



**Minutes – October 22, 2019 9-11:00am, Topp Room  
Provost Council**

<b>MEMBERS</b>	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
<b>GUESTS</b>	Jessica McGinley
<b>ABSENT</b>	Graham Benton, Julia Odom

<b>1. Approve Minutes from September 10, 2019</b>	
	APPROVED
<b>2. FSSE (Moser)</b>	
	<ul style="list-style-type: none"> <li>• Handout provided</li> <li>• Full report viewable online: <a href="http://fsse.indiana.edu/html/survey_instruments.cfm">http://fsse.indiana.edu/html/survey_instruments.cfm</a></li> </ul>
	Everyone should encourage Faculty to participate.
<b>3. Campus Critical Information Requirements (Opp)</b>	
	<ul style="list-style-type: none"> <li>• Handout provided</li> <li>• The Provost reviewed the document and the procedures necessary in the event of an emergency</li> </ul>
	Always make your VP aware of any situations.
<b>4. Unauthorized Purchase Policy (Opp)</b>	
	<ul style="list-style-type: none"> <li>• Policy provided</li> <li>• The Provost went over the policy</li> </ul>
	Anyone not following the proper procedures could be held financially responsible for the purchase.
<b>5. Minor Policy (Benton)</b>	
	<ul style="list-style-type: none"> <li>• Policy provided</li> </ul>
	Will discuss at our next meeting.
<b>6. Process Mapping (Opp)</b>	
	<ul style="list-style-type: none"> <li>• A way of looking at a procedure and making necessary improvements</li> </ul>
<b>7. Student Preferred Pronouns (Odom)</b>	
	<ul style="list-style-type: none"> <li>• Julia could not make the meeting</li> </ul>
	Will discuss at our next meeting.
<b>8. Preview Day (McGee)</b>	
	<ul style="list-style-type: none"> <li>• Handout provided</li> <li>• Participation numbers are down from last year (aside from Oceanography)</li> <li>• Event date: October 26<sup>th</sup></li> <li>• <a href="http://www.csum.edu/previewday">www.csum.edu/previewday</a></li> </ul>

<b>Action Item</b>	<b>Responsible Person(s)</b>	<b>Comments/Status</b>