Minutes – October 22, 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 Muha, 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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<td>ABSENT</td>
<td>Graham Benton, Julia Odom</td>
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1. Approve Minutes from September 10, 2019

APPROVED

2. FSSE (Moser)

- Handout provided
- Full report viewable online: [http://fsse.indiana.edu/html/survey_instruments.cfm](http://fsse.indiana.edu/html/survey_instruments.cfm)

Everyone should encourage Faculty to participate.

3. Campus Critical Information Requirements (Opp)

- Handout provided
- The Provost reviewed the document and the procedures necessary in the event of an emergency

Always make your VP aware of any situations.

4. Unauthorized Purchase Policy (Opp)

- Policy provided
- The Provost went over the policy

Anyone not following the proper procedures could be held financially responsible for the purchase.

5. Minor Policy (Benton)

- Policy provided

Will discuss at our next meeting.

6. Process Mapping (Opp)

- A way of looking at a procedure and making necessary improvements

7. Student Preferred Pronouns (Odom)

- Julia could not make the meeting

Will discuss at our next meeting.

8. Preview Day (McGee)

- Handout provided
- Participation numbers are down from last year (aside from Oceanography)
- Event date: October 26th
- [www.csum.edu/previewday](http://www.csum.edu/previewday)

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<th>Action Item</th>
<th>Responsible Person(s)</th>
<th>Comments/Status</th>
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