

**CSCC**  
**Minutes of November 12, 2014**

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

**Excused:** James Spencer, Kevin Kim, Simone Smith

1. **Report from Steering** – Susan reported that Steering is pleased with our progress on the development of the certificate program policy.
  
2. **Discussion of Certificate Program Policy Draft** –
  - a. The draft was to be discussed by CAP at their November 12, 2014 meeting.
  - b. Angela reported on changes proposed by committee members via email. We discussed comments by Margaret and Arti and made wording changes to items 2, 3, and 5a to provide clarification.
  - c. We discussed whether we need to quantify the minimum rigor of the co-curricular experiences and we discussed the problem of identifying the co-curricular “unit.” We agreed to allow a broad range of rigor at this point until we have more normative data from certificate programs that are proposed.
  - d. We discussed a possible “appeals” procedure for instances in which a certificate program is not approved by CSCC (and/or CAP). We agreed that in collaboration with CAP, we need to develop a process for proposal review.
  - e. *Next Steps:*
    - i. Carol will contact Mike Marino to discuss our progress and the review/approval process.
    - ii. Before our January 28<sup>th</sup> meeting, Angela will distribute revised draft of the Certificate Program Policy on Co-Curricular Competencies to CSCC.

Meeting adjourned at 2:30pm.

Respectfully submitted by Margaret Martinetti on November 12, 2014