

DRAFT
MANHATTAN COLLEGE
Educational Affairs Committee Meeting
Tuesday – November 5, 2019

Present:

Voting Members: William Clyde, Donald Gibson, Richard Gustavson, Sr. MaryAnn Jacobs, Rani Roy, Nadia Itani, Kimberly Heller, Luis Garcia, Cheryl Harrison, Danielle Young, Evangelia Ieronymaki
Ex Officio Members: Carlos Tonche, Jeff Cherubini, William Walters, Jake Holmquist
Guests: none

Absent:

Voting Members: Keith Brower, Nuwan Jayawickreme, Mehdi Omidvar, Poonam Arora
Ex Officio Members: none

Meeting was called to order at 3:35pm by Provost William Clyde.

1. Approval of Agenda

- *Motion:* To approve the agenda for the November 5, 2019 meeting.
- *Discussion:* Provost Clyde notifies the EAC that a new item has been added below “New Business,” listed as item 8a.
- *Vote:* Motion carried.
- *Resolution:* The meeting agenda for the November 5, 2019 meeting was approved.

2. Approval of Meeting Minutes from October 1, 2019

- *Motion:* To approve the meeting minutes from the October 1, 2019 meeting.
- *Discussion:* Carlos Tonche suggest that “and end” stated in item 6 bullet 2 be amended to read “an end.”
- *Vote:* Motion carried.
- *Resolution:* The meeting minutes for the October 1, 2019 meeting were approved with the appropriate edits made.

3. Report of the College-Wide Curriculum Committee (CCC)

Chair of CCC Jeff Cherubini reports:

- The CCC has not met since the last EAC meeting, so there is nothing significant to report. The next meeting is scheduled for Tuesday, November 19th with proposals due on December 14th. There are no proposals submitted as of now.

4. Report of the College Technology Committee (CTC)

Chief Information Officer of ITS Jake Holmquist reports:

- The Web and Accessibility of the CTC presented a speaker to Faculty, Students, and Sr Administrators on 10/31 about the importance of Digital Accessibility. Updates on campus-wide efforts to incorporate digital accessibility standards into web properties, document templates, and Moodle content was reviewed as well as net-steps to better compliance.
- The Enterprise Data group received a presentation by Acacia Mauriello about JasperConnect. A review of the October Banner upgrade was discussed as well as changes to security protocols going forward. An update to Degreeworks was put on hold until after pre-registration is completed in November, however, the updated Degreeworks will enable a mobile-first re-theming

as well as a number of interface enhancements. No functional changes are included in the upgrade that will be deployed to the community prior to the start of the spring 2020 semester.

- More broadly, ITS has communicated efforts to satisfy recommendations developed as part of the 2017-2018 ERM (Enterprise Risk Management) audit. Plans are in place to deploy MFA (Multi Factor Authentication) to a pilot group as soon as January 2020. ITS will also be performing a large network update scheduled for 12/26-12/27 which will affect all campus-hosted services and network access. The upgrade is to replace end-of-life core network equipment (every 10 years).

5. Report of the College Library Committee (CLC)

Executive Director of the Library William Walters reports:

- The CLC has not met since the last EAC meeting. William Walters notes that there have been initiatives concerning the availability of the Alumni room (O'Malley 100) in the library during finals week, but will discuss further later in the meeting (see item 7c).

6. Report of the Graduate Council

Provost William Clyde reports:

- The majority of conversation has been regarding new programs that could potentially be offered as well as recruitment for programs.
- Graduate students with GA positions are offered 9 credits a semester for free, but within the requirements of certain graduate programs, one-on-one faculty meetings (considered as independent studies) may be necessary. This poses the issue that these 9 free credits each semester only apply to existing classes, so independent studies do not fall within the parameters of the credits offered. This leaves graduate students to pay for courses that may be considered independent studies.
- Provost William Clyde notes that the Graduate Council will be making a list of all programs with components requiring students to be in certain courses that may fall outside of the 9 credits offered. This requires research considering these credits are not covered in cost, but are still required by the graduate program itself.
- The Graduate Council will be meeting on November 6, 2019 and will have conversations about forecasting next year's enrollments.

7. Old Business

a. Academic Integrity Infographic Updated

- Nadia Itani has spoken with Lydia Gray from the Marketing and Communication department about the advertisement of the bookmark created. These methods include printing large poster versions of the bookmark, printing small copies to put around campus, including the updated policy on the TV announcements, and Provost William Clyde suggests a "campaign period" in which copies of the bookmark can be posted outside of classrooms for students to view.
- Keith Brower suggests changing the language on the front so that it is grammatically correct.
- Richard Gustavson and Evangelia Ieronymaki note that the language is vague and misleading. Sr MaryAnn Jacobs also notes that the order in which information occurs should be reconsidered
 - **Nadia Itani will update the info-graphic to reflect the suggested edits, including reformatting of the contents of the information offered.** The policy will be shortened, bolding keywords. The note at the bottom of the front of the graphic will be moved and revised to state "Note that any combination of the violation points is cumulative... see _____ for more details," inputting the link for the full policy for the students' use.

