Steering Committee

Minutes

December 4, 2013

**Attendance:** Matt Bender, James Day, Norma Garza, Tyler Liberty, Michael Marino, Javier Nicasio, Marcia O’Connell, Nadya Pancsofar, Michael Robertson, Fabiola Santos, Jackie Taylor, Valerie Tucci, Patricia Van Hise, Rosa Zagari-Marinzoli

**Excused**: Jillian McCarthy

1. **Minutes** of 11-20-13 were approved as submitted.
2. **Report from CAP** (Michael Marino):

 Report accepted as submitted.

1. **Report from CSCC** (Nadya Pancsofar):
	1. Steering requests that the preliminary recommendations on the Rights and Freedoms policy, the Protection of Children policy and the Alcohol and Other Drug policy be submitted to the Steering Committee.
2. **Report from CFA** (Valerie Tucci):

 Report accepted as submitted.

1. **Course Withdrawal & Repeating Courses Policies:**

Steering had reviewed these two final recommendations from CAP at its Nov. 20 meeting. Michael presented minor changes in wording designed to make the two policies consistent. It was agreed that the sentence “A student may repeat any course only once” on both recommendations will include “without permission,” so that the recommendation will then read “A student may repeat any course only once without permission” in order to add further clarification.

Steering **APPROVED** the two recommendations with those changes. Michael will communicate these changes to CAP at the same time as he forwards them to the Provost.

1. **Missed Classes for Student Athletes**

Michael presented a proposed revision to the Final Exam Policy in response to Andrew Clifford’s November 14 memo about the need to bring TCNJ policies in line with NCAA policies. He proposed inserting the following paragraph:

While no regular season games involving TCNJ student-athletes are scheduled during final exam period, post-season playoff games, which are set by the local conference, NJAC, or NCAA, may occur during this period. When a post-season game conflicts with a scheduled final exam, the student-athlete should arrange with the instructor to reschedule the exam. Instructors are expected to accommodate such requests.

Steering **APPROVED** the revision. Once Jackie completes revisions to the Attendance & Absence policy, Steering will submit both policies to Andrew as well as to CAP and CFA for informational purposes. Jackie will then notify all faculty about the changes to Absence & Attendance & Final Exam policies.

1. **Scheduling of Open Forums**

Steering reviewed Marcia O’Connell’s memo of November 21, 2013. Marcia will convene a task force to address this issue and will report to Steering in February.

1. **Review of MUSE policy**

Steering reviewed the Faculty Senate Executive Board memo of November 15. It was

agreed that Michael will draft a charge and send it to Steering for review before our next meeting.

Respecfully submitted,

Fabiola Santos