**Minutes – November 8, 2019 3:30-4:30pm, Gold Room**  
**Cadet Success Initiative (CSI) Meeting**

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>Graham Benton, David Taliaferro, Keir Moorhead, Kristen Tener, Anna Lindsey</th>
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<tbody>
<tr>
<td>GUESTS</td>
<td>Jessica McGinley, Marv Christopher, Wendy Higgins</td>
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<td>ABSENT</td>
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1. **Cadet Member Identified**  
   - Anna Lindsey  
   Not available on Friday afternoons

2. **Concerns Regarding Student Handbooks**  
   - Quantity  
   - Conflicting information  
   - Can we clean it up?

3. **What Handbooks are there?**  
   - Cadet Handbook  
   - TSGB Cruise Handbook  
   - Commercial Cruise Handbook  
   - Internship Handbooks?  
   - Student-Athlete Handbook  
   - International Experience handbook  
   - Faculty Handbook – only looking at the parts that relate to cadets  
   Who are the “owners”??

4. **Investigation/Fact Finding**  
   - Commercial Cruise Handbook – one from Faculty & one from Career Services  
     - Career Services did not give theirs out last year  
       - Replaced with information sheets – contact sheets & what to do if there is a problem  
       - Conduct is referred to Cadet Handbook  
   - International Experience Handbook  
     - Just an informational sheet  
   - Student Athlete Handbook  
     - Understand expectations of athletes – campus & NAIA  
       - Mission, goals, class attendance, sports medicine, conduct on the road

5. **What are the best processes for updating & checking for confliction information?**  
   - Define a process for folks to provide input – which depts. get a cut?  
   - Find a way to sift through the information that should actually go in the different books  
   - Look at the tables of contents to see what is the same across  
   - Identify who owns each handbook  
   - Consistent formatting?
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Person(s)</th>
<th>Comments/Status</th>
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<tbody>
<tr>
<td>Draft a charge to all “owners” together and look through contents</td>
<td>Graham Benton</td>
<td>Done</td>
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