



**Meeting Notes – September 13, 2016, 3:30-5pm, Topp Room
Provost Council**

ATTENDEES	Sue Opp, Marc McGee, Priscilla Muha, Michele Van Hoeck, Jim Burns, Sam Pecota, Mike Kazek, Graham Benton, Gary Moser, Peg Solveson, Tamra Donnelly, Mike Holden, Tom Nordenholz
ABSENT	Cynthia Trevisan, Steve Browne
GUESTS	Jessica McGinley

AGENDA ITEM	
1. Introductions of new staff: Robyn Christopher, Alex Moorhead, Katie Hansen	
DISCUSSION	Introductions around the table
CONCLUSIONS	
2. Faculty retreat recap & student success data (Sue & Gary)	
DISCUSSION	Freshmen & Senior losses – why?
CONCLUSIONS	No conclusive data
3. Financial Aid analysis of student athletes (Priscilla)	
DISCUSSION	Went over a handout showing athletes financial aid
CONCLUSIONS	Financial aid did not seem to be a factor in loss of athletes
4. Update on # of students enrolled F2016 (Peg)	
DISCUSSION	1,111 undergrads enrolled, 6 open university, 347 Freshmen
CONCLUSIONS	ET over-crowded
5. Update on recruiting for F2017 (Marc)	
DISCUSSION	See handout attached
CONCLUSIONS	
6. Faculty tenure-track requests process (Sue)	
DISCUSSION	Will be processed differently this year
CONCLUSIONS	Minimum of 5 requests
7. 90-Day Cruise proposal (very brief; VP Kreta cannot attend)	
DISCUSSION	2018 Ship will enter dry-dock, must determine cruise schedule before then
CONCLUSIONS	Cruise schedule affects all aspects of campus: STCW, Sea-time, Housing, etc.
8. Plan-on-a-Page and launch of Strategic Plan activities (All)	
DISCUSSION	Get changes to Brig ASAP
CONCLUSIONS	Considered final by the end of the week
9. New Work Study allocation (Tamra & Priscilla)	
DISCUSSION	New procedure this year - \$ divided among divisions
CONCLUSIONS	AA is receiving about \$10,000
10. Update on Strategic Plan (Sue)	
DISCUSSION	President's Areas of Concern: Re-Siloing, Plan for the Future, Communication, Ownership of deadlines
CONCLUSIONS	Pass the Strategic Plan on to your individual departments
11. New construction or major facilities projects – development of list (send proposed projects to Sue by end of Sept.)	
DISCUSSION	New MAJOR projects for project list to be submitted by the end of September
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Share Strategic Plan with departments	Everyone	ASAP
Request list of approved work study students from Priscilla if you are interested	Everyone	
Send requested projects to Sue	Everyone	9-30-16
Schedule Provost Council Meetings – big group	Jessica McGinley	ASAP

Plans for future meetings:		
Academic Council, Enrollment Council, Provost Council		

Brief on Fall 2017 Outreach and Admission

Provost Council, Sept 13, 2016

Outreach

- **Collateral items production** is nearly complete: updated printed/virtual brochures, affordable pennants, table display items.
- **Purchase of female leads** almost complete – buying fewer names this year, but responses will get more attention with mailings.
- **Augmenting our Spanish language webpages** is underway. It will now include housing, details on majors, career services (and more)
- **Updated e-mail template** (reflecting current web design and intuitive to viewing device) for our Hobsons communication plan – implementation in progress
- **Planning of campus events:** Counselor Breakfasts – Oct. 26 and Nov. 16 as well as Preview Day Sat. Nov 19.
- **Tour guide training** to add emphasis on being a model cadet – appearance, consistent energy, and attitude toward Cal Maritime.
- **Cal Maritime to be represented** at 120 college fairs and appx 75 high schools this fall. Using combination of admission staff (and staff friends), cadets, alumni, and parents.

Admission

- **On the “New” SAT administered since March 2016.** Students have been scoring higher on the new exam in English and math.
 - Fall 2017 applicants – BA/IBL and GSMA will have no difference in minimum index score. For impacted majors – the minimum math SAT scores have been raised per comparison tables.
 - Fall 2018 – BA/IBL and GSMA will have altered index scores due to new SAT and state study re-evaluating what constitutes 1/3 of high school students in 2016 vs. the last time minimums were developed.
- **Fall applications begin Oct. 1** and end after Nov 30 (except for BA/IBL and GSMA)
- **Cal Maritime now has the only early application program** in the CSU (apply by Oct 31 and learn decision by Dec 15) since Cal Poly dropped their program this year.
- **PPY (Prior Prior Year)** means Fall 2017 prospective students can file their FAFSA as early as Oct 1 using 2015 (not 2016) tax data. It is seeming that financial aid offices are planning to get their offers to admitted students earlier than last year.
- **Lean Sigma process** will be looking at some or all processes from application processing to arrival at orientation.
- **When a document imaging system is purchased** and implemented – Admissions will be the first area of implementation since we are the headwaters of a student’s academic record.