# Provost’s Council: ACADEMIC
Meeting Notes – April 19, 2016

## Attendees
- Graham Benton
- Susan Bigler
- Jim Burns
- Tamra Donnelly
- Mike Kazek
- Sue Opp
- Sam Pecota
- Michele Van Hoeck

## Absent
- Jessica McGinley

## Guests
- Sue Opp

### 1. Summer Schedules

**Discussion**
- Please fill in your summer campus absences on the “Provost’s Council Calendar” so that we can all stay informed.
- Provost Opp will be on 1st Cruise from Baltimore to Ft. Lauderdale.

### 2. Admin. Assistant Meetings and Training

**Discussion**
- Tamra Donnelly will meet with AA administrative assistants to see how we can streamline procedures, what training is needed, etc.
- Jessica McGinley attended ARC (Academic Resources Council) meeting.
- Graham Benton mentioned that Academic Senate needs administrative help, especially with AS policies.

### 3. Commencement Update

**Discussion**
- The students will be introduced by major.
- Rehearsal is Friday.

### 4. Financial Aid and Registrar’s Office Updates

**Discussion**
- Peg Solveson is interim Registrar and cleaning things up. Another person will be hired for the SSP position in that office.
- New Financial Aid Director will start May 9.
- Financial Aid Analyst position is still open. Provost Opp hopes to have 4 people in Financial Aid and 3 people in Registrar’s Office.
- We need to work on making the registration/financial aid process smoother for students.
- A new STCW coordinator will likely be hired to replace Peg.

### 5. Strategic Planning on SmartSheet

**Discussion**
- ARCI matrix must be filled in for every strategy (attached) by July 31.