**Attendance**: Carol Wells, Deanna Harkel, Ann Guarnaccia, Kevin Kim, Angela Chong, Ed Conjura, Margaret Martinetti, Jody Eberly, Arti Joshi, Susan Ryan

**Excused:** James Spencer, Ryan Boyne

1. **Introduction** – Members of CSCC introduced themselves.
2. **Election of Board Members –**

Carol Wells retained the position of Chair and Susan Ryan was elected as the Vice Chair. The committee unanimously decided not to elect a formal secretary, instead decided to rotate the responsibility of taking minutes. Arti agreed to take minutes at this meeting.

1. **Calendar –**

Meeting dates were discussed. For month of Oct, the meeting would be held on Oct 1 (instead of Oct. 8), due to change of meeting schedule as announced by Provost. Meetings for the following dates would not be held: 11/26, 12/24, & 1/14 due to holidays.

Meetings would be renewed in Spring 15 from January 28th through April 22nd. Carol will send Zimbra meeting invitations to all CSCC members along with having the dates on the minutes.

1. **Update - CSCC Charges –**

**Review of Charges:**

1. Protection of Children Policy, Student Conduct Code Policy and Student Freedoms and Rights Policy were all approved by Steering.
2. Student Travel Policy was drafted by CSCC approximately seven years ago. The Office of General Counsel is reviewing the policy at this time. CSCC has received no updates on this policy and the charge is currently pending.
3. Undergraduate Certificate Program – is the only outstanding charge for the committee at this time.
4. **Undergraduate Certificate Program** –

 This was a co-charge with CAP last year (2013-14). CAP and CSCC worked together to design a certificate program policy. The following represents what was developed by the committee:

* An academic certificate program typically involves 2-3 academic courses compared to a minor, which requires 4-5 academic courses for consideration of minor. As with the minor process, CAP would be involved in approving the process.
* An academic and non-academic (co-curricular) certificate program would involve both CAP and CSCC.

In response to the non-academic component and the role of CSCC, a flowchart was requested from CAP in May of 2014.

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* + - The responsibility for the committee this year is to review CAP’s documents and discuss parameters for setting up and reviewing requirements for co-curricular experiences in a certificate program (especially in relation to the Leadership Certificate proposal).
* It was decided that it would be beneficial to invite the chair of CAP to the next meeting to help clarify their views and updates on the procedures for approving certificate programs. Input from CAP about their vision about the role of CSCSS in this process would also be sought. Carol will invite Mike Marino to our next scheduled CSCC meeting.
* Additionally, it would be helpful if CAP could send us any documents that have been prepared in this regard to CSCC prior to the next meeting so that members can review them in preparation for the meeting. Carol will email Mike Marino for the current preliminary recommendation and send to all via email.
* Remaining Questions for Discussion:
	+ Clarification as to how a certificate program differs from a minor, especially if it is an academic certification (2-3 courses)?
	+ Specifically could a student get a minor (with the same 2-3 course overlap in their 4-5 course sequence for the minor) and a certificate at the same time?
* Since one of the roles of CSCC is to serve as an advisory committee to the VP of Student Affairs, the members felt it would be important to invite Amy Hecht (VP of Student Affairs) to the next meeting to share the context and background for the Leadership Certificate. Angela Chong will invite Amy to the next meeting.