes unanimously
  - b. CFA - Charge reissued about Copyright Material (both use and the creation of intellectual property)
    - i. Motion passes unanimously
  - c. GSC - Charge issued to consider whether a Graduate assistant policy needs to be created that addresses the range of roles of graduate assistants and procedures.
    - i. Motion passes unanimously
4. Meeting adjourned 2:24pm