

Steering Committee Minutes

Wed., May 1, 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, Kay Potucek, Felicia Steele

Excused: Joseph Pacas, Jennifer Palmgren

1. Minutes of 4-17-24 approved

2. New charges

- a. CAP/GSC - Addiction Counseling Graduate certificate
 - i. Charge approved unanimously
- b. CAP - Ethics minor
 - i. Charge approved unanimously

3. Final recommendation

- a. CAP - Educational Studies Graduate Certificates
 - i. Recommendation accepted unanimously
- b. CAP - Social Media minor
 - i. Recommendation accepted unanimously

4. Discussion

- a. Office hour policy needs to be updated to match contract
 - i. Adjunct faculty must hold limited office hours (one hour per week for one course per semester). For each additional course, they must hold an additional 30 minute session. While in-person meetings are preferable, these meetings can be virtual considering the scheduling constraints faced by many adjunct faculty members. To facilitate in-person meetings between adjunct faculty and their students, departments should provide appropriate spaces, even if the spaces are shared.
 - ii. Take out "full and part-time" from the first bullet point.
 - iii. Cathy will remove "full and part time" from the document
 - iv. Changes to office hour policy approved
- b. CAP – Internship policy charge
 - i. CAP will pause work on the internship policy until the LIONS Plan working group on 3-yr Bachelor's Programs provides its recommendations
- c. CSCC memo asks Steering if a working group could be formed to work on the student travel policy: Brittany will lead a working group on behalf of Academic affairs.
 - i. Motion carries unanimously
- d. CAP gave Steering an update that they will not continue work on the language requirement element of the charge about academic restructuring

- e. Senate Executive Board has requested governance review and of the LIONS plan recommendations. Steering will review the reports and ensure governance review of those things that go through governance. Cathy will respond and explain that we hear their concerns and that Steering is committed to the governance process and will put matters through governance as appropriate. Working group reports may not be able to be distributed because of sensitive data; some of this data may impact enrollment.

5. Meeting adjourned 2:50pm

Next meeting: Monday, May 13 - 3:00pm