

**Provost’s Council: ACADEMIC
Meeting Notes – February 2, 2016**

ATTENDEES	Graham Benton, Susan Bigler, Jim Burns, Tamra Donnelly, Mike Kazek, Donna Nincic, Sue Opp, Sam Pecota, Michele Van Hoeck
ABSENT	
GUESTS	Jessica McGinley

1. Website refresh and designated academic affairs website liaisons

DISCUSSION	<ul style="list-style-type: none"> Following the website refresh, each campus department will have a liaison in charge of the department’s web page. (Note that “campus department is not the same as an academic department.) Liaisons will be trained to use the new website and will meet quarterly. Provost Opp suggests the main areas for Academic Affairs: Academic Dean (academic departments); Financial Aid/Registrar/Faculty Development; SPEL; Provost’s Office; and Library. Likely liaisons will be Jessica McGinley, Susan Bigler, Tamra Donnelly, Pat Harper, Mark Stackpole (Library) and Taylor Price (SPEL).
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2. 2016-17 budget update and revisions

DISCUSSION	<ul style="list-style-type: none"> Provost Opp reviewed budget areas to be checked to make sure we’ve accounted for all empty and filled faculty positions. Academic Affairs has asked for 10% more funding than last year. We won’t get that much. Provost Opp reviewed the increased requests to see if anything can be reduced. It appears that salary for cruise adjuncts is being charged to academic departments. Should those salaries be charged to Marine Programs?
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3. 2016-17 Academic Calendar

DISCUSSION	<ul style="list-style-type: none"> Graham Benton distributed the draft 2016-17 calendar. Still to be decided whether Fall 2016 will start on August 22 or August 23.
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4. Spring Final exam schedule

DISCUSSION	<ul style="list-style-type: none"> Final exams this year are April 17 (Sunday) – April 20 (Wednesday). Provost Opp would like to remove the hour break between exams to enable us to hold more exams in fewer days, but that will be a future decision, not Spring 2016.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provost Opp will send out the AA budget sheets to be checked for errors.	Provost Opp	ASAP