



**Minutes – December 17, 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, Marc McGee

<b>1. Approve Minutes from December 3, 2019</b>	
	APPROVED
<b>2. Course Challenge Examinations Policy (Benton)</b>	
	<ul style="list-style-type: none"> <li>Edits were made</li> <li>Need a list of courses that cannot be challenged</li> <li>Must be taken w/in the Add/Drop period</li> </ul>
	Lots of work still needed – work in progress
<b>3. Minor Policy (Benton)</b>	
	<ul style="list-style-type: none"> <li>Edits were made</li> </ul>
	Work in progress
<b>4. Curriculum Sheets vs. Roadmaps (Opp)</b>	
	<ul style="list-style-type: none"> <li>Examples provided, differences discussed</li> <li>Should indicate what catalog year it applies to</li> <li>Need to know prerequisites as well as co-requisites</li> </ul>
	Work in progress
<b>5. Enrollment Analysis by Major (Opp)</b>	
	<ul style="list-style-type: none"> <li>Down 106 from Fall 2018</li> <li>Most left in their Freshman year</li> <li>Looked at data by majors               <ul style="list-style-type: none"> <li>Lots of ME/MT leaving w/in their first year (majority are high performing students)</li> </ul> </li> <li>We're losing students to other colleges</li> </ul>
	Work in progress
<b>6. Academic Business Continuity Plan (Opp)</b>	
	<ul style="list-style-type: none"> <li>Need to work on this</li> <li>First Step: Look at courses and identify which can be offered online</li> </ul>
	Work in progress
<b>7.</b>	

<b>Action Item</b>	<b>Responsible Person(s)</b>	<b>Comments/Status</b>
Make edits to policies	Graham Benton	Done