



Meeting Notes – October 25, 3:30-5:00pm, Topp Room Provost Council

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

AGENDA ITEM	
1. Notes from October 11, 2016 Provost Council	
DISCUSSION	The meeting notes were reviewed and approved as written. Solveson reported that the rental company had not yet returned the CAD plan for the increased number of students projected for the licensing exam in January. The expectation is that with this amount of planning time the company will be able to supply the smaller tables and the room available in Mayo will be sufficient.
CONCLUSIONS	
2. Cruise 2018 & enrollment planning (continued)	
DISCUSSION	<p>Kazek presented a spreadsheet that analyzed the numbers of students per major per enrollment who have historically shipped on cruise, from 2013 through 2016, and extrapolated the expected number that would ship on the single cruise in 2018. From this information the number of new students to admit was developed. The idea of requesting berths on cruise from other maritime academies was discussed. This has proven very difficult for other campuses particularly regarding satisfaction of STCW KPUs, which are satisfied differently at each campus.</p> <p>The issue of campus growth and the mandate to increase graduation and retention rates, while at the same time not being able to offer sufficient berths without a reduction in admission to licensed programs was discussed. The last time there was a single cruise there was not as much planning time, so it was not possible to manage expectations. With the available lead time there are strategies that could be put in place to alleviate the impact. There was discussion of the impact that a reduction of new students in majors that are required to ship on cruise while also increasing enrollment by potentially 50 students. Opp outlined the planned growth overall and how each department would be impacted differently.</p>
CONCLUSIONS	
3. Open University – updated policy	
DISCUSSION	Opp reviewed the changes the committee recommended to the Open University policy. She requested that the updates be shared widely so that any impact or unintended consequences of allowing students to take an Open U course only once is fully reviewed. There was discussion of the limitation to only 3 courses and no more than 7 units was allowed, no one at the table was aware of the history. There is no CSU policy that limits this, only the total allowable 24 units transferred into a degree program. The statement on health, medical and food services needs to be researched.
CONCLUSIONS	
4. Maritime Industry Advisory Board planned revisions	
DISCUSSION	Opp recently sent an email to the Maritime Industry Advisory Board (MIAB) indicating that in light of the move to three schools the board will be reorganized so that each school has an advisory board more specific to its mission. New charters will be developed which will include membership terms. The MIAB will meet on November 17 and will be invited to attend Mike Holden's talk (Who's the Captain Now?) immediately following.

CONCLUSIONS	
5. "Why Good is Still the Enemy of Great...." article discussion	
DISCUSSION	Postponed until next meeting.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post meeting notes form 10/11/16	J McGinley	ASAP
Distribute Open University policy for review	T Nordenholz	ASAP
Discuss provision of health, medical and food services to Open University students with Kreta and Wilbur		