Minutes – June 15, 2017 10:30-12:00pm, Topp Room  
Provost Council

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>Graham Benton, Veronica Boe, Tamra Donnelly, Ryan Dudley, Katie Hansen, Gary Moser, Priscilla Muha, Tom Nordenholz, Sue Opp, Sam Pecota, Peg Solve son, Cynthia Trevisan, Mike Kazek</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Marc McGee, Michele Van Hoenck</td>
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<tr>
<td>GUESTS</td>
<td>Cabinet/Staff invited to 11:30 presentation, Jessica McGinley</td>
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</tbody>
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1. Approve Minutes from June 1, 2017
   - Note updates to presentation schedule below
   * Approved

2. Pre- and post-award processing (Boe)
   - See attached slides

3. Early Alert System Lean Blitz (Donnelly/Hansen)
   - See attached slides

4. Academic Affairs staffing (Opp)
   - Julia Odom – New Registrar, August 1st
   - Need to replace Alex Moorehead in Registrar’s office
   - Jessica McGinley going on maternity leave shortly
   - Hiring a SoCal Recruiter
   - Hiring a 2nd University Advisor
   - Replacing Margaret Arroyo

5. WASC Dates (Benton)
   - Self-Study: Draft Completed by end of Spring Term, 2018
   - Off-Site Visit: (Teleconference with WASC team and campus Leadership): November 29, 2018
   - Visit: March 20-22, 2019

6. Simulators and Training Ship Golden Bear (Pecota)-time certain 11:30
   - See attached slides

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<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>PRESENTER</th>
<th>TOPIC</th>
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</thead>
<tbody>
<tr>
<td>June 1-PC</td>
<td>11:30-12:00</td>
<td>Graham Benton</td>
<td>WASC 101</td>
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<tr>
<td>June 8</td>
<td>11:30-12:00</td>
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<tr>
<td>June 15-PC</td>
<td>11:30-12:00</td>
<td>Sam Pecota</td>
<td>Simulators and TS Golden Bear</td>
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<tr>
<td>June 22</td>
<td>11:30-12:00</td>
<td>Gary Moser</td>
<td>data topic</td>
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<tr>
<td>June 29-PC</td>
<td>11:30-12:00</td>
<td>Veronica Boe</td>
<td>Extended Learning and Sponsored Programs</td>
</tr>
<tr>
<td>July 6</td>
<td>11:30-12:00</td>
<td>Cynthia Trevisan</td>
<td>ASCSU</td>
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<tr>
<td>July 13-PC</td>
<td>11:30-12:00</td>
<td>Priscilla Muha</td>
<td>Financial Aid 101</td>
</tr>
<tr>
<td>July 20</td>
<td>11:30-12:00</td>
<td>Michele Van Hoenck</td>
<td>library topic</td>
</tr>
<tr>
<td>July 27-PC</td>
<td>11:30-12:00</td>
<td>Mike Kazek</td>
<td>National Licensure and STCW</td>
</tr>
</tbody>
</table>
**Sponsored Programs Process Pre-Award**

1. **PI Initiates**

   1. Identifies or seeks funding opportunity
   2. Arranges meeting with SP to draft the Proposal and Budget
   3. Submits final version of the following to SP:
      a. Begin filling out Proposal Approval and Routing Form (PARF) (Requires PI signature & Chair's email approval)
      b. Final Proposal (including additional items such as letters of support, etc.)
      c. Final Budget

2. **SP: Finalizes Proposal Approval and Routing Form (PARF)**

3. **Dean of Sponsored Programs (Approval & Signature)**

4. **Accounting Manager (Approval & Signature)**

5. **VP of Administration & Finance (Approval & Signature)**

6. **To Sponsor: SP mails, submits, & tracks outgoing proposal(s)**

**Pre-Award Policies to observe:**
- Proposal Administrative Review
- Additional Employment Conditions
- Cost Sharing (Budget)
- Intellectual Property
- Conflicts of Interest
- Conduct of Research
- Budget Preparation

STOP

06/14/2017
**IMPORTANT**
SP must be notified of ALL awards received in order to complete the award acceptance process.

8
Acceptance of Award: SP reviews award and prepares the Award Acceptance Form (AAF) for routing and verifies all required documents are included and completed prior to routing.

9
Kick-off Email: SP sends email announcing award to PI, SP, A&F, AA, Dean, & Department Chair. This email is sent out once award is fully executed and signed. This email will also include any unique award T&Cs.

10
Account Set-Up: A&F & SP will setup the PeopleSoft Chartfield Code and prepare necessary award documents. SP and PI develop a check-in plan to review budget and update agreement if necessary.

11
Throughout the performance period: SP & PI meet to review deliverables, program reporting, & agreement deadlines. PI & SP meet frequently to review expenditures/invoicing, fiscal reporting, & progress on deliverables.

12
End of Award: SP communicates award close-out procedures & deadlines w/PI & A&F.

Post-Award Policies to observe:
- Award Acceptance
- Account Management
- Fiscal Reporting
- Conflict of Interest
- Records Policy
- Cost Sharing (Monitoring)
Early Alert

Early Alert - Current System

Usage over Time

Early Alert - Current System

Faculty Usage
Early Alert- Current System

Early Alert- Lean Blitz

- Interviews
  - Veneeta Shillo (SEAS)
  - Mike Strange (Faculty)
  - Pat Harper (Administration)
- Participants
  - Teresa Donnelly (Facilitator)
  - Vitali Ionov (Advising)
  - Greg Rabin (Athletics)
  - John Patrikian (Student Records/PSofI)
  - Dina Schryen (Residential Life)
  - Coline Charnet (Student)
  - Scott Renier (SEAS)

Early Alert- Recommendations

- Pilot PSoft Midterm Grades Report
- Training for support services staff
- Feedback and partnership with Faculty
- Two milestones- Weeks 7 and 10
- Tutors visit classrooms
- Data Analysis
Early Alert - Proposal

- Email from Dean to Faculty
- Faculty submit Early Alert grades
- Staff outreach and feedback to faculty
- Faculty submit Early Alert grades
- Outreach and feedback

Early Alert - Questions

?
Simulation and TSGB

Full-Mission Bridge 1

Simulation Support

Full-Mission Bridge 2

Simulation Support

Full-Mission Bridge 3
TSGB Summer Cruise

Sailing aboard the Training Ship

Cadet Organization
- Port - 5 divisions (deck)
  1) Watch - (one division)
  2) Daywork - (two divisions)
  3) Liberty - (two divisions)

Cadet Organization
- Port - 5 training groups (deck)
  1) Watchstanding
  2) Daywork
  3) Practical Training
  4) Professional Training
  5) Navigation Training / Simulation

Cadet Organization
- Port - 4 divisions (engine)
  1) Watch - (one division)
  2) Daywork - (one division)
  3) Liberty - (two divisions)

Navigation on watch

Navigation on watch
Celestial Navigation

Cruise Route

Fast Rescue Boat

Cruise Itinerary

Learning the ropes

Cruise Itinerary