



Meeting Notes – October 11, 3:30-5:00pm, Compass Room Provost Council

ATTENDEES	Graham Benton, Jim Burns, Tamra Donnelly, Mike Holden, Mike Kazek, Gary Moser, Priscilla Muha, Tom Nordenholz, Sue Opp, Peg Solveson, Cynthia Trevisan, Michele Van Hoeck, Sam Pecota
ABSENT	Steve Browne, Ryan Dudley, Marc McGee
GUESTS	

AGENDA ITEM	
1. Notes from September 27, 2016 Provost Council	
DISCUSSION	<p>Meeting notes from September 27 were reviewed. Opp stated that the president approved six tenure track searches, hopefully they will all be successful. The chairs should work with Pecota on the searches.</p> <p>The Academic Standing Policy was signed by the president and will be posted online. It will be effective this fall and going forward. Because there has been irregular enforcement of policy there will be some catchup work. Solveson reported that she and Hansen reviewed the entire student population including GPA, # of terms on probation, # of failed units, # of repeated units, etc., and will triage the list for action. They will review with the Dean and Chairs for appropriate interventions.</p> <p>The need to update the Open University Policy was revisited. In the past Open University was available for students because we are the only school that offers some required courses. However, it has become a default option for students who could perhaps take courses at less expense at a community college. Burns will form a committee to review and update the policy. Kazek, Donnelly and Opp were mentioned as participants.</p> <p>Opp will be submitting the list of Academic Affairs projects this Friday. Benton suggested that Grewal act as liaison with cabinet for the IT/Classroom committee, since he is a member of both groups (Grewal agreed via email). Hopefully this will ameliorate duplicate efforts.</p> <p>Kazek and Solveson reported that they contacted the rental company that supplies tables for the Coast Guard exams. They are developing a space usage map to see if it will be possible to use smaller tables that still meet the needs of the students, and thereby make Mayo a viable space for the expected 120 students. They will report back when the company submits its evaluation.</p>
CONCLUSIONS	
2. CPC/CLC Discussions	
DISCUSSION	<p>At the last CLC meeting the president reviewed the Strategic Plan (SP) and its implementation. See the white boards in the Topp Room, which Opp summarized on the back of agenda. All work should be prioritized based on the SP, both day to day and special projects, with a focus on whether the work meets the needs of the SP. In addition, our budget is a way to make choices based on the SP. We should find/create opportunities through evaluating capacity and capability, and by making best-value choices (not the cheapest). Regarding budget, hoarding money and treating other departments as profit centers is not appropriate. There was a discussion of how a department can plan for large expenses if budget cannot be rolled forward. Donnelly suggested that a spreadsheet that shows upcoming large expenses and a plan to budget for them would be helpful. The need to develop metrics and collect data was reiterated.</p>
CONCLUSIONS	
3. Strategic Planning: Plan-on-a-Page presentations	
DISCUSSION	<p>There will be a new format for updates. There are not enough cabinet meetings to schedule all the necessary reports, so the CLC/CPC/CAC meetings will be used.</p>

	The report format includes what's working, what's not working, and what would be helpful.
CONCLUSIONS	
3a. Enrollment Data	
DISCUSSION	Opp discussed the graph and its underlying data that was distributed showing the Fall 2016 Enrollment Summary. The female student body is more diverse than the male student body, and females make up 17% of the student body (an increase of 2 points). Opp mentioned that Moser has reorganized the Institutional Research website and made a substantial amount of data available.
CONCLUSIONS	
4. Cruise 2018 & enrollment planning	
DISCUSSION	There will be one 62-day cruise in summer 2018. This will have an immediate effect on enrollment planning. The freshman class will have to be held steady or decreased in order to allow for enough berths on cruise. An ad hoc committee consisting of the licensing committee and Moser will meet this month to develop various scenarios and make a recommendation on enrollment targets. (Membership to include Pecota, Kazek, Moser, Weinstock, Browne.)
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Open University Policy updating	Burns	
Project list due to Provost	All	October 14, 2016
Enrollment plan for Cruise 2018	Pecota	October 31, 2016