



<b>MEMBERS</b>	Lori Schroeder, Graham Benton, Dinesh Pinisetty, Steve Browne, Rick Robison, Alex Parker, Bets McNie, Natalie Herring, Julia Odom, Saul Ramirez, Katie Hansen, Rhonda Pate, Christopher Brown, Jase Teoh, Erika Nelson, Julie Leeth
<b>GUESTS</b>	Andrew Balmat – New member of RIO – Resource for pursuing grants, etc.
<b>ABSENT</b>	Graham Benton, Rhonda Pate
<b>1. Approval of Minutes – June 12, 2023, attached</b>	
	<ul style="list-style-type: none"> <li>• Correction – Elizabeth McNie absent.</li> <li>• Approved</li> </ul>
<b>2. CLC Updates</b>	
	<ul style="list-style-type: none"> <li>• Chelsea McClain announced that the CLC will begin meeting monthly (first Tuesday) instead of biweekly.</li> <li>• Megan Nance reported on Pride in Maritime Summit.</li> <li>• Chief Gordon reported on the state of Vallejo police shortage.</li> <li>• Janice Bross reported on ways in which Foundation funds have helped various areas of campus.</li> <li>• Upcoming benefits fair announced.</li> </ul>
<b>3. Updates from Provost (Schroeder)</b>	
	<ul style="list-style-type: none"> <li>• <b>Career Services Office, Licensing Office</b> – announced Robyn Christopher as full-time director of the new Licensing Office. Half of the former CS counselor position will be added to the Licensing Office to support the director. Commercial cruise billeting has also moved into LO, filled by Jessica Sotuya who is being trained in that position by Jennifer Schmid. The Deans will follow up soon with policy on how cadet priority for commercial billets is determined; Career Services’ search for a director that is more of a generalist is ongoing.</li> <li>• NACADA visit September 25 &amp; 26, 2023. Representatives will be on campus for an advising review.</li> <li>• PaCE – Veronica Boe retired; reception Friday, Sept. 29<sup>th</sup> in Compass. Mark Goodrich will be taking the lead with PaCE; Lavella Wilson still in place. More to come on PaCE.</li> <li>• RiO – Completed first year in existence, has supported numerous grants for faculty research.</li> <li>• Academic Awards – Sept. 28<sup>th</sup>, 11:00 on the Quad.</li> <li>• President’s Campus Working Group - establishing a working group addressing most pressing challenges on our campus while still operating within strategic planning; items we want to fast track. Facets of the A&amp;S recommendations will appear. Groups will be formed around the Chancellor’s requested focus of enrollment, budget, and culture.</li> <li>• Ongoing work to support a student success hub in SS building. The construction project has been added to the president’s request through CO for a small sum of money. The goal is to have a more open and inviting space. SEAS will move to establish the hub of support: tutoring, advising, and disabilities support, all together.</li> <li>• Captain Bannister and Provost are working with the Cruise committee to have cruise begin after commencement.</li> <li>• Admissions Open House – October 9<sup>th</sup>. AVP Herring provided a handout.</li> <li>• Fleet Week – Deans will represent Cal Maritime along with exhibits, possibly from the Maker Faire. AVP Herring is our point person.</li> <li>• The Maker Faire will be held on Mare Island for the first time. Dean Pinisetty reported that the Faire has asked us to bring student projects and one of our boats; Maker Faire will cover the fuel cost for the tugboat. Engineering will be collaborating with Admissions. Our students will help with parking and get 50% of the profit.</li> <li>• Saul Ramirez officially director of FA.</li> </ul>
