

DRAFT
MANHATTAN COLLEGE
Educational Affairs Committee Meeting
Tuesday – February 4, 2020

Present:

Voting Members: William Clyde, Rani Roy, Sr. Mary Ann Jacobs, Nadia Itani, Luis Garcia, Danielle Young, Br. Patrick Horner, Keith Brower, Evangelia Ieronymaki, Mehdi Omidvar, Mark DeBonis
Ex Officio Members: William Walters, Carlos Tonche, Constantine Theodosiou, Poonam Arora
Guests: Janet Rovenpor, Acacia Mauriello, Marisa Passafiume, Qua-Asia Fawcett, Sujey Ramos

Absent:

Voting Members: Donald Gibson, Richard Gustavson, Steven Goss
Ex Officio Members: Jeff Cherubini, Jake Holmquist

Meeting was called to order at 3:36 pm by Provost William Clyde.

1. Approval of Agenda

- *Motion:* To approve the agenda for the February 4, 2020 meeting.
- *Discussion:* Evangelia Ieronymaki requests that we add an agenda item under Item 8, New Business, stating “Practice of Weekday Classes Only Having Weekday Exams.”
- *Vote:* Motion carried.
- *Resolution:* The meeting agenda for the February 4, 2020 meeting was approved with the appropriate edits made.

2. Approval of Meeting Minutes from December 3, 2019

- *Motion:* To approve the meeting minutes from the December 3, 2019 meeting.
- *Discussion:* The spelling of Sr. Mary Ann’s name is to be edited throughout the document.
- *Resolution:* The meeting minutes for the December 3, 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 had any proposals submitted since the last EAC meeting report. The next CCC meeting will be held on Tuesday Feb 18th. All new proposals need to be submitted by the Thursday prior, Feb 13th.

4. Report of the College Technology Committee (CTC)

Chief Information Officer of ITS Jake Holmquist reports:

- There is nothing to report on behalf of the CTC.

5. Report of the College Library Committee (CLC)

Executive Director of the Library William Walters reports:

- The CLC met last week and discussed serials review, as has been mentioned in previous EAC meetings. There will be a list sent out to each academic department detailing what academic journals are currently being held, and what journals the Library plans to hold in the future based on faculty requests.

- Note that there has been an increase of wanted journals based on faculty requests, from 53% to 78%. This shows improvement across every associated department. Associated information will be sent out to department chairs soon.
- William Walters notes that it has been a longer process than anticipated (2 years), but the changes made have been useful for professors in relation to journal holdings and their applications.

6. Report of the Graduate Council

Provost William Clyde reports:

- The Graduate Council met after the last EAC meeting, and conversation was focused on growing graduate enrollment.
- A new director of graduate enrollment management, Kevin Taylor, has been working with the College as of mid-January. He has been working with vendors to recruit graduate students and there is an upcoming meeting focusing on enrollment estimates for next year.

7. Old Business

a. Academic Integrity - Update on Implementation and Infographic Update

Representatives of the Center for Academic Success report:

- More violations were reported in this past Fall semester with the exception of Fall of 2017, according to data collected by the CAS staff with the help of the Office of the Registrar.
 - It is to be noted that the Fall of 2017 was when the reporting system was moved to an online system, hence the surge in academic violations being reported in that semester.
 - There were 48 allegations reported in Jasper Connect for Fall of 2019, but this may be an underreported number since minor violations are primarily tracked in Jasper Connect.
- Carlos Tonche notes that he has noticed an increase in willingness of administration to report violations. This shows improvement in the transparency provided by Jasper Connect.
- Mark DeBonis asks if professors should expect updates on violations or if they should reach out to the associated Dean for information on the status of violations.
 - Marisa Passafiume states that once violations are dealt with, automatic emails go out to both students and associated professors detailing the final status of the issue. However, if this email was not sent out it is likely because the Dean has not yet made a determination on the allegation.
 - It is clarified that faculty is encouraged to have a personal conversation or send a personal email to students that may have violated the Academic Integrity Policy prior to receiving an alert on Jasper Connect.
- Carlos Tonche points out that the grade replacement policy does not apply to courses failed as a result of academic integrity allegations. The Academic Standards and Procedures document states that “Grade replacement may not be used to replace a grade assigned as a result of academic dishonesty.”
 - It is collectively decided that this statement is vague and does not specify if this applies to two-point violation sanctions or if it also holds as a result of one-point violations in certain cases. Evangelia Ieronymaki suggests editing the statement to reflect that this only applies to 2 point total violations, resulting in a failing grade in the course.
 - William Clude will look into tweaking the wording of this statement to distinguish between one-point and two-point violations and their effect on grade replacement.
- Nadia Itani and William Clyde will work with the Office of Marketing and Communication on the distribution of the Academic Integrity Policy bookmark that was approved at the end of last semester.

