### Minutes – November 15, 2016, 3:30-5pm, Compass Room #1
#### Provost Council

**ATTENDEES**
Sue Opp, Marc McGee, Priscilla Muha, Michele Van Hoeck, Sam Pecota, Mike Kazek, Graham Benton, Peg Solveson, Tamra Donnelly, Cynthia Trevisan, Tom Nordenholz, Steve Browne

**ABSENT**
Jim Burns, Gary Moser, Mike Holden

**GUESTS**
Jessica McGinley

### AGENDA ITEM
#### 1. Approval of Minutes from October 25th

**DISCUSSION**
Approved

**CONCLUSIONS**
Approved

#### 2. Discussion of Fall 2017 Admission Re: One Cruise in Summer 2018

**DISCUSSION**
- Academic Calendar Task Force discussed retention rates of sailing Seniors vs. sailing Sophomores – how many Freshman can we admit?
- Freshman for Fall of 2017 - not more than 69 MT, 10 FET, 41 MET, 50 ME
- Reduction of 33 Freshman
- Other Strategy: Can FET’s do Cruise & Internship at the same time? (Has been done in the past)
- Fallout of a smaller class – not as flexible in hiring Faculty
- Texas – can they sail w/ another Maritime Academy?
- MARAD may say the TSGB MUST serve other Maritime Academies
- Increase numbers in GSMA/IBL – if possible

**CONCLUSIONS**
Ongoing discussions

#### 3. Change of Major Implications

**DISCUSSION**
- Need to be careful of changes between impacted majors
- Change of Major Policy needs updating
- College is a time for exploration, students need flexibility to change course as they find themselves
- Hurting our enrollment – too much “back dooring” (when students have no intention of staying in the major they entered in)
- We looked at examples of both “back dooring” and legit change of major requests
- If a student takes longer than 5 years to graduate it costs Cal Maritime

**CONCLUSIONS**
Look at Change of Major Policy

#### 4. Maritime Industry Advisory Board Revisions

**DISCUSSION**
- Restructuring the Maritime Industry Advisory Board
- How do people get on and off the board?
- Thinking of Advisory Boards for each of the 3 Schools? Sub-boards?
- Upcoming meeting we’ll be discussing: Purpose, Function & Role of Advisory Boards

**CONCLUSIONS**
Meeting Thursday, November 17, 2016


**DISCUSSION**
- 2017-18 Budget: How do we identify one-time only funds, if they get pulled? – very frustrating
- We do have one-time money coming – for Graduation Initiative, must report by the end of January what we’ll be doing with that money – adding sections of courses & supplemental instruction costs
- Vacancies in budget – is there money for lecturers? - Yes, if you have to hire a lecturer to teach a class – do it.

**CONCLUSIONS**
1st Budget Drafts due November 30, 2016
6. Updated Org Chart

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<thead>
<tr>
<th>DISCUSSION</th>
<th>CONCLUSIONS</th>
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<tbody>
<tr>
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<td>Looks good</td>
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<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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</thead>
<tbody>
<tr>
<td>Open University Policy - # of Units?</td>
<td>Peg Solveson</td>
<td>12/6/2016</td>
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<tr>
<td>Good is Still the Enemy of Great</td>
<td>Sue Opp</td>
<td>12/6/2016</td>
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<tr>
<td>Change of Major Policy</td>
<td>Graham Benton</td>
<td>12/6/2016</td>
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Plans for future meetings: