



Minutes – August 22, 2022, 10:30am-12:00pm, Topp Room Provost Council

MEMBERS	Lori Schroeder, Graham Benton, Dinesh Pinisetty, Steve Browne, Michele Van Hoeck, Bets McNie, Natalie Herring, Julia Odom, Priscilla Muha, Katie Hansen, Mike Kazek, Veronica Boe, Rhonda Pate, Christopher Brown, Jase Teoh, Erika Nelson
GUESTS	Lily Espinoza
ABSENT	Christopher Brown

1. Approve Minutes from August 8, 2022	
	Approved
2. Updates from the Provost (Schroeder)	
	<ul style="list-style-type: none"> • 222 new incoming students for Fall 2022. • Executive Assistant to Provost and Associate Provost finalist will be on campus 8/24/22. Drop-in available from 10am-12pm in the Topp Room. • Provided a brief COVID update and shared what was sent to the faculty <ul style="list-style-type: none"> ○ Will find out if there will be weekly testing on campus as before
3. Enrollment Management Items (Herring)	
	<ul style="list-style-type: none"> • Annual Campus Check-in – reach out to departments, offices, schools to set up a meeting and see what is new in their area, key things to highlight when promoting the campus • Integrated Communication Plan for New Students (May-August) – Plan to start communicating by May 1 with new students. Requested that areas provide information and think about what to communicate to the students during Spring and Summer. • EM Data Meeting – streamline the data, will be meeting with everyone to decide what information is needed and who needs it. • Retention Committee created and will meet in September. • Staffing changes – Carla Williams, EM Assistant; Mayra Escobar will start at the beginning of September; Recruitment ambassadors to travel throughout California for recruitment efforts; C. Aldaco last day 8/19.
4. Tutoring Topics (Nelson)	
	<ul style="list-style-type: none"> • Drop-in Tutoring Proposal – will work with faculty and students on when and where to have these. Will add subject specific drop-in hours for those adverse to making appointments. This will provide steady hours for our tutors. • Supplemental Instruction (SI) contract feedback – clarified that we have a modified SI program. Would like feedback on the contract language with the faculty and the supplemental instructor. Access to information on SI is located on the Faculty and Staff page on the Tutoring webpage.
5. Academic Standing Policy – 2nd Read (Hansen)	
	<ul style="list-style-type: none"> • 2nd read of the Academic Standing Policy. Presentation of the changes that have been made following the previous reading. Discussion and recommendation on further edits. • After making the council recommended corrections, the policy was approved and will be forwarded to the Senate Executive Committee.
6. Academic Standing Policy – Appeal Process for readmission (Browne)	
	<ul style="list-style-type: none"> • Brief discussion following the policy read (agenda item 5) on the appeal process. Decisions are final and there is no appeal process.
7. Academic Internship Policy – 2nd Read (Benton)	
	<ul style="list-style-type: none"> • Intensive discussion regarding changes to the Academic Internship policy. Some recommended changes include changing referenced faculty advisors to faculty internship coordinators or faculty representative and requesting a clarification of definitions. A thorough discussion ensued regarding Academic Internships, co-ops and non-academic internships.

	<ul style="list-style-type: none"> The council approved this policy with changes as discussed in the meeting and the policy will be forwarded to the Senate Executive Committee.
8. CLC Updates	
	<ul style="list-style-type: none"> Will resume meeting every other Tuesday
9. Emergent Topics	
	N/A
Upcoming Events/Activities	
	<ul style="list-style-type: none"> Orientation Training, August 18 Move-in for First Year and Transfer Cadets, August 21 Orientation, August 21-27 Academic Year Begins, August 22 New Faculty Orientation, August 22 Faculty Retreat, August 23 MARAD Cruise Returns, August 24 Convocation/All Hands, August 25 Move-in for Returning Cadets, August 28 First Day of Classes, August 29 TSGB Turnover, August 30 Sailing Home Opener, September 10-11 Men's Soccer Home Opener, September 13 Benefits Fair, September 21 Cal Maritime Athletics Golf Tournament, September 24 Women's Soccer Home Opener, September 27 Academic Awards, September 29 Keelhauler Week, October 3-9 MSSI Sealift Symposium 2022, October 4-6 <i>tentative</i> Clean Air Day, October 5 Family Weekend, October 8-9 Day on the Bay, October 9 <i>tentative</i> Career Expo/Alumni Reception, October 11 Alumni/Reunion Weekend, October 14-15 Golf Home Opener, October 15-18 3rd Annual Glen Cove Fire Anniversary Bridge Walk, October 27 Etiquette Training Dinner, Fall TBD Cal Maritime Preview Day, October 29 Veterans Dinner, November 9 USCG Audit, November 14-18 PNW Dinner, November 19 Holiday Party, December 9 Finals Feast, December 14 Final Exams, December 15-19 Fall Trustee Visit, TBD TSGB Dry Dock, Summer 2023

Action Item	Responsible Person(s)	Comments/Status