**Steering Committee**

**Minutes**

**September 3, 2015**

**Attendance:** Matt Bender, Ceili Boles, Cynthia Curtis, James Day, Casey Dowling, Marcia O’Connell, Jennifer Palmgren, Martha Stella, Jacqueline Taylor, and Janice Vermeychuk.

**1. Welcome of New Members**

New members Ceili Boles, Cynthia Curtis, Casey Dowling, and Martha Stella were welcomed.

**2. Election of Co-Chair**

 Matt Bender was elected Co-Chair.

**3. Summary of Status of Issues in Governance**

Action: Matt will contact committee and council chairs for updates.

**4.  Computational and Mathematical Biology Minor proposal—Draft Charge to CAP**

Motion to send the charge to CAP was approved.

Action: Matt will forward the charge to CAP.

**5.  Program Approval Policy—Draft Charge to CAP**

Motion to send an amended charge to CAP was approved.

Action: Matt will forward the charge to CAP.

**6.  Change of Major Policy - Draft charge to CAP**

The charge was pulled while the committee continues to work on it.

Action: Steering will consider a revised charge at its next meeting.

**7. Discussion of the Five-Year Review of the Governance Document**

 The committee discussed the nature and the timeline of the upcoming review.

Respectfully submitted,

Jennifer Palmgren