b. Common Exam Scheduling

Provost William Clyde Reports:

- The common exam schedule has been discussed and only 6 slots are available during the weekdays of finals week, which limits the number of common exams that can be offered. There have been 37 requests for weekday common exams and 16 of those requests are for faculty with just 2 sections of a course. It is suggested to only allow common exams to be granted to courses with at least 4 sections to accommodate for.
- By condensing finals week to fit within just 5 weekdays like last semester, this conflicts with the expectation that “Students should have no more than two exams in a day.”
 - If these conflicts are now expected to occur, **a policy must be provided to students detailing how to formally deal with this situation** because not all professors will allow a student to take an exam at a separate time due to an overload of exams in one day.
- Mark DeBonis notes that it would be possible to reserve one common exam block for all math courses because there would be no overlap in course sections.
- Poonam Arora suggests that we keep in mind that expecting professors to give exams to different sections at different times will bring up very many academic integrity issues since this gives students a chance to communicate about the answers in the time between exams.
- This issue requires more creative thinking and data analysis to figure out the logistics of exam planning, but it is important to give professors with 4 sections of a course priority when it comes to common exam scheduling.
 - William Walters suggests looking into overlapping time slots for exams that will not have conflicts between each other.

c. Update on Honors Courses

Janet Rovenpor report on behalf of the School of Business:

- The School of Business had worked with the CCC in the Fall 2019 semester to create an honors program, which offers specific honors courses. This program is currently continuing in Spring 2020.
- Students’ academic profiles rank them in terms of academic excellence and this program has created a cohort of honors students and developed a community of hard-working students to take advantage of events in the city. This program puts our Business School up to similar standards as Fordham, Iona, and Baruch. Creating this program helps to keep good students from leaving the School of Business or Manhattan College in search of a more challenging or prestigious program.
- This program got approval from the CCC, in which a proposal was submitted and accepted. This requires 21 credit hours of honors coursework from students (some classes include Accounting, Macroeconomics, Management, Marketing, Statistics, etc). This requirement was cut down to 18 credit hours to provide scheduling freedom for athletes, students that may have come in with credits already, and students that may already be registered for conflicting courses. It was decided that this opportunity would be offered to incoming first year students.
- The application process was heavily based on high school academic performance, SAT/ACT scores, and essay submissions from students. 24 of 31 selected students opted into the program, and 19 of those students are now continuing the program into their second year.
- Evangelia Ieronymaki points out that higher level students want an A, and some students may be discouraged from participating in this program because they may be less likely to get an A in a more difficult honors course. Janet Rovenpor clarifies that the add/drop period is extended for these students, and those who are truly interested in taking honors courses will not be intimidated by the difficulty of the courses.

Constantine Theodosiou reports on behalf of the School of Science:

- The School of Science is trying to create a formal honors program in which certain courses per major will be classified as honors courses. In general, students would be required to complete a minimum of 7 courses/21 credit hours, 3 hours of research, and 2 honors courses outside their own major.
- The School of Science already offers certain honors courses in Chemistry, Math, and Biology, and the purpose of creating an honors program in the School of Science would be to provide an opportunity to students in science and math, attracting more talented students. This will prevent more talented students from leaving the school or the major.
- Admission to Science honors (open to first year students and transfer students) is based on high school performance, and will target 15% of students in the academic school. This means a maximum of approximately 20 students per year in the honors program.
- The requirements for this program are a minimum of 2 honors courses in their first year, 2 honors classes in their second year, additional honors courses as seen necessary in the student's Junior and Senior years, as well as completion of an honors thesis (3 credit hour minimum) within 2-3 years. It is to be noted that these students will be allowed to complete independent honors courses and if students are taking non-honors courses under the honors contract, they will be expected to complete additional coursework. These students are also expected to maintain a 3.5 GPA.
 - Janet Rovenpor notes that the minimum GPA for students in the School of Business honors program is a 3.2, and a 3.5 may be intimidating for students, especially if they want to branch out and take courses outside of their major that they may be interested in.
 - William Clyde states that the honors program is meant to be enriching, and not entitling, so the program should focus more on course content than GPA expectation.
 - The retention rates of these programs will be analyzed and discussed later, as they are still a work in progress at the moment.

d. Independent Studies Update

- To be discussed at the next EAC meeting.

8. New Business

a. Policy for "Students should not have more than two exams in a day"

- To be discussed at the next EAC meeting.

b. Practice of Weekday Classes Only Having Weekday Exams

- To be discussed at the next EAC meeting.

The next meeting is scheduled for March 3, 2020 at 3:30 pm.

Meeting adjourned at 5:04 pm.

Submitted by Nadia Itani