**Steering Committee**

**Minutes**

**November 19, 2014**

**Attendance:** Matt Bender, Michael Chiumento, James Day, Jessica Glynn, Ann Guarnaccia, Priscilla Nunez, Marcia O’Connell, Jennifer Palmgren, Michael Robertson, Jackie Taylor, Pat Van Hise, Janice Vermeychuck

**1. November 5, 2014 Minutes**

Minutes were **approved.**

**2. Academic Load Policy**

Steering agreed that the recommended policy change in Frank Cooper’s memo of November 14, 2014 should be adopted as an interim policy while a charge goes through governance.

**Action:** Jennifer will modify the language on Frank Cooper’s memo. Academic Affairs will move forward on an interim policy and then Steering will submit a charge to CAP.

**3. Incomplete Grade Policy−Charge to CAP**

Motion to forward draft charge to CAP with the highlighted paragraph removed was **approved.**

**Action:** Michael will revise this charge and send to CAP

**4. Changing Majors Advising**

Steering considered a memo from Prof. Tom Hagedorn about the lack of advising for students in the process of changing majors.

It was determined that it is not necessary to take this to governance. Academic Affairs will decide who will oversee this.

**Action:** Jennifer will draft a response to Tom Hagedorn for Michael and the Provost to sign.

**5. Priority Registration**

Steering considered a memo from Prof. Liz Borland about the lack of a priority registration policy for students with disabilities.

It was determined that it is not necessary to take this to governance.

**Action:** Jennifer will draft a response to Liz Borland for the Provost.

**6. Faculty Reassigned Time**

Motion to recommend to CFA that they turn their preliminary recommendation into a final recommendation without seeking further testimony was **approved**.

**Action:** Michael will write to CFA chair and subcommittee chairs. The Provost will carry the final recommendation to the Council of Deans.

Respectfully submitted,

Ann Guarnaccia