



**Minutes – January 31, 2017 1-2:30pm, Faculty Conference Room
Provost Council**

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

AGENDA ITEM	
1. Approve Minutes from Jan. 17, 2017	
DISCUSSION	
CONCLUSIONS	Approved
2. Fall 2017 Change of Majors– Marc McGee	
DISCUSSION	<ul style="list-style-type: none"> Looked at a list of students requesting to change majors Send Engineering requests to the department chairs for their input
CONCLUSIONS	Provost Council approved 4 changes of majors to MT
3. Syllabus Policy	
DISCUSSION	<ul style="list-style-type: none"> Require all to be posted in “Syllabus Central” Require a tentative course description/schedule Syllabus should be accessible to students before the first day on class
CONCLUSIONS	Graham will make changes and distribute
4. Textbook Adoption Policy	
DISCUSSION	<ul style="list-style-type: none"> Only minor changes needed
CONCLUSIONS	Graham will make the minor changes
5.	
DISCUSSION	
CONCLUSIONS	
6.	
DISCUSSION	
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Plans for future meetings:		