**Steering Committee**

**Minutes**

**November 5, 2014**

**Attendance:** Matt Bender, Michael Chiumento, James Day, Jessica Glynn, Ann Guarnaccia, Priscilla Nunez, Marcia O’Connell, Jennifer Palmgren, Michael Robertson, Jackie Taylor, Janice Vermeychuck

**Guests:** Susanna Monseau, Susan Ryan, Valerie Tucci

**Excused:** Pat Van Hise

**1. Vice-Chair Reports**

1. **CAP** (Susanna Monseau)

Susanna will check with CAP to see if the Academic Integrity, Advising Goals, & FSP policies sent out to the campus community for comment should be considered to be Preliminary Recommendations.

1. **CSCC** (Susan Ryan)

Susan will ask Amy Hecht to check with General Counsel regarding Student Travel policies.

1. **CFA** (Valerie Tucci):

Valerie will communicate with the Faculty-Student Collaboration Program Council regarding MUSE.

There was discussion about the roles of AFT, Academic Affairs, and College Governance in the work of the Sabbaticals Committee.

There was discussion about Tenure & Promotion Alignment. Jennifer Palmgren will clarify wording of Tenure and Promotion Alignment so as not to take an interim timeline to the Board.

**2. October 8, 2014 Minutes**

All action items have been completed and the minutes were approved.

**3. Teaching and Learning Program Council – Final Recommendation**

Changes to the duties & membership of this council as stated in the Governance Document were **approved.**

**Action:** Michael will forward the final recommendation to the Provost.

**4. Environmental Sustainability Education Minor – Charge to CAP**

Charge to CAP regarding this minor was **approved.**

**Action:** Michael will forward to CAP. Before doing so, he will suggest to Lauren Madden to use a more explanatory cover memo and attach emails as evidence of consultation with Department Chairs

**5. Majors & Minors Defined – Charge to Steering**

Committee reviewed the charge and agreed that this 2004 policy has been superseded by the 2010 Types of Majors policy. Steering **approved** a recommendation to Provost to remove the Majors & Minors Defined policy from the Policy Manual.

**Action:** Michael Robertson will forward recommendation to the Provost

Respectfully submitted,

Ann Guarnaccia