Deans’ Cabinet Action Items – November 25, 2014

I. **Auxiliary Coast Guard Proposal (Karen)** - Brian Harte approached Karen regarding the Auxiliary University Program (AUP) and Coast Guard Recruiting Command information sharing and collaboration agreement. He would like the campus to endorse this proposal. The AUP provides opportunities for college campus students to affiliate with the Coast Guard Auxiliary and pursue curriculum in Coast Guard academic training. The students who participate develop skills and leadership that directly translate to performance of real Coast Guard missions. The number of classes are minimal, are not credit bearing and are taught in the evening. The possibility for internships is good. Deans’ Cabinet endorsed the proposal and will send it to Dr. Szafran for final approval to move forward.

II. **Christmas Break & End of Semester Due Dates (Karen)** – Memorie has asked that the Deans’ Offices submit their Suspend Course of Study and Curriculum Change lists before leaving for Christmas break instead of after the New Year as in the past. Having them submitted that late created problems with scheduling and financial aid, as there is very little time between the New Year and the start of the spring semester. **Deans**: Check with support staff to see if the lists can be done before break and let Renee know.

III. **Writing Intensive Issues (Karen)** – **Deans**: Let curriculum coordinators know that if courses are designated as Writing Intensive, they need to be noted as such in the next college catalog and on the program check sheets on the website.

IV. **Off-Term Expenditures (Karen)** – **Deans**: Submit needs proposal to Renee by December 5th.