**Steering Committee**

**Minutes**

**November 16, 2016**

**Attendance:** Jacqueline Taylor, Cynthia Curtis, James Day, Martha Stella, Kevin Kim, Alex Molder, Priscilla Nunez, Jennifer Palmgren, Michael Robertson, Janice Vermeychuk, and Jessica Stover.

Excused Absences: Wayne Heisler

1. **Review of November 02, 2016 meeting minutes. – minutes were approved.**
2. **Assessment of Advising – Charge to ASSPC**

Charge was edited and approved.

Action: Cynthia will forward the charge to ASSPC.

1. **Governance review. The following decisions regarding proposed changes to the draft governance document were approved:**
   1. Items 1-10, 12 – 15, 17, 18, 20 – 23, and 25-29 of the document “Proposal for additional changes to draft governance document”
   2. Retain two student members on GSC
   3. Edit first sentence of charge to MRIC to read: “The MRIC promostes the development of rigorous Mentored Research, Creative Activity, and Internship experiences….”
   4. Change SDMC membership to read: Membership: The committee has at least eight members, including the Program Coordinator and a representative from the Office of Academic Affairs, who serve ex officio as voting members.
   5. Add expectation of a minimum of one meeting per semester for all bodies to Section IX
   6. Retain proposed membership on CAP (as proposed in draft circulated to campus)
   7. Retain proposed stakeholder membership on SECC
   8. Retain proposed membership on GSC
   9. Change staff membership on HSC to : 2 staff (1 from the Office of Admissions, 1 without vote)
   10. Change student membership on HSC to: 2 students (both from the Honors Program)
   11. Change membership on LLC to: 11 total members: 5 facutlty, 2 staff (one without vote), 2 students, Associate Provost of Libareal Learning, 1 director/coordinator (of either FSP or the Writing Program, designated by the Associate Provost)
   12. Change the charge to the Committee on Student and Campus Community (CSCC) as recommended by the joint executive boards
   13. Add the VPHR or designee to the membership of CSCC
   14. Designate one staff seat on CSCC to be in the area of Health and Wellness
   15. Retire HCPC
   16. Accept amended Wedensday meeting schedule.

Respectfully submitted,

Jessica Stover