In Attendance: Emily Hipchen, Shelly Elman, Laura Caramanica (for Sally Richter), Matthew George, Jennifer Heidorn, Emily McKendry-Smith, Ajith De Silva

I. Minutes
   a. The minutes from the 28 November 2016 meeting were approved without corrections.

II. Hardship Withdrawal Policy: distinguishing policy from procedure
    a. Emily McKendry-Smith will contact the Rules Committee about any work they have done in relation to this policy

III. Subcommittee on Sharing Courses and Minors
     a. The subcommittee has identified an issue with rule #5 in the Specific Requirements for a minor – “Courses taken to satisfy major requirements may not be counted.”
     b. The subcommittee also notes that there is ambiguity with the term “discipline” as it is used in these policies.

IV. The meeting was adjourned at 12:15 PM.