



## Meeting Notes – July 13, 2017 10:30-12:00 am, Topp Room Provost Council

ATTENDEES	Tamra Donnelly, Ryan Dudley, Katie Hansen, Mike Kazek, Marc McGee, Priscilla Muha, Sue Opp, Taylor Price, Peg Solveson, Cynthia Trevisan, Michele Van Hoeck
ABSENT	Graham Benton, Veronica Boe, Gary Moser, Sam Pecota
GUESTS	Ashley Anderson for Financial Aid 101

<b>1. Approve Minutes from June 29, 2017</b>	
DISCUSSION	Minutes were approved as submitted.
CONCLUSIONS	
<b>2. Transfer Credit Policy-second reading</b>	
DISCUSSION	<p>A number of items were discussed: will we accept a “D” as a passing grade; many transfer units are from community colleges, so does the phrase undergraduate degree need to be changed; we allow 70 transfer units; should the discussion of requirements include GE, references to quarter should be changed to semester; the section on international transfer credit needs review; do we allow transfer credit from college when the same course was used to satisfy a high school graduation requirement; Course Match might begin to influence transfer allowance; EO 1011 is changing and might influence policy.</p> <p>The evaluation of transfer credit from international entities is different from allowing credit for coursework completed during a study abroad under the auspices of Cal Maritime. The differences should be outlined in the policy. Standard practice does not include allowing international transfer credit pre-enrollment, but it may be considered on a case by case basis.</p>
CONCLUSIONS	Donnelly requested that updates be sent electronically; McGee will ask the DAR listserv about double counting HS and College coursework.
<b>3. Open University Policy-first reading</b>	
DISCUSSION	Browne sent requested change that Commandant’s Office be changed to Judicial Officer. Solveson and Kazek outlined the needs of students to enroll in minimal units to complete sea time. Consensus was that this was not possible through Open U, but could be accommodated through Extended Ed.
CONCLUSIONS	Policy will continue to be reviewed.
<b>4. Advising Handbook</b>	
DISCUSSION	Solveson reviewed table of contents, reason for development. Part 1 is directed to all faculty, Part 2 is directed to advising faculty. Muha requested that information on Financial Aid be included. Van Hoeck was concerned about the organizational structure; Solveson said that the contents were reorganized since the agenda was distributed. The plan was to publish as a PDF on the web, Opp suggested that a website would be a better medium. McGee wondered if it could be published through the catalog platform (Acalog). Donnelly will evaluate the feasibility.
CONCLUSIONS	
<b>5. First Year Registration update</b>	
DISCUSSION	Smiljanic-Villa has processed all registrations possible. The AP scores were just received and will be processed as soon as possible. All transcripts are due on Monday, July 17, 2017, which will afford more information for transfer evaluation and appropriate registration.
CONCLUSIONS	

6. Grade Averaging in PeopleSoft		
DISCUSSION	Solveson asked about the approval status of policy that will require grade averaging turned on in PeopleSoft. They have not been reviewed by cabinet yet, so it is unknown whether they will be approved as submitted, or if changes will be made.	
CONCLUSIONS		
7. Financial Aid 101		
DISCUSSION	Muha presented Financial Aid 101.	
CONCLUSIONS	PowerPoint presentation is attached.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE