# Meeting Notes – October 11, 3:30-5:00pm, Compass Room

## Provost Council

### Attendees
- Graham Benton
- Jim Burns
- Tamra Donnelly
- Mike Holden
- Mike Kazek
- Gary Moser
- Priscilla Muha
- Tom Nordenholz
- Sue Opp
- Peg Solveson
- Cynthia Trevisan
- Michele Van Hoeck
- Sam Pecota

### Absent
- Steve Browne
- Ryan Dudley
- Marc McGee

### Guests

### Agenda Item

<table>
<thead>
<tr>
<th>1. Notes from September 27, 2016 Provost Council</th>
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<td><strong>Meeting notes</strong> from September 27 were reviewed. Opp stated that the president approved six tenure track searches, hopefully they will all be successful. The chairs should work with Pecota on the searches. The Academic Standing Policy was signed by the president and will be posted online. It will be effective this fall and going forward. Because there has been irregular enforcement of policy there will be some catchup work. Solveson reported that she and Hansen reviewed the entire student population including GPA, # of terms on probation, # of failed units, # of repeated units, etc., and will triage the list for action. They will review with the Dean and Chairs for appropriate interventions.</td>
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<th>2. CPC/CLC Discussions</th>
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<td>**At the last CLC meeting the president reviewed the Strategic Plan (SP) and its implementation. See the white boards in the Topp Room, which Opp summarized on the back of agenda. All work should be prioritized based on the SP, both day to day and special projects, with a focus on whether the work meets the needs of the SP. In addition, our budget is a way to make choices based on the SP. We should find/create opportunities through evaluating capacity and capability, and by making best-value choices (not the cheapest). Regarding budget, hoarding money and treating other departments as profit centers is not appropriate. <strong>There was a discussion of how a department can plan for large expenses if budget cannot be rolled forward. Donnelly suggested that a spreadsheet that shows upcoming large expenses and a plan to budget for them would be helpful. The need to develop metrics and collect data was reiterated.</strong></td>
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<th>3. Strategic Planning: Plan-on-a-Page Presentations</th>
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<td><strong>There will be a new format for updates. There are not enough cabinet meetings to schedule all the necessary reports, so the CLC/CPC/CAC meetings will be used.</strong></td>
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The report format includes what’s working, what’s not working, and what would be helpful.

CONCLUSIONS

3a. Enrollment Data

DISCUSSION

Opp discussed the graph and its underlying data that was distributed showing the Fall 2016 Enrollment Summary. The female student body is more diverse than the male student body, and females make up 17% of the student body (an increase of 2 points). Opp mentioned that Moser has reorganized the Institutional Research website and made a substantial amount of data available.

CONCLUSIONS

4. Cruise 2018 & enrollment planning

DISCUSSION

There will be one 62-day cruise in summer 2018. This will have an immediate effect on enrollment planning. The freshman class will have to be held steady or decreased in order to allow for enough berths on cruise. An ad hoc committee consisting of the licensing committee and Moser will meet this month to develop various scenarios and make a recommendation on enrollment targets. (Membership to include Pecota, Kazek, Moser, Weinstock, Browne.)

CONCLUSIONS

ACTION ITEMS

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Open University Policy updating</td>
<td>Burns</td>
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<tr>
<td>Project list due to Provost</td>
<td>All</td>
<td>October 14, 2016</td>
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<tr>
<td>Enrollment plan for Cruise 2018</td>
<td>Pecota</td>
<td>October 31, 2016</td>
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