

DRAFT
MANHATTAN COLLEGE
Educational Affairs Committee Meeting
Tuesday – March 3, 2020

Present:

Voting Members: Donald Gibson, Sr. Mary Ann Jacobs, Nadia Itani, Luis Garcia, Danielle Young, Evangelia Ieronymaki, Mehdi Omidvar, Mark DeBonis, Poonam Arora, Steve Goss, Calissa McNeely, Br. Patrick Horner

Ex Officio Members: William Walters, Carlos Tonche, Jeff Cherubini

Guest: Kevin Clancy

Absent:

Voting Members: William Clyde, Rani Roy, Keith Brower

Ex Officio Members: Jake Holmquist

Meeting was called to order at 3:33 pm by Nadia

1. Approval of Agenda

- *Motion:* To approve the agenda for the March 3, 2020 meeting.
- *Discussion:* agenda item on Creating an Advisory Evaluation form was removed from today's agenda
- *Vote:* Motion carried.
- *Resolution:* The meeting agenda for the March 3, 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 Feb. 4, 2020 meeting.
- *Discussion:* Several members were listed in the wrong places. Names were moved accordingly and placed in the correct category.
- *Resolution:* The meeting minutes for the Feb. 4, 2020 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 March 10th. All new proposals need to be submitted by the Thursday prior, March 5th.

4. Report of the College Technology Committee (CTC)

Chief Information Officer of ITS Kevin Clancy reports:

The Enterprise Data Committee...

- Multi-Factor Authentication (MFA)
 - MFA went live on February 24, 2020
 - As of March 3, 2020 there are 205 users now on MFA
 - ITS provided working sessions to assist people with setup
- DegreeWorks Scribing
 - Ellucian Consultant assisted/Discussed Scribing with the following schools
 - School of Engineering

School of Science
School of Education & Health
School of Liberal Arts:

Infrastructure and Support

Network Upgrade deferred due to April (starting Holy Thursday) “parts ordered last decade”
Expect to have network unavailable for the day on Holy Thursday (04/09/2020)
Communications will be distributed to inform the campus

5. Report of the College Library Committee (CLC)

Executive Director of the Library William Walters reports:

- No meetings since the last EAC

6. Report of the Graduate Council

Provost William Clyde was absent - no report

7. Old Business

a. Academic Integrity - Update on Implementation and Infographic Update

- Nadia Itani and William Clyde continue to work with the Office of Marketing and Communication on the distribution of the Academic Integrity Policy bookmark

b. Common Exam Scheduling

Carlos Tonche mentioned this is the third iteration of this policy re. common exams and having more than two exams on a given day. The policy is not finalized.

Some shared concerns:

- Common exam as the exam to be re-scheduled is problematic. Involves the most students.
- Do the times of the exam align with the course time in the semester?
- Exam schedules are with random arrangement from Registrar’s office.
- Wording is not clear. – should vs. must and 3 exams vs. 4 exams
- Should core exams stay constant – always scheduled at the same time?
- Do students know what a common exam is?
- Is this intended for this semester – Spring 2020? Yes...
- Is the scheduling done electronically – yes, but the program is antiquated (1995)
- A fourth draft is expected but the third draft may be shared with faculty

c. Practice of weekday classes only having weekday exams

- A faculty member who has two sections cannot have a common exam. Can this be re-considered for Saturday exams?
- Is there any School that objects to Saturday exams?
- A problem is related to the grade submission policy

d. Proposed change in Grade Replacement Policy

- Jake had some concerns but was not present at the meeting so the discussion may need to be on hold
 - Grade replacement may not be used to replace a grade assigned as a result of academic dishonesty (e.g. as a consequence of a two-point or a second one-point violation that carried a sanction of an “F” for the course).
 - e.g. should be i.e.
 - This needs to be addressed at the next meeting
- e. Independent Studies Update
- To be discussed at the next EAC meeting.
 - A draft has been started – but will be moved to next meeting

8. New Business

a. T-Grade Policy

- Carlos Tonche explained what this is –
- Graduate Council has approved this proposal
- The voting will be held at next meeting to give EAC members an opportunity to discuss this with members of their School

- b. Creating an Advising Evaluation form and process – this was removed because Provost Clyde was not present

The next meeting is scheduled for April 7, 2020 at 3:30 pm.

Meeting adjourned at 4:38 pm.

Submitted by Sr. Mary Ann Jacobs, scc