

## Minutes – January 2, 2018 10:00-11:30pm, Topp Room Provost Council

<b>MEMBERS</b>	Graham Benton, Veronica Boe, Steve Browne, Ryan Dudley, Katie Hansen, Marc McGee, Gary Moser, Priscilla Muha, Tom Nordenholz, Julia Odom, Sue Opp, Cynthia Trevisan, Michele Van Hoeck, Matt Tener, Sam Pecota, Mike Kazek
<b>GUESTS</b>	Jessica McGinley
<b>ABSENT</b>	Sue Opp, Gary Moser, Veronica Boe, Ryan Dudley, Katie Hansen
<b>1. Institutional Review Board Policy</b>	
Discussion	<p>Chief Research Officer = Veronica Boe          Membership: 1 member from outside Cal Maritime (cannot be Chair), must have a minimum of 5, we will have 6 members          Remove item “G” and add to first paragraph          CRO will work with Chair (Sue’s recommendation)          Make appendix one page</p>
<b>2. Syllabus Policy</b>	
Discussion	<p>Under accountability remove “appropriate” – appears 3 times          Being distributed w/ old contacts and information          Chairs responsibility to check for correct information          Remove “shall” from III. #3          Only have 60% posted, should be 100%          Department Chairs should have access to all submitted copies</p>
<b>3. Transfer Credit Policy</b>	
Discussion	<p>Divide procedure paragraph into two paragraphs – one for admitted students and one for matriculated students (suggested by Mike K.)          Deadline paragraph: “official transcripts submitted by last day of classes” puts an unnecessary burden on students</p>