

**Minutes – November 8, 2019 3:30-4:30pm, Gold Room
Cadet Success Initiative (CSI) Meeting**

MEMBERS	Graham Benton, David Taliaferro, Keir Moorhead, Kristen Tener, Anna Lindsey
GUESTS	Jessica McGinley, Marv Christopher, Wendy Higgins
ABSENT	

1. Cadet Member Identified	
	<ul style="list-style-type: none"> • Anna Lindsey
	Not available on Friday afternoons
2. Concerns Regarding Student Handbooks	
	<ul style="list-style-type: none"> • Quantity • Conflicting information • Can we clean it up?
3. What Handbooks are there?	
	<ul style="list-style-type: none"> • Cadet Handbook • TSGB Cruise Handbook • Commercial Cruise Handbook • Internship Handbooks? • Student-Athlete Handbook • International Experience handbook • Faculty Handbook – only looking at the parts that relate to cadets
	Who are the “owners”?
4. Investigation/Fact Finding	
	<ul style="list-style-type: none"> • Commercial Cruise Handbook – one from Faculty & one from Career Services <ul style="list-style-type: none"> ○ Career Services did not give theirs out last year <ul style="list-style-type: none"> ▪ Replaced with information sheets – contact sheets & what to do if there is a problem ▪ Conduct is referred to Cadet Handbook • International Experience Handbook <ul style="list-style-type: none"> ○ Just an informational sheet • Student Athlete Handbook <ul style="list-style-type: none"> ○ Understand expectations of athletes – campus & NAIA <ul style="list-style-type: none"> ▪ Mission, goals, class attendance, sports medicine, conduct on the road
5. What are the best processes for updating & checking for confliction information?	
	<ul style="list-style-type: none"> • Define a process for folks to provide input – which depts. get a cut? • Find a way to sift through the information that should actually go in the different books • Look at the tables of contents to see what is the same across • Identify who owns each handbook • Consistent formatting?

Action Item	Responsible Person(s)	Comments/Status
Draft a charge to all “owners” together and look through contents	Graham Benton	Done