

Steering Committee

Wed., April 2, 2025 • 1:30-2:50 pm

Present: Jackie Anderson, Brittany Aydelotte, Jana Gevertz, Chanelle Lester, Suzanne McCotter, Mindi McMann, Jennifer Palmgren, Kay Potucek, Felicia Steele, Adriana Tamayo

Absent: Jared Williams

1. Minutes of 3.4.25 approved with one abstention
2. Final Recommendations:
 - a. CAP - New Charge: English Undergraduate Certificates (Teaching Writing, Publishing and Editing, English Language and Literacy): the final recommendation needs to be corrected to reflect that all three proposals are approved.
 - i. Final recommendation (pending correction) is approved unanimously.
 - b. CAP - New Charge: Middle School Math Certificate
 - i. Final recommendation is approved unanimously
 - c. CAP - Music Performance Minor: Minor in Music Performance (Music Education) minor track has been approved by CAP. The non-education track in Music performance will be reconfigured as a certificate proposal that needs to be resubmitted to Steering to Charge CAP for consideration. Minor Performance is still to be fully updated.
 - i. Final recommendation on the Minor in Music Performance (Music Education) minor track approved unanimously.
 - d. CAP - Internships (Undergraduate) Policy
 - i. The final recommendation needs to be returned to CAP to change the title, make sure the description of the procedure for records and registration matches current practice, and that CU (Course Unit) be clarified. We recommend that CAP consult with Dean's staff and Records and Registration (particularly Katie Caperna) to clarify the processes and procedures.

- e. CSCC - Student Travel Policy ([charge / updated memo](#)) ([final recommendation](#)) ([redlined version](#)) ([clean version](#)) ([student travel guidelines handout](#))

3. Revised Charges:

- a. CAP - Development and Approval of Online and Blended Courses; the goal is to add online programs to this policy rather than formulating a separate online programs policy as CAP was charged March 5, 2025.
 - i. Charge approved unanimously

4. Amended Policy

- a. CSPP - Policy on Academic Centers and Institutes: Steering needs more information from the General Counsel's office about why the distinction between existing administrative offices (for example, Center for Student Success, Center for Community Engaged Learning and Research, Career Center) and solely academic centers (for example, Sustainability Institute, the Dawley Center, and the Center for Complex and Sensory Disabilities) was removed. Explanation from Provost McCotter: The Centers and Institutes policy that we finalized in the fall is a presidential policy, so it needed to be reviewed and recommended by Michael after we worked on it. Additionally, when it went through General Counsel review, they recommended separating the "policy" part from the procedure part, so the work we did has been separated into distinct documents with different purposes. The president had a few suggestions which do not strike me as very substantive.

5. Discussion

- a. Steering - Review of Options Regarding GSC's role in governance and in the School of Graduate, Global, and Online Education:
 - i. When we open the governance document, we will need to define "Graduate Faculty" as someone who teaches in a graduate program or someone in a department offering a graduate program.
 - ii. Steering will present the CAP proposal to GSC for feedback.

6. Adjournment at 2:50 pm

Next meeting: Wednesday, April 16th - 1:30 pm