



**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	
GUESTS	Jessica McGinley

1. Summer schedules	
DISCUSSION	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The students will be introduced by major. • Rehearsal is Friday.
4. Financial Aid and Registrar’s Office updates	
DISCUSSION	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • ARCI matrix must be filled in for every strategy (attached) by July 31.