



Meeting Notes – May 23, 2017 1-2:30pm, Topp Room Provost Council

ATTENDEES	Graham Benton, Veronica Boe, Tamra Donnelly, Gary Moser, Priscilla Muha, Tom Nordenholz, Sue Opp, Peg Solveson, Cynthia Trevisan, Michele Van Hoeck
ABSENT	
GUESTS	Katie Hansen, Jennifer Hembree, Brig Timpson

1. Approve Minutes from May 9, 2017	
DISCUSSION	Minutes were discussed, Benton mentioned that the position description for the Director of Learning Technologies was complete and the position would be posted soon.
CONCLUSIONS	Minutes approved as submitted.
2. Institutional Review Board Policy (Benton) [moved to #3]	
DISCUSSION	Benton distributed the updated draft of the IRB policy. There was discussion of who the Chief Research Officer (CRO) is, and who is accountable for the policy. The provost will be listed as accountable, but the policy will be administered by the CRO. Boe attends the system-wide CRO meetings, and she will be so designated. Benton will work with Boe on further updates to the membership section. The provost will have appointment authority in consultation with the Senate Executive Committee. There was discussion of how the outside members were expected to be chosen. The intent is that these members are not CSU-related, so the Cal Maritime Advisory Board members are a possible source. Benton mentioned that we have access to online training hosted by Cal Poly SLO so there should not be large costs associated with training new members.
CONCLUSIONS	Benton will address the comments and submit the final draft at the next Council meeting.
3. University Budgeting 101 (Opp) [moved to #2]	
DISCUSSION	<p>Opp proposed that members of the Provost Council provide a 30 minute summary of each area, for example, Financial Aid 101, Library Acquisitions, WASC, data reporting, Academic Senate, etc. The idea was well received; Opp and Donnelly will develop a schedule for the summer months. There was discussion of inviting other divisions to attend to help them understand what Academic Affairs does.</p> <p>Opp presented University Budgeting 101, adapted from a presentation at the CSU Academic Council. A number of budget scenarios were reviewed and compared to how Cal Maritime does budgeting. Opp mentioned that as we move to a 3 school model there will be enormous impacts on the budgeting process. She emphasized that budget responsibility should come with authority.</p> <p>The CSU has modified its allocation process in a way that will benefit smaller campuses. There will be a baseline increase to all campuses, and then a percentage increase will be applied.</p>
CONCLUSIONS	Department managers will be scheduled to present to Provost Council.
4. Strategic Planning (Timpson)	
DISCUSSION	<p>Timpson showed the Strategic Enrollment Plan (SEP) on the screen. Each outcome was reviewed and progress toward goals that had been accomplished in 16-17 were entered. A number of topics were discussed:</p> <ul style="list-style-type: none"> • since diversity in the student body is coming from Southern California the hire of an advisor based there has been approved

	<ul style="list-style-type: none"> • Boe mentioned that University of Hawaii is interested in partnering with Cal Maritime to offer Maritime English • Nordenholz suggested tying the increase in student success staff to enrollment increases • Timpson reminded all that at the off-site some of the SEP goals regarding diversity were moved to the new Human Capital Management (HCM) plan.
CONCLUSIONS	Timpson will schedule a follow-up meeting to complete the updates to SEP with a smaller group.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Schedule summer Department 101 presentations	Opp/Donnelly	ASAP
Activate Provost Council calendar for summer scheduling		

Plans for future meetings:		