CAL MARITIME

Minutes – February 28, 2022 9:30-11:00am, Topp Room
Provost Council

MEMBERS	Lori Schroeder, Graham Benton, Don Maier, Kevin Mandernack, Francelina Neto, Michele Van Hoeck, Julia Odom, Priscilla Muha, Katie Hansen, Mike Kazek, Veronica Boe, Dinesh Pinisetty, Rhonda Pate, Christopher Brown, Natalie Herring
GUESTS	Jessica McGinley
ABSENT	Julia Odom

1. Approve Minutes from January 31, 2022
APPROVED

2. Updates from the Provost (Schroeder)
- AA Budget Ask is 500k more than last year – for Enrollment growth, vacant positions and Oceanography program   - Vacancies are an issue across campus, state and country at the moment   - Any faculty hire questions – contact Julie Chan or Vicky Espiritu in HR   - Opening of Inclusion Center next Tuesday, March 8th at 11am – Encourage everyone to attend – the Provost will be returning from business travel, but plans to attend the reception from 4-6pm   - President looking to hire someone to make our processes more efficient

3. Updates from the CLC Meeting (CLC Members)
- Budget were presented – better than previous presentations, but hard to see #'s   - CLC retreat will take place in either late-Spring or Summer

4. CommUNITY Day – April 5th (Van Hoeck)
- Handout w/ details provided   - Classes cancelled (students are required to attend – will receive demerits if not in attendance)   - All are welcome – Faculty, Staff and Cadets   - Hope to do this every year   - Will have CAPS counselors available for anyone in need

5. Academic Program Discontinuation Policy (Benton)
- Still working on this policy – please send all suggestions/edits to Graham ASAP   - This policy is required by the Chancellor's Office
Send all policy edits to Graham Benton ASAP

6. Develop a Faculty Onboarding Policy for Consistency & Efficiency (Pinisetty)
- It would be nice to create a checklist for onboarding faculty   - Should be a collaborative effort between Chair, HR and the Dean's Assistant
Jessica McGinley will share the checklist she has for on-boarding w/ the Dean's and Dinesh Pinisetty

7. Faculty Office Hours Policy – AA or Senate Policy? (Pinisetty)
- All faculty have a different idea of "office hours"   - Need some guidelines or a policy to regulate

8. Cal Maritime Day (Herring)
- Admissions is working on the agenda (will look very different from previous years)   - Grouping sessions more generally   - Other CSU's have a virtual component (good idea – either before or after as a follow-up)

	• A fact sheet would be helpful to distribute as well as highlighting our ship, TSGB (perhaps a stress ship, rather than a stress ball to hand out)

9. EM Partnership (Herring)

	• Open up our campus to the outside community • SIMS should be advertised more (show what they're capable of) • Record a mock-lecture so people can see how the SIMS work (?)

10. Emergent Topics

	• Reminder: Early Alerts went out to Cadets last week • Career Fair on Thursday, 3/3

Action Item	Responsible Person(s)	Comments/Status
Send all policy edits to Graham Benton ASAP	ALL	ASAP
Share the checklist she has for on-boarding w/ the Dean's and Dinesh Pinisetty	Jessica McGinley	ASAP
Work on Onboarding Policy w/ HR, Chairs & Deans	Graham Benton	