



Agenda – December 5, 2017 10:00-11:30pm, Topp Room Provost Council

MEMBERS	Graham Benton, Veronica Boe, Steve Browne, Tamra Donnelly, Ryan Dudley, Katie Hansen, Marc McGee, Gary Moser, Priscilla Muha, Tom Nordenholz, Julia Odom, Sue Opp, Cynthia Trevisan, Michele Van Hoeck
GUESTS	
1. Approve Minutes from November 7, 2017	
Discussion	
2. Provost's updates	
Discussion	Tamra Donnelly's position will be re-hired for, but will be reclassified as an analyst position with an emphasis on budget support. Jessica will become more involved in project management. Reminder that Linda.com is a good resource for learning new skills.
3. Admissions update (McGee)	
Discussion	Aspects of the new application system, Cal State Apply, has resulted in a delay in the inflow of applicants. Also MT and ET raised minimum math SAT scores, which may have affected the number of applicants relative to prior years. However, all impacted programs have enough applicants to yield sufficient numbers of admissible students. Meeting Business Administration and GSMA targets will be more challenging, but there is hope that our new counselor in SoCal will produce more applicants from that region.
4. IRB Policy (Benton)	
Discussion	This policy is close to being completed. The primary update involves the membership of the IRB and that they satisfy the Federal requirements about the types of members the IRB should comprise (e.g. one faculty from the sciences, one not from the sciences, etc.) Chair Bachkar will be asked if the 6 th member is really needed.
5. Transfer Credit Policy (Benton)	
Discussion	This policy is nearing completion. It will be important to finalize and post prior to WASC's visit. The policy was reviewed and discussion focused on improving the clarity of the policy language. The draft policy will be sent to Katie Hansen and Marc McGee and then to department chairs for final checks, then back to Provost Council for final approval.
6. Open University Policy (Odom)	
Discussion	The OU policy form was updated to match the policy. Clarification was made about which courses can be taken by what kind of students. Specifically, matriculated students cannot enroll in an Open University course. First, they must not have attended for a year or more (to close their matriculation status) before they can take a course. Note that students can be inactive (not currently enrolled) and still be a matriculant. The details of this policy may need to be communicated more widely to faculty and students.
7. Other Policies to Update or Develop	
Discussion	Sue Opp suggested that a policy be developed for dual major/double major situations. The syllabus policy was provided for review but was not discussed in the meeting.
8. Early January Activities - update	
Discussion	Faculty non-instructional time (Jan 2 nd - 5 th) will be used for a faculty retreat. Relevant policies might be discussed then, as well as the EAB tool. An overview of NSSE results will be provided at that time as well.
9. NSSE Results – planning for follow-ups	
Discussion	The 2017 NSSE survey results will be presented at a Faculty retreat in early January.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
IRB policy changes will be taken to IRB chair	Benton	
Transfer Credit policy will be revised as indicated above	Benton	
Open Univ policy will be updated re: matriculation	Odom	
Syllabus policy will be on next agenda	Benton	
Double major policy will be drafted	Opp	