### Minutes – August 27, 2019 9-11:00am, Topp Room

**Provost Council**

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>Sue Opp, Graham Benton, Don Maier, Kevin Mandernack, Francelina Neto, Michele Van Hoeck, Julia Odom, Priscilla Muhu, Marc McGee, Katie Hansen, Mike Kazek, Gary Moser, Veronica Boe, Matt Tener, Dinesh Pinisetty, Rhonda Pate</th>
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<tbody>
<tr>
<td>GUESTS</td>
<td>Jessica McGinley</td>
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<tr>
<td>ABSENT</td>
<td>Julia Odom, Veronica Boe</td>
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1. **Approve Minutes from July 2, 2019**

APPROVED

2. **Membership (Opp)**

- Removing Sam Pecota (no longer part of Academic Affairs)
- Hiring an AVP of Research & Sponsored Programs
  - Will be a member of the Provost Council
  - Currently working on a job description
  - Salary will be from “soft money” (no general funds will be used)

3. **Proctoring Exams (Odom)**

- Process needs refining
  - Need to set rules and regulations
  - Need at least 72 hours notice to setup space appropriately
  - Have a form that should be filled out ahead of time
  - Should be worked out at the department level
  - Is a 3rd party testing facility an option (?) – testing facility located in Vacaville

- Recommendation: ALL proctored testing should go through extended education w/ additional cost to the student

More discussion about challenge exams needed

4. **Process for Faculty Requests for Lab/Classroom Software (Van Hoeck)**

- Need advance notice to Khaoi Mady
- Set a deadline twice a year: September 30th & March 30th (?)
- Requests should have to be approved by the department chair before going to Khaoi Mady

Work in progress

5. **Software Subscription Renewal Contacts (Van Hoeck)**

- De-centralized in the past
  - Now centralized in IT department
- Any academic software will go through Khaoi Mady in the future
- VPAT process/paperwork is a pain but VERY necessary

Work in progress

6. **Beginning College Student Survey of Engagement – BCSSE (Moser)**

- Handout provided (data & example included)
- How should this data be used/distributed?
  - Would be useful data for the University Advisors
  - Faculty should have access to the aggregated data w/ the ability to request an individual’s information on an as-needed basis

7. **CSI Team Charge (Opp)**

- Handout provided
- An effort for increased collaboration and communication between Academic and Student Affairs
- Extra focus on transfer and non-traditional students
- Will help with assessment

Send any suggestions to Sue
8. Draft Policy – Student Misconduct on Commercial Cruise, Co-op, Internship and/or International Experience (Opp)

- Rough draft provided
- Policy is necessary to make expectations and consequences clear
- Need to add an appeal process (?)
- Needs to include Sea Training

Work in progress – send suggestions and edits to Sue

9. Sea Training II Issues (Kazek)

- Students are returning late and missing vital Lab time
  - Should not be missing class time, will find a way to make-up sea time
  - Are earlier billets a possibility (?)
  - Some companies are not flexible
  - Need to create a hard cut-off

Work in progress

10. AVP of Research and Sponsored Programs (Opp)

- Covered under agenda item #2

11. Old Policies (Opp)

- List provided

Review and send any suggestions to Sue

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<th>Action Item</th>
<th>Responsible Person(s)</th>
<th>Comments/Status</th>
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<td>Admission Decision Appeals Policy</td>
<td>Graham Benton</td>
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<td>California Promise</td>
<td>Graham Benton/Don Maier</td>
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<td>TWIC Cards</td>
<td>Mike Kazek</td>
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<td>Academic Standing Policy</td>
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