



**Provost's Council
Meeting Notes – July 28, 2015**

ATTENDEES	Evelyn Andrews, Jim Burns, Mike Kazek, Marc McGee, Sue Opp, Craig Yamamoto
ABSENT	Margaret Arroyo, Graham Benton, Ryan Dudley, Mike Holden, Gary Moser, Donna Nincic, Sam Pecota, Michele Van Hoeck
GUESTS	Susan Bigler, Jessica McGinley

AGENDA ITEM	
1. Admission processes for transfer students	
DISCUSSION	<ul style="list-style-type: none"> Will be discussed at a future meeting. We'll map out a flowchart for admitting transfer students, as we did for admitting freshmen.
CONCLUSIONS	
2. Curriculum flow charts	
DISCUSSION	<ul style="list-style-type: none"> Mike Kazek distributed an MET curriculum flowchart. The SPEL Fire Fighting course is required for licensed students to graduate and comes with a large fee. However, in order to follow CSU regulations Cal Maritime should offer this as a stateside course so that students can get financial aid for it. Provost Opp displayed an example ME road map from Cal Poly Pomona's website. The academic department chairs will be asked to produce similar road maps for each major.
CONCLUSIONS	
3. Spring 2016 class projection tool	
DISCUSSION	<ul style="list-style-type: none"> Mike Kazek demonstrated an email questionnaire developed by Margaret Arroyo that asks MET students which classes they intend to take in the Spring semester. Their responses populate a spreadsheet that tallies projected headcounts for each Spring class. This questionnaire can be customized for each major. Evelyn Andrews suggested adding a button response for "I'm not returning in the Spring."
CONCLUSIONS	Mike Kazek will update the form and ask Margaret Arroyo to tailor the questionnaire for the other academic departments.
4. Orientation	
DISCUSSION	<ul style="list-style-type: none"> The Orientation Week schedule is still under development and will be discussed when available.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provost Opp will get more information about the Edwards Leadership Program.	Provost Sue Opp	Aug. 11, 2015
Mike Kazek and Margaret Arroyo will update the Spring 2016 class projection tool and provide it to all academic departments.	Mike Kazek & Margaret Arroyo	Aug. 11, 2015
Review Academic Affairs' 2015-16 S.M.A.R.T. Goals	ALL	Aug. 11, 2015