

DRAFT
MANHATTAN COLLEGE
Educational Affairs Committee Meeting
Tuesday – April 7, 2020

Present:

Voting Members: William Clyde, Rani Roy, Sr. Mary Ann Jacobs, Nadia Itani, Luis Garcia, Calissa McNeely, Danielle Young, Br. Patrick Horner, Keith Brower, Evangelia Ieronymaki, Mehdi Omidvar, Mark DeBonis, Donald Gibson, Steven Goss, Poonam Arora

Ex Officio Members: Carlos Tonche, Jeff Cherubini

Guests: none

Absent:

Voting Members: none

Ex Officio Members: Jake Holmquist, William Walters

Meeting was called to order at 3:33 pm by Provost William Clyde.

1. Approval of Agenda

- *Motion:* To approve the agenda for the April 7, 2020 meeting.
- *Discussion:* Carlos Tonche requests to add the extension of the alternate grade option for summer courses.
- *Vote:* Motion carried.
- *Resolution:* The meeting agenda for the April 7, 2020 meeting was approved with the appropriate edits made.

2. Approval of Meeting Minutes from March 3, 2019

- *Motion:* To approve the meeting minutes from the March 3, 2019 meeting.
- *Discussion:* Carlos Tonche notes that Old Business Item b should include both “Common Exam Scheduling” and “Policy for Students with More than Two Exams in a Day.”
- *Vote:* Motion carried.
- *Resolution:* The meeting minutes for the March 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 no new updates since the last EAC meeting report.
- Proposals from the Peace and Justice Studies program, the Education Department, and the School of Science honors program will be reviewed at the next meeting, scheduled for Tuesday, April 21. All new proposals need to be submitted by Thursday, April 16.

4. Report of the College Technology Committee (CTC)

Chief Information Officer of ITS Jake Holmquist is not present at today’s meeting:

- 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 is not present at today’s meeting:

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

6. Report of the Graduate Council

Provost William Clyde reports:

- New Graduate Director reported early and is doing great work thus far. There is an outside firm helping with recruitment and enrollment is looking promising.

7. Reacting to COVID Discussion

Provost William Clyde reports:

- Sr. Mary Ann reports that some students have poor internet accessibility and faculty should keep this in mind while teaching their courses online. William Clyde notes that the College is doing its best to supply students with any required resources, including internet access, that they can during this time.
- Nadia Itani requests that it be reiterated to faculty that class times should be respected and should not intrude on free periods.

8. Old Business

a. Common Exam Scheduling

- *Motion:* Faculty requesting common exams with two sections can put forth a request, but their exam will be at risk of being scheduled on a Saturday. In this case, weekday exams can potentially be administered on a weekend. It should be reflected in syllabi that these exams could potentially be held on a Saturday so that students can plan accordingly.
- *Discussion:* Faculty that prefers to have a common exam on a Saturday can specify that in their initial request.
- *Vote:* Motion carried - all in favor.
- *Resolution:* Common Exam Scheduling will be allowed for as few as two sections, but faculty requesting Common Exams for two sections might have their exams scheduled on Saturday, even if they teach weekday classes. This statement, as well as the added discussion will be communicated to the Registrar and faculty.

b. Policy for “students should have no more than two finals in a day” (attachment)

- Draft 4 of this policy was sent on March 6, stating that students should contact common exam faculty if they end up with more than two exams in one day.
 - Both the Business School and the Math Department have speculations and are not in favor of common exams being the first to be switched in a student has too many exams in one day. This causes many academic integrity issues to arise and holds professors responsible for creating completely new exams covering the same learning outcomes at the same level of difficulty that does not overlap with the original exam.
- Draft 5 of this policy will be created by Carlos Tonche and William Clyde, which will reflect which exam is to be removed in the case that a student has too many exams in one day. In order to allow at least 3 weeks before the start of the final exam period, this updated version should be approved by the end of next week and can be voted on via a Google Form.

c. Practice of weekday classes only having weekday exams

- It has been requested in the past that weekday classes only have weekday exams, and this will be the general practice when it comes to creating the finals schedule. However, Saturdays are open to faculty that requests a weekend exam, or to faculty that requests a common exam with two sections.

d. Proposed change in Grade Replacement Policy (attached)

- *Motion:* To approve the Grade Replacement Policy.
- *Discussion:* Replace “e.g.” with “i.e.”
- *Vote:* Motion carried - all in favor.
- *Resolution:* The Grade Replacement Policy was approved with the appropriate edits made.

- e. Independent Studies and Tutorials update
 - A spreadsheet was sent to all EAC members listing definitions, approval requirements, and registrar steps for independent studies, internships, research courses, and tutorials.
 - It is brought up that some majors with less than 10 students can be considered courses, while general courses with less than 10 students are considered tutorials.
 - It is requested that these exceptions and stipulations be listed or explained, but there are too many exceptions to list them all. **William Clyde will look into clarifying particular details to explain how these decisions are made. This requires one definition consistent across the college for clarification.**
 - f. T-Grade Policy
 - The T-Grade Policy is meant to provide closure for graduate students, and allows for records to be sealed as soon as possible to avoid GPA's changing once the temporary grade is finally removed.
 - **The document will be reviewed and an adjustment will be made to specify a time period for which these temporary grades can remain on a student's transcript. This will also specify that for any required courses that are still a T after this time period, the grade will become an F, and for any courses that are not required, the grade will become an NG.**
 - g. Extending Alternative Grade Representation into Summer
 - *Motion:* To extend the Alternative Grade Representation into Summer. This will include courses that were already online summer courses.
 - *Discussion:* No discussion.
 - *Vote:* Motion carried - all in favor.
 - *Resolution:* The Alternative Grade Representation will be extended into Summer.
- 9. New Business**
- a. Creating an Advising Evaluation form and process
 - A college-wide self study was performed 2 years ago in which an advising syllabus was created, listing expectations and outcomes for both student and advisor use. Assistant Deans have an advising manual for each school, which is available to associated faculty.
 - The College has participated in NSSE, to survey general student use of advising on campus.
 - **EAC charged with the course evaluation process and should eventually create a feedback form for advisors to give advisees based on expectations and vice versa.**
 - This should be discussed further and will be an agenda item for the next meeting, and should be on the agenda for the next academic year.

The next meeting is scheduled for May 5, 2020 at 3:30 pm.

Meeting adjourned at 5:01 pm.

Submitted by Nadia Itani