<b>4. Policy Review – Administration of Sponsored Projects (Brown) attached</b>	
	<ul style="list-style-type: none"> <li>• AVP Brown revised AA 09-004 with added information, definitions of terms, roles and responsibilities, CSU definitions, and clarification of roles for each party involved with expectations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Policy revisions accepted and policy will be moved forward.</li> </ul>
<b>5. New Process for Faculty Development Awards (Robison)</b>	
	<ul style="list-style-type: none"> <li>• Dean Robison provided a handout for new processes surrounding faculty development awards. Information contained in the handout has also been posted on the Faculty Development website page.</li> <li>• Updated processes include application, endorsement/approval, confirmation, award letter, documentation, purchases, expenditure approvals, and documentation of actuals.</li> <li>• A SharePoint site has been created to include faculty development staff, school administrative staff, and the Office of the Provost for communicating information pertaining to Faculty Development awards.</li> </ul>
<b>6. Academic Technology Updates: Canvas LMS, Classroom Upgrades (Teoh)</b>	
	<ul style="list-style-type: none"> <li>• Sr. Director of Academic Technology and Simulation Jase Teoh provided this update following a busy summer for her department. 30 classrooms were upgraded. The department is now in phase 2, which directs attention to the improvement of items shown to have issues during the upgrade.</li> <li>• All classrooms will be standardized. PJ Mathews is being hired as an assistant to check that all classrooms are operating properly, every morning.</li> <li>• Navigator will get updated touch panels during the Thanksgiving holiday.</li> <li>• 85-90% of faculty are operating in CANVAS now. Thank you, Maribel!</li> <li>• There are faculty ambassadors and volunteers to call on for CANVAS support: Nosker, Hartman, N. Runyon, Aldrich, Holden, Kazek, and Strange. Brightspace will be ending November 2023.</li> <li>• Offices or individual staff will need to apply for CANVAS.</li> <li>• SIM – working with IT to move to an independent system.</li> </ul>
<b>7. Commercial Cruise - Course CRU 390/395 (Pinisetty)</b>	
	<ul style="list-style-type: none"> <li>• Dean Pinisetty explained issues and lack of clear policy surrounding cadets who must make up sea time, not received by cruise: student enrollment (or lack of) in CRU 390/395, Fall CRU 394, Cadet capacity, tuition, liability, accounting/risk management, commercial cruise participation/billet timelines, submission of projects, grade submission to registrar, incomplete grades, and approved cadet leave-of-absence.</li> <li>• The council agreed that further discussion with a path towards clear policy and procedure is much needed. A meeting of involved departments, including accounting, will be arranged by the provost's office.</li> </ul>
<b>8. Moving TSGB Off-Campus – Scheduling Impact (Pinisetty)</b>	
	<ul style="list-style-type: none"> <li>• Dean Pinisetty reported that there are many scheduling challenges that surround the pier construction and TSGB off-campus.</li> <li>• Cadets' athletic hour may need to be extended beyond 4:30 to 5:30.</li> <li>• GE courses impacted over 2-4 semesters/ Shari has started running schedules/ all, but 3 classes have been scheduled/ Saturday a possibility/</li> <li>• Impacted departments/groups: GE Athletics Dining Formation ROTC IT CFA.</li> <li>• Transit time: 3-hour class will take 5 hours; campus bus needed.</li> <li>• Workshop skills may need to be held on campus.</li> </ul>