- The heading for the sanctions will be revised to state “Resulting Sanctions.”
 - The policy statement will be moved to the top of the backside of the bookmark and sanctions will be reworded to state “up to” the point violation to reflect that points are, in fact, cumulative. Any further details can be reviewed individually by referring to the link.
- b. Potential New Programs
- There is no significant update since the last meeting, but Provost William Clyde shares a list from the Graduate Council for existing and proposed graduate programs. This list reflects the number of new and continuing part time/full time programs and participants.
 - Provost William Clyde notes that these programs are only *potential* ideas. There has been collaboration with Hanover to research markets for certain programs that may be worth considering as a potential new program. Health care, social work, and IT appear to be popular, and this collected data is to be compared to the potential programs that may have been considered as new graduate programs.
- c. Classroom Availability and Study Space Access During Finals Week
- William Walters revisits the idea to open the Alumni room of the library for the week before final exams as an available study space for students. Based on data from the last two years, the Alumni room was a popular study space. Provost Clyde suggests that we note any reservations made in that room during the requested time period and plan accordingly.
 - William Walters will reserve the Alumni room as a general student study area 24/7 from Friday, November 29th until Friday, December 13th.
 - Nadia Itani reports that classrooms in DLS and MGL have been reserved from December 5th to December 12th until 2am, and Smith Auditorium will be open until 11:30pm. Kelly Commons will have extended hours but a time has not yet been determined.
 - Provost William Clyde reports that Leo and RLC will be open until 1am from November 30th until December 13th for student use and Public Safety has been informed about the decision.
 - Nadia Itani notes that when requesting classrooms, the request to reserve DLS 210 (Finance lab including Bloomberg terminals) was denied.
 - It is brought to the attention of the EAC that the terminals in this room are expensive and cannot be left unattended so late at night. Donald Gibson notes that he can look into leaving this room open until 11pm to allow students more time to make use of the terminals that are only available in this classroom.
 - **Nadia Itani will send Jake Holmquist an official list of classrooms (along with dates and times) that will be made available during finals week in order to update the Glance MC app. When finalized, Nadia Itani will create a flyer to advertise the availability of these spaces.**
- d. Independent Studies
- Independent study defined from Catalog: Independent study courses are available in most departments for students seeking the opportunity to do advanced level study with a faculty member in an area not ordinarily covered by regular coursework. In addition, many departments sponsor supervised internships and field-study opportunities through the department or through the Cooperative Education Program.
 - From the Faculty Handbook: Laboratory periods and problem periods are reckoned as equivalent to two-thirds of a lecture hour, whereas independent study and tutorial are one-half credit per student.

- Carlos Tonche suggests making a clear distinction between independent studies and tutorials. Provost William Clyde suggests allowing tutorials when necessary, but allowing for more independent studies as a primary option when needed.
 - William Walters suggests clarifying where research-based work falls in terms of these categories. Sr MaryAnn Jacobs notes that upon scrolling through Self-Service there are many courses listed with a class size small enough to be a tutorial or independent study, which is not consistent with the notion that these types of courses are uncommon.
 - Carlos Tonche notes that listed classes have the potential to be classified incorrectly, and may also be misleading considering students may have dropped out of courses at this point in the semester.
 - **Provost William Clyde will work with Deans to revisit the Catalog to distinguish the processing of independent studies vs tutorials in terms of Banner.**
- e. Religion Online Courses for Winter Intersession
- Nadia Itani mentions that students have been asking to offer online religion courses during the upcoming winter intersession. Provost William Clyde notes that this is a topic that has been discussed within the Dean's Council and was decided that religion courses would not be offered online during this time period.
 - Keith Brower notes that in the past, the winter online religion courses were unsuccessful in terms of student engagement and achieving learning outcomes without face-to-face meeting time and with such a condensed time frame for the course. Study abroad options and on-campus course options are currently and will be offered.

8. New Business

- a. Number of Graduate Transfer Credits Accepted
- The standard for undergraduate education is that up to 50% of a program's total credits can be transferred as long as those transfer credits are able to satisfy the course requirements outlined in the relevant syllabi. For example, a 120 credit undergraduate program can have up to 60 credits transferred.
 - Standard graduate programs are 30 credits and up to 6 credits can be transferred, making up 20% of the total program credit. However, for graduate programs that require more than 30 credits, this 6 credit maximum should no longer hold true.
 - Provost William Clyde suggests making the standard number of transfer credits for a graduate program a percentage of the total program credits. This would mean that up to 20% (12 credits for a 60 credit program) of a total graduate program's required credits could be transferred if valid.
 - Richard Gustavson asks what group this falls under to decide. It is noted that there is no designated group to make a decision, but the EAC has authority as a governance body to provide input and ultimately assist in decision-making.

The next meeting is scheduled for December 3, 2019 at 3:30 pm.

Meeting adjourned at 4:49pm.

Submitted by Nadia Itani