## Minutes – January 31, 2017 1-2:30pm, Faculty Conference Room
### Provost Council

<table>
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<tr>
<th>ATTENDEES</th>
<th>Sue Opp, Marc McGee, Priscilla Muha, Michele Van Hoeck, Jim Burns, Sam Pecota, Mike Kazek, Steve Browne, Peg Solveson, Tamra Donnelly, Mike Holden, Cynthia Trevisan, Ryan Dudley, Tom Nordenholz, Graham Benton</th>
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<tr>
<td>ABSENT</td>
<td>Gary Moser</td>
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<td>GUESTS</td>
<td>Jessica McGinley</td>
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### AGENDA ITEM

1. **Approve Minutes from Jan. 17, 2017**

   **DISCUSSION**

   Approved

   **CONCLUSIONS**

2. **Fall 2017 Change of Majors – Marc McGee**

   **DISCUSSION**

   - Looked at a list of students requesting to change majors
   - Send Engineering requests to the department chairs for their input

   **CONCLUSIONS**

   Provost Council approved 4 changes of majors to MT

3. **Syllabus Policy**

   **DISCUSSION**

   - Require all to be posted in “Syllabus Central”
   - Require a tentative course description/schedule
   - Syllabus should be accessible to students before the first day on class

   **CONCLUSIONS**

   Graham will make changes and distribute

4. **Textbook Adoption Policy**

   **DISCUSSION**

   - Only minor changes needed

   **CONCLUSIONS**

   Graham will make the minor changes

### ACTION ITEMS

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<th>ACTION ITEMS</th>
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### Plans for future meetings:

| Plans for future meetings: |          |