**Steering Committee**

**Minutes**

**October 5, 2016**

**Attendance:** Jacqueline Taylor, Janice Vermeychuk, Karen Clark (CAP), Nancy Cornwell, Cynthia Curtis, Wayne Heisler, Michael Roberts, Kevin Kim, Priscilla Nunez, Abby O’Connor (CFA), Jennifer Palmgren, Jessica Stover, and Suriza Van der Sandt (CSCC).

1. **Review of September 21, 2016 meeting minutes. – minutes were approved.**
2. **Reports from Standing Committees (CAP, CFA, CSCC)**
3. **Item for GPC: English proficiency for international graduate students.**

Discussed a memo from Monica Jacobe, Director for The Center for American Language & Culture, concerning the need for the establishment of English language proficiency guidelines for grad school applicants. Steering does not feel it needs to be a charge. Cindy will contact Stuart Carrol.

1. **Information sent out to campus by the compliance office.**

Discussed policy writing guidelines sent to administrators and staff by the office of compliance. Cindy will contact Gary Miller in the Compliance Office to share that this information will be sent to committee and council chairs and to share our expectation that edits to policy by the office of compliance will be shared with committees so that any concerns may be addressed. Cindy will share the writing guidelines with the chairs of standing committees and councils.

1. **Information for new chairs**

Review of Governance Orientation welcome letter to be sent to new chairs.

1. **Review of Governance Document**

The Steering Committee has approved a preliminary recommendation revising our governance document. Email to be sent campus-wide regarding the open fora for the governance document asking the campus community to review the document carefully and to provide us with your feedback on the revisions.