**Steering Committee**

**Minutes**

**February 4, 2015**

**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 Vermeychuk

**1. November 19, 2014 Minutes**

All action items have been completed and the minutes were **approved.**

**2. Academic Load Policy**

Motion to approve draft charge as amended was **approved.**

**Action:** Michael will submit Steering’s charge to CAP.

**3. Writing Requirement Charge:**

Motion to approve draft charge to CAP was **approved.**

**Action:** Michael will send charge to both CAP and LLPC.

**4. Reassigned Time:**

Motion to send CFA’s final recommendation to the Provost was **approved.**

**Action:** Michael will send recommendation to the Provost.

**5. Grade Appeals Policy:**

Motion to send policy on to the Provost with concern regarding the wording which mandates separate meetings between students and faculty was **approved**.

**Action:** Michael will send the policy on to the Provost with Steering’s concern.

**6. FSP’s & Liberal Learning**

Motion to send CAP’s final recommendation to the Provost was **approved.**

**Action:** Michael will send recommendation to the Provost.

Respectfully submitted,

Ann Guarnaccia