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| Policy Number: | AA 02-005 |
| Policy Administrator: | Provost and Vice President for Academic Affairs |
| Policy Initiator: | Provost and Vice President for Academic Affairs |
| Authority: | Office of Provost |
| Effective Date: | November 14, 2022 |
| Revised Date: | |
| Approved: | President Thomas A. Cropper |
| Approval Signature: | /s/ |

Training Cruise Coordination Committee Policy

1. Committee Responsibilities

- a) Review and coordinate all elements of California State University Maritime Academy (CSUM) proposals and processes relating to the summer training cruise including but not limited to the following:
 - Training cruise itinerary and schedules
 - Training cruise staffing
 - Training cruise academic course offerings
 - Training cruise programming and operational logistics (including coordination with Enrollment Management, Office of Advancement, and other campus stakeholders)
- b) Monitor announcements from federal agencies (MARAD, USCG, IMO) and make recommendations to the Office of President.
- c) Review curricula of license offering departments for STCW compliance and sea-time requirements in coordination with the Director of Licensing and make recommendations to the respective departments.
- d) In commitment to the continuous improvement practices, conduct reviews of the summer annual training cruise program annually and determine the areas of improvement to enhance the quality of the training cruise program.

2. Membership

The membership of the committee constitutes:

- a) Voting Members:
 - (i) Academic Deans of School of MTLM and School of Engineering, Co-Chairs
 - (ii) Captain of CSUM Training Ship
 - (iii) Chief Engineer of CSUM Training Ship
 - (iv) Chief Mate of CSUM Training Ship

- (v) One licensed faculty representative who participates in the summer training cruise from the School of Engineering
- (vi) One licensed faculty representative who participates in the summer training cruise from the School of MTLM
- (vii) One faculty representative appointed by the Faculty Senate
- (viii) One cadet representative pursuing license from the School of Engineering
- (ix) One cadet representative from the department of marine transportation
- (x) One member of Commandant's Office

b) Non-Voting Members (invited based on the meeting agenda)

- (i) Director of Licensing
- (ii) Budget Coordinator (or designee)
- (iii) Facilities Director (or designee)
- (iv) Director of Student Health Services (or designee)
- (v) Director of Cal Maritime Corporation (or designee)
- (vi) AVP for Enrollment Management (or designee[s])
- (vii) Director of Career Services (or designee)
- (viii) Dean for the School of L&S

3. Terms, Appointments and Responsibilities

a) Terms and Appointments

- (i) Faculty members of the committee from each school/department shall be appointed by the co-chairs in consultation with the respective department chairs, and faculty member from cruise oversight committee will be appointed by the co-chairs in consultation with the faculty senate executive committee on a rotating basis for two-year renewable terms.
- (ii) Cadet representatives are appointed by the co-chairs in consultation with the ASCMA for a two-year term.

b) Responsibilities

- (i) Co-chairs shall be responsible for scheduling meetings, communicating with all voting members, and invited non-voting members, managing voting in the committee, and ensuring relevant committee meeting notes (with the assistance from admin analyst from the School of Engineering or School of MTLM) are documented and appropriately posted on the webpage.
- (ii) Receive endorsements from the Campus Leadership Council (CLC) and Vice-Presidents Council (VPC) before they are finally delivered for the ratification by the CSUM President.