

**Minutes – May 1, 2018 10:00-11:30am, Topp Room
Provost Council**

MEMBERS	Graham Benton, Veronica Boe, Steve Browne, Ryan Dudley, Katie Hansen, Marc McGee, Gary Moser, Priscilla Muha, Tom Nordenholz, Julia Odom, Sue Opp, Cynthia Trevisan, Michele Van Hoeck, Matt Tener, Sam Pecota, Mike Kazek
GUESTS	Jessica McGinley
ABSENT	Mike Kazek, Tom Nordenholz, Steve Browne, Ryan Dudley, Julia Odom

1. Approve Minutes from April 17, 2018	
	APPROVED
2. Summer Plans and Activities: Onboarding Deans, EAB/Passport training, WASC report, and Retreat (Opp)	
	<ul style="list-style-type: none"> • Sue’s summer vacation schedule: May 14-May 29 & June 11-15 • Jessica – check with IT about a calendar in outlook that only she updates • Dean & Chairs meetings are Wednesdays at 9am • Passport: Late May – training site, June 27 – specialized training, August 13 – go live <ul style="list-style-type: none"> - Student interface has unknown capabilities • SmartPlanner – setup faculty training • BrightSpace (replacement for Moodle) – access to Moodle until Dec 2018 • Train faculty in groups of 20, in the computer lab • Chairs should be trained first (here during the summer) • WASC report update: <ul style="list-style-type: none"> - Self-study due in fall (in progress) - Draft is online – Graham will send out link - 7 Components (1-4 are complete) - Gary & Graham working on #5 - Working on #6, #7 is untouched - Meeting in 2 weeks - Concerns: lots of changes as Graham writes reports (ex: ELDP) - Will use Chairs & Provost Council as additional eyes for feedback - Graham will continue to give updates throughout the summer • Onboarding Deans: <ul style="list-style-type: none"> - July – zoom meetings w/ department chairs - August 1st – all deans should be on campus - Need to have everything as ready as possible for their arrival (check w/ Emily in HR) – network access, emails, computers, keys, phones, business cards, door plaques, etc. • Budget Analyst position: <ul style="list-style-type: none"> - Failed search - Position no longer MPP, changed to a Staff position - Need to fill ASAP • Provost would like to start an “All Deans Council” – including Dean of Leadership, Dean of Student Development • Will look at Provost Council structure: 4 Deans, AVP, Directors,??? • Provost Council Retreat: <ul style="list-style-type: none"> - In the fall (early August w/ the new Deans) - Something social