

**Provost's Council
Meeting Notes – Sept. 22, 2015**

ATTENDEES	Graham Benton, Jim Burns, Julie Chisholm, Mike Kazek, Gary Moser, Donna Nincic, Sam Pecota, Sue Opp
ABSENT	Margaret Arroyo, Ryan Dudley, Cynthia Fields, Craig Yamamoto, Michele Van Hoeck
GUESTS	Susan Bigler, Priscilla Ramelo for Craig Yamamoto

AGENDA ITEM	
1. Provost's Council meeting schedule	
DISCUSSION	<ul style="list-style-type: none"> In order to control the number of required meetings, Provost Opp suggests the full Provost's Council meet once a month, with smaller subgroups such as Academic Council and Enrollment Council meeting on subsequent Tuesdays. Donna Nincic suggests recapping each smaller council meeting so that all Provost's Council members are kept updated. Please copy Susan Bigler on suggested agenda items for meetings.
CONCLUSIONS	
2. Review of action on SMART Goals	
DISCUSSION	<ul style="list-style-type: none"> CAMPUS CULTURE: Analyze NSSE data: Data was collected in Spring 2014. We expect the results to be disseminated to faculty in Spring 2016 and action will be planned then. ACCESS: Online Admissions information has been translated into Spanish ACCESS: Website updates: Department pages need updating. Updates can be centralized through Susan Bigler or Pat Harper. AFFORDABILITY: Budget is being rolled out now to departments. Provost Opp plans to hold budget workshops for faculty in Spring 2016. AFFORDABILITY: Working with HR, RPA process will be improved and streamlined. QUALITY: STCW Audit: We need to report again Oct. 1 and if they're satisfied with our progress over the summer then we'll be good. Still deciding on new data system for new records requirements. QUALITY: Student course projection tool was created and distributed but student response was poor. However, SMARTPlanner will be implemented starting this semester and should be fully functional in Fall 2016.
CONCLUSIONS	

3. For the good of the order		
DISCUSSION	<ul style="list-style-type: none"> • Provost Opp distributed the Cal Maritime 2029: Maritime Academy to the World publication for all to read and digest. • Chancellor White will visit campus on Friday, October 9. Stay tuned for announcements about events on that date. • We need to plan Summer 2016! 	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provost Opp and Susan Bigler will create a new Provost's Council meeting schedule	Sue Opp & Susan Bigler	ASAP