



**Minutes – January 2, 2018 10:00-11:30pm, Topp Room
Provost Council**

MEMBERS	Graham Benton, Veronica Boe, Steve Browne, Ryan Dudley, Katie Hansen, Marc McGee, Gary Moser, Priscilla Muha, Tom Nordenholz, Julia Odom, Sue Opp, Cynthia Trevisan, Michele Van Hoeck, Matt Tener, Sam Pecota, Mike Kazek		
GUESTS	Jessica McGinley		
ABSENT	Sue Opp, Gary Moser, Veronica Boe, Ryan Dudley, Katie Hansen		
1. Institutional Review Board Policy			
Discussion	<ul style="list-style-type: none"> • Chief Research Officer = Veronica Boe • Membership: 1 member from outside Cal Maritime (cannot be Chair), must have a minimum of 5, we will have 6 members • Remove item “G” and add to first paragraph • CRO will work with Chair (Sue’s recommendation) • Make appendix one page 		
2. Syllabus Policy			
Discussion	<ul style="list-style-type: none"> • Under accountability remove “appropriate” – appears 3 times • Being distributed w/ old contacts and information • Chairs responsibility to check for correct information • Remove “shall” from III. #3 • Only have 60% posted, should be 100% • Department Chairs should have access to all submitted copies 		
3. Transfer Credit Policy			
Discussion	<ul style="list-style-type: none"> • Divide procedure paragraph into two paragraphs – one for admitted students and one for matriculated students (suggested by Mike K.) • Deadline paragraph: “official transcripts submitted by last day of classes” puts an unnecessary burden on students – change to “must be submitted before degree can be conferred.” • Procedure paragraphs: flip the order of the paragraphs • Add: “contact the registrar for dates of Degree Conferred Deadlines” • Criteria for Assessment: bullet point #1 – Graham will check CSU language • Criteria for Assessment: bullet point #3 – Reword for better explanation • Check w/ other CSU’s & Katie Hansen: “D” transfer will be accepted as long as it is not STCW related • 70 unit maximum applies to Community Colleges only – add to bullet point #4 • Criteria for Assessment: bullet point #5 – who evaluated what? Should it be added to the description? • Sub-Committee will continue to edit: Graham, Julia, Katie & Marc 		
4. Other News			
Discussion	<ul style="list-style-type: none"> • Academic Standing Letters sent out 12/21 – they have until 1/16/18 to appeal • Summer Registration Open Jan 29th – Jan 31st • 20-30 Students who qualify, potentially will not be able to go on Cruise • Put Open University Policy on next Provost Council Agenda 		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
IRB Policy to Provost for Cabinet Review		Graham Benton	
Syllabus Policy to Senate Exec as a Courtesy		Graham Benton	
Transfer Credit Policy to Sub-Committee for Continued Edits		Graham Benton	