Steering Committee

Minutes

November 20, 2013

**Attendance:** Matt Bender, James Day, Norma Garza, Jillian McCarthy, Marcia O’Connell, Michael Robertson, Fabiola Santos, Jackie Taylor, Patricia Van Hise

**Excused**: Tyler Liberty, Javier Nicasio, Rosa Zagari-Marinzoli

1. Minutes of 11-06-13 were approved as submitted. Jackie & Michael contributed these updates:

Item 2b (Blended & Compressed Format Courses): Jackie will review the charge & Interim Provost’s memo of 12-12-12 and report back at next meeting whether she intends to write a supplementary memo or to ask Steering to rewrite the charge.

Item 4 (Undergraduate Certificate Programs): Jackie reported that the first meeting took place today, Nov. 20, and discussion was productive.

Item 6 (Charge to CSCC on Review of *Student Conduct Code*): Fabi will write to V-P Pogue informing him of Steering’s action.

1. Business:
   1. Steering approved CSPP’s **Class Scheduling Grid** final recommendation. Michael will send to Provost.
   2. CAP’s final recommendation on the **Course Withdrawal Policy** was approved with stipulations made by the Provost to modify the language of the policy in order to instill consistent language throughout both the “Course Withdrawal” and the “Repeating Courses” policies.
   3. Steering agreed to approve CAP’s final recommendation on **Repeating Courses** with amended language. Michael will draft revisions. Once those are done, Steering can approve electronically and forward both recommendations to the Provost.
   4. CAP and LLPC will be informed that Steering is charging CAP with reexamining the policy on **FSP and Liberal Learning**. Steering is requesting that LLPC create a preliminary recommendation to send to CAP. Michael will contact Bob Anderson prior to sending the charge to CAP and LLPC.
   5. **Missed Classes for Student Athletes:** Steering reviewed memo sent by Andrew Clifford, the Faculty Athletic Representative. We determined that the requests can be accommodated by minor wording changes in the Absence and Attendance and Final Exam policies.

***Absence & Attendance Policy:*** Jackie is currently working on revisions of this. She will incorporate language on student athletes’ absences into the policy.

***Final Exam Policy:*** Michael will incorporate language on student athletes’ absences from exams into current policy.

Once revisions to these two policies have been approved by both Jackie and Andrew, Jackie will notify all faculty about the changes to absence & attendance and final exam policies.

* 1. The review of the MUSE policy was postponed to Steering’s next meeting.