



Minutes – August 27, 2019 9-11:00am, Topp Room Provost Council

MEMBERS	Sue Opp, Graham Benton, Don Maier, Kevin Mandernack, Francelina Neto, Michele Van Hoeck, Julia Odom, Priscilla Muha, Marc McGee, Katie Hansen, Mike Kazek, Gary Moser, Veronica Boe, Matt Tener, Dinesh Pinisetty, Rhonda Pate
GUESTS	Jessica McGinley
ABSENT	Julia Odom, Veronica Boe

1. Approve Minutes from July 2, 2019	
	APPROVED
2. Membership (Opp)	
	<ul style="list-style-type: none"> • Removing Sam Pecota (no longer part of Academic Affairs) • Hiring an AVP of Research & Sponsored Programs <ul style="list-style-type: none"> - Will be a member of the Provost Council - Currently working on a job description - Salary will be from “soft money” (no general funds will be used)
3. Proctoring Exams (Odom)	
	<ul style="list-style-type: none"> • Process needs refining <ul style="list-style-type: none"> - Need to set rules and regulations - Need at least 72 hours notice to setup space appropriately - Have a form that <i>should</i> be filled out ahead of time - Should be worked out at the department level <ul style="list-style-type: none"> - Is a 3rd party testing facility an option (?) – testing facility located in Vacaville • Recommendation: ALL proctored testing should go through extended education w/ additional cost to the student
	More discussion about challenge exams needed
4. Process for Faculty Requests for Lab/Classroom Software (Van Hoeck)	
	<ul style="list-style-type: none"> • Need advance notice to Khaoi Mady • Set a deadline twice a year: September 30th & March 30th (?) • Requests should have to be approved by the department chair before going to Khaoi Mady
	Work in progress
5. Software Subscription Renewal Contacts (Van Hoeck)	
	<ul style="list-style-type: none"> • De-centralized in the past <ul style="list-style-type: none"> - Now centralized in IT department • Any academic software will go through Khaoi Mady in the future • VPAT process/paperwork is a pain but VERY necessary
	Work in progress
6. Beginning College Student Survey of Engagement – BCSSE (Moser)	
	<ul style="list-style-type: none"> • Handout provided (data & example included) • How should this data be used/distributed? <ul style="list-style-type: none"> - Would be useful data for the University Advisors - Faculty should have access to the aggregated data w/ the ability to request an individual’s information on an as-needed basis
7. CSI Team Charge (Opp)	
	<ul style="list-style-type: none"> • Handout provided • An effort for increased collaboration and communication between Academic and Student Affairs • Extra focus on transfer and non-traditional students • Will help with assessment
	Send any suggestions to Sue

8. Draft Policy – Student Misconduct on Commercial Cruise, Co-op, Internship and/or International Experience (Opp)	
	<ul style="list-style-type: none"> • Rough draft provided • Policy is necessary to make expectations and consequences clear • Need to add an appeal process (?) • Needs to include Sea Training
	Work in progress – send suggestions and edits to Sue
9. Sea Training II Issues (Kazek)	
	<ul style="list-style-type: none"> • Students are returning late and missing vital Lab time <ul style="list-style-type: none"> - Should not be missing class time, will find a way to make-up sea time - Are earlier billets a possibility (?) - Some companies are not flexible - Need to create a hard cut-off
	Work in progress
10. AVP of Research and Sponsored Programs (Opp)	
	<ul style="list-style-type: none"> • Covered under agenda item #2
11. Old Policies (Opp)	
	<ul style="list-style-type: none"> • List provided
	Review and send any suggestions to Sue

Action Item	Responsible Person(s)	Comments/Status
Admission Decision Appeals Policy	Graham Benton	
California Promise	Graham Benton/Don Maier	
TWIC Cards	Mike Kazek	
Academic Standing Policy	Graham Benton	