

**CSCC**  
**Minutes of October 1, 2014**

**Attendance:** Carol Wells, Ryan Boyne, Angela Chong, Ed Conjura, Deanna Harkel, Arti Joshi, Kevin Kim, Margaret Martinetti, Katherine Perotta, Susan Ryan, Simone Smith, Jim Spencer.

**Excused:** Jody Eberle

**Guest:** Mike Marino, CAP

1. **Minutes** – September 24, 2014 minutes were approved.

2. **Undergraduate Certificate Program** –

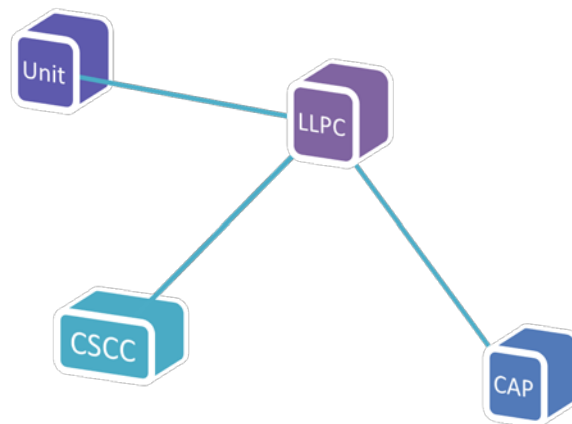
Prior to the arrival of our guest Mike Marino of CAP, the committee reviewed possible questions to ask Mike and discussed the following:

- a. When will a certificate be awarded?
- b. Who will evaluate co-curricular activities?
- c. Why is CSCC developing program policy?
- d. What is the specific role of CSCC in the process (see flowcharts)?
- e. Should our direction come from Steering or CAP?
- f. Is a certificate similar to a self-designed major?
- g. Are we creating a framework for a general certificate?

3. **Guest Mike Marino from CAP** –

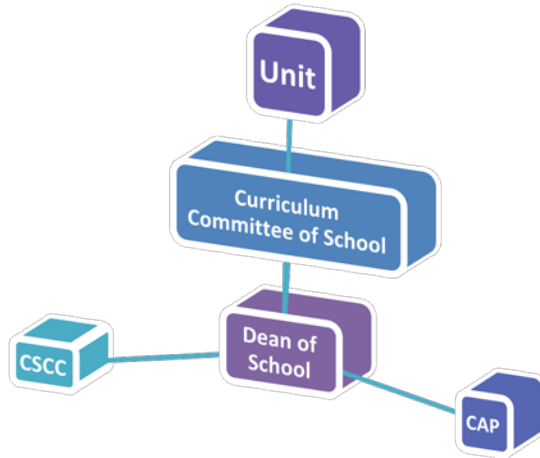
Mike Marino addressed the committee. Carol Wells asked Mike to show an example of the certificate process specifically the role of CSCC. Mike shared the following flowcharts:

*Certificate designated as “college-wide” involving programs or departments across more than one school that also includes co-curricular activities.*



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*Certificate housed in one program, department or school (designated as a unit) that also involved co-curricular experiences.*



It was at this time, CSCC realized that we did not have the latest flowchart. Mike apologized for not sending the most recent recommendation. Once CSCC members were able to see the flow of the process, it was clear that CSCC would be responsible for approving co-curricular activities. Additional discussion followed:

- How were these activities to be vetted?
- Angela Chong shared that Student Affairs was working on a matrix for the proposed Leadership Certificate but it was not yet ready for discussion.
- Angela Chong shared that Student Affairs will be obtaining a software program that will track leadership experiences, but only those sponsored through Student Affairs.
- The committee agreed that our guidelines (structure) should be broad enough for all certificates not specifically the Student Affairs Leadership Certificate.
- The committee agreed to find existing models to use as a baseline for formulating these guidelines. MCCC and Princeton University were suggested as models.

In order to expedite the process, Carol Wells suggested and the committee agreed to form a sub-committee to obtain the model information. The sub-committee members (Susan Ryan, Angela Chong and Kevin Kim) were charged with examining peer institutions certificate programs and would meet on October 15, 2014. The sub-committee will provide a summary report on October 22, 2014 to CSCC members.