<b>9. Emergent Topics</b>	
	<ul style="list-style-type: none"> <li>• Erika Nelson shared that the number of tutoring appointments has doubled from this time last year.</li> <li>• Dean Robison shared that the Cal Maritime Scholars Series will kick off on Oct 17, 2023, between 11:00-Noon in the Compass room with Frank Yip and a student researcher.</li> <li>• Julia Odom shared that dry dock dates are not in yet; bids have been submitted.</li> </ul>
<b>10. Upcoming Events/Activities</b>	
	<ul style="list-style-type: none"> <li>• <b>September 28 (Thu)</b> Academic Awards Ceremony</li> <li>• <b>September 30 (Sat)</b> Rugby vs CSUMB</li> <li>• <b>TBD</b> CSU Trustee Fall Visit</li> <li><b>October:</b></li> <li>• LGBTQIA+ History Month</li> <li>• <b>October 5 (Thu)</b> Fall CommUNITY Day, (tentative)</li> <li>• <b>October 6 (Fri)</b> Mayo Hall Open House</li> </ul>

- **October 6-8 (Fri-Sun)** Keelhauler Family/Alumni Weekend
- **October 6-8 (Fri-Sun)** SF Fleet Week
- **October 7 (Sat)** Athletics' Hall of Fame Brunch
- **October 7 (Sat)** Rugby vs CSUMB
- **October 9 (Mon)** Indigenous Peoples' Day
- **October 9 (Mon)** Fall Open House (Preview Day)
- **October 11-13 (Wed-Fri)** Pride in Maritime Summit
- **October 10 (Tue)** Fall Career Fair
- **October 29 (Sun)** Soccer Senior Day
- November:**
- **November 1 (Wed)** Dia De Los Muertos
- **November 3-5 (Fri-Sun)** CSSA Meeting
- **November 4 (Sat)** Pacific Northwest Alumni Dinner
- **November 4 (Sat)** Rugby vs Cal Poly Humboldt
- **November 9 (Thu)** Rugby vs. SF
- **November 10 (Fri)** Veterans Day Observed, **CAMPUS HOLIDAY CLOSURE**
- **November 14 (Tue)** USCG-CGIS Visit (tentative)
- **November 23-24 (Thu-Fri)** Thanksgiving Holiday, **CAMPUS HOLIDAY CLOSURE**
- December:**
- CAPS Wellness Event
- **December 2 (Sat)** Rugby Alumni Game
- **December 8 (Fri)** CMAF Board Meeting
- **December 14-18 (Thu-Mon)** Finals
- **December 24-January 1** Winter Holiday, **CAMPUS HOLIDAY CLOSURE**
- January:**
- **January 8 (Mon)** First Day of Spring Classes
- **January 8-12 (Mon-Fri)** USCG Licensing Exams, (tentative)
- **January 15 (Mon)** MLK Jr. Day, **CAMPUS HOLIDAY CLOSURE**
- **January 19 (Fri)** Women Offshore Student Day (NY)
- February:**
- Black History Month
- Lunar New Year
- **February 19 (Mon)** Cal Maritime Open House
- **February ? (Sun)** Super Sunday
- **Spring** Cal Maritime Spring Career Fair
- March:**
- Womens' History Month and Disability Awareness Month
- **Spring** WiML
- **March 4-8 (Mon-Fri)** Spring Break
- **March 8 (Fri)** CMAF Board Meeting, (LA Yacht Club)
- **March 8-10 (Fri-Sun)** Harbor Cup, (LA Yacht Club)
- April:**
- Stress Awareness Month and Sexual Assault Month
- Earth Day
- **April 25 (Thu)** Denim Day
- **April 1 (Mon)** Cesar Chavez Day, **CAMPUS**

	<p><b>HOLIDAY CLOSURE</b></p> <ul style="list-style-type: none"> <li>• <b>April 6 (Sat)</b> CMAF Gala</li> <li>• <b>Spring</b> Athletics Golf Tournament</li> <li>• <b>Spring</b> Athletics Banquet</li> <li>• <b>Spring</b> CommUNITY Day</li> <li>• <b>April 29-May 2 (Mon-Thu)</b> Finals</li> </ul> <p><b>May:</b></p> <ul style="list-style-type: none"> <li>• AAPI Heritage Month</li> <li>• <b>May 4 (Sat)</b> Commencement</li> <li>• <b>May ?</b> TSGB Summer Cruise Starts</li> </ul> <p><b>June:</b></p> <ul style="list-style-type: none"> <li>• Pride Month</li> <li>• <b>June 14 (Fri)</b> CMAF Board Meeting</li> </ul>
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Action Item	Responsible Person(s)	Comments/Status