### Minutes – February 21, 2017 1-2:30pm, Faculty Conference Room

**Provost Council**

#### Attendees

| Sue Opp, Marc McGee, Priscilla Muha, Michele Van Hoeck, Mike Kazek, Steve Browne, Gary Moser, Peg Solveson, Tamra Donnelly, Mike Holden, Cynthia Trevisan, Tom Nordenholz, Graham Benton |

#### Absent

| Jim Burns, Sam Pecota, Ryan Dudley |

#### Guests

| Jessica McGinley |

#### Agenda Item

1. **Approve Minutes from Jan. 31, 2017**
   - **Discussion**: One minor change: add “MT” to approved major changes
   - **Conclusions**: Approved

2. **Syllabus Policy**
   - **Discussion**: Graham brought to senate exec, dean & chairs
   - ATI Template is a Word File, cannot be prepopulated
   - Chairs would like the Admins to be responsible for checking
   - Each department is responsible for checking their policies
   - Add link to Academic Integrity Policy & sanctions for violations
   - **Conclusions**: Bring back to chairs for final discussion, then to the Senate Exec

3. **Textbook Adoption Policy**
   - **Discussion**: Minor changes have been made
   - Has been brought to the Chairs
   - Looked good to everyone
   - **Conclusions**: Bring to the Senate

4. **Priority Registration Policy**
   - **Discussion**: More than 200 students currently receive priority registration (PR)
   - Required: Veterans (about 50) and Fostered Youth (about 3 or 4)
   - A lot of student leadership are receiving PR as “perks”
   - Athletes who are receiving scholarships to play for Cal Maritime (about 20 ideally) should receive PR to allow them to make practices (otherwise defeats purpose of scholarship) – last on the PR list
   - Students with health restrictions &/or disabilities - need clarification from Siobhan Case
   - Students actively enrolled in off-campus ROTC (about 6) program to be identified by the Registrar’s Office
   - **Conclusions**: Students receiving priority registration should not exceed 10% of campus, unless an exception is made by the Provost

5. **Graduation Initiative 2025**
   - **Discussion**: Sue handed out her report that she plans to hand in to the CO’s office
   - **Conclusions**: No issues with the report from anyone

6. **Repeat Course**
   - **Discussion**: Peg handed out policy for review
   - **Conclusions**: Will be discussed at the next meeting

#### Action Items

| Change of Major Policy | Graham Benton | 3/14/17 |

#### Plans for future meetings: