## Provost’s Council
### Meeting Notes – Sept. 22, 2015

<table>
<thead>
<tr>
<th>ATTENDEES</th>
<th>Graham Benton, Jim Burns, Julie Chisholm, Mike Kazek, Gary Moser, Donna Nincic, Sam Pecota, Sue Opp</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Margaret Arroyo, Ryan Dudley, Cynthia Fields, Craig Yamamoto, Michele Van Hoeck</td>
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<tr>
<td>GUESTS</td>
<td>Susan Bigler, Priscilla Ramelo for Craig Yamamoto</td>
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### AGENDA ITEM

#### 1. Provost’s Council meeting schedule

**DISCUSSION**
- In order to control the number of required meetings, Provost Opp suggests the full Provost’s Council meet once a month, with smaller subgroups such as Academic Council and Enrollment Council meeting on subsequent Tuesdays.
- Donna Nincic suggests recapping each smaller council meeting so that all Provost’s Council members are kept updated.
- Please copy Susan Bigler on suggested agenda items for meetings.

#### CONCLUSIONS

#### 2. Review of action on SMART Goals

**DISCUSSION**
- **CAMPUS CULTURE**: Analyze NSSE data: Data was collected in Spring 2014. We expect the results to be disseminated to faculty in Spring 2016 and action will be planned then.
- **ACCESS**: Online Admissions information has been translated into Spanish.
- **ACCESS**: Website updates: Department pages need updating. Updates can be centralized through Susan Bigler or Pat Harper.
- **AFFORDABILITY**: Budget is being rolled out now to departments. Provost Opp plans to hold budget workshops for faculty in Spring 2016.
- **AFFORDABILITY**: Working with HR, RPA process will be improved and streamlined.
- **QUALITY**: STCW Audit: We need to report again Oct. 1 and if they’re satisfied with our progress over the summer then we’ll be good. Still deciding on new data system for new records requirements.
- **QUALITY**: Student course projection tool was created and distributed but student response was poor. However, SMARTPlanner will be implemented starting this semester and should be fully functional in Fall 2016.

#### CONCLUSIONS
### DISCUSSION
- Provost Opp distributed the Cal Maritime 2029: Maritime Academy to the World publication for all to read and digest.
- Chancellor White will visit campus on Friday, October 9. Stay tuned for announcements about events on that date.
- We need to plan Summer 2016!

### CONCLUSIONS

### ACTION ITEMS
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<tr>
<th>Provost Opp and Susan Bigler will create a new Provost’s Council meeting schedule</th>
<th>Sue Opp &amp; Susan Bigler</th>
<th>ASAP</th>
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