

**Steering Committee  
Minutes  
February 15, 2017**

**Attendance:** Cynthia Curtis, Jennifer Palmgren, Martha Stella, Michael Robertson, Janice Vermeychuk, Alex Molder and Jessica Stover.

**1. Approval of February 1, 2017 minutes**

**2. Governance document**

A. 3 Revisions: Voted on and approved.

1. Time slot changes
2. Ad Hoc task forces to be added to schedule on 2<sup>nd</sup> and 4<sup>th</sup> Wednesday meetings during 1:30-2:50.
3. Date revision from 2016 to 2017.

B. Cindy announced a split recommendation from CSPP narrowly endorsing the staff senate request to appoint an additional staff senate member to the Signature Experiences Coordinating Council. This request was discussed at length by Steering in December and ultimately rejected unanimously. There was no motion to reopen discussion.

C. Cindy shared a request from Matthew Middleton to add “if possible” to the designation of staff seats on CSCC (one from Student Affairs and one in the area of Health and Wellness), on HSC (one from Admissions), and on CELC (one from Student Affairs). A motion was made and seconded to edit the document to reflect these changes. Motion was unanimously approved.

D. Motion – Members of Steering committee would like to thank Cindy Curtis for her skillful and patient shepherding of this process in these final moments of finalizing the governance document.

**3. Final recommendation from CSCC: Protection of Children Policy**

Final recommendation approved to be forwarded to the Provost.

**4. Tobacco Free Campus: Draft charge to CSCC**

Charge was approved as edited. Cindy will forward the charge to CSCC.

**5. Environmental Sustainability minor: Draft charge to CAP**

Charge was approved as edited. Cindy will forward the charge to CAP.

**6. Regular review of policies:**

**A. Bulletin Edits: Year for Change of Major & Cross Listing Courses- Charge to CAP**

Cindy will send a combined charge to CAP about bulletin year for changes in major and the cross-listing of courses.

**B. Graduate Schedule and Graduate Student Definition: Charge to GPC**

Charge was approved. Cindy will forward the charge to GPC.

Respectfully submitted,  
Jessica Stover