

MANHATTAN COLLEGE
Educational Affairs Committee Meeting
Tuesday – May 5, 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, Mark DeBonis, Donald Gibson, Steven Goss, Poonam Arora

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

Guests: none

Absent:

Voting Members: Mehdi Omidvar

Ex Officio Members: none

Meeting was called to order at 3:34 pm by Provost William Clyde.

1. Approval of Agenda

- *Motion:* To approve the agenda for the May 5, 2020 meeting.
- *Discussion:* Provost Clyde presents two new topics: “Demo of Form for Alternative Grade Representation” under Item 8 and “Temporarily Extending the Date for Incompletes to Turn into F’s” under Item 9. Mark DeBonis proposes the addition of “Timing of Capstone” under Item 9.
- *Vote:* Motion carried.
- *Resolution:* The meeting agenda for the May 5, 2020 meeting was approved with the appropriate edits made.

2. Approval of Meeting Minutes from April 7, 2020

- *Motion:* To approve the meeting minutes from the April 7, 2020 meeting.
- *Discussion:* Nadia Itani notes that Item 2 lists the date of the last meeting as March 3, 2019 and should be amended to state 2020. Donald Gibson proposes to change “speculations” to “concerns” in Item 8b.
- *Vote:* Motion carried.
- *Resolution:* The meeting minutes for the April 7, 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 recently reviewed and unanimously approved the new Honors Program for the School of Science as well as curriculum changes for the Education Department.
- The next meeting is scheduled for Tuesday, May 19th. All new proposals need to be submitted by Thursday, May 14th.

4. Report of the College Technology Committee (CTC)

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

- The majority of the last meeting was focused on remote work considerations and involved discussions about changes regarding curriculum and DegreeWorks.
- Sr. Mary Ann asks if Moodle courses should already be posted for the first summer session since classes will begin in 2 weeks. **William Clyde and Jake Holmquist confirm that courses should already be listed but encourage faculty to reach out to Kim and Blair to ensure that the necessary courses are available.**

5. Report of the College Library Committee (CLC)

Executive Director of the Library William Walters reported:

- The CLC met last on April 22, 2020.
- The new full-text database subscriptions identified through the serials review will be acquired in July 2020. The new single-title journal subscriptions will be acquired in January 2021.
- Many print book requests have been converted to eBook requests for the time being.
- The Library is considering subscribing to JoVE for a trial period, which incorporates online videos that may help science-related courses with remote learning (especially lab courses).

6. Report of the Graduate Council

Provost William Clyde reports:

- There is nothing to report on behalf of the Graduate Council. The next meeting is scheduled for May 6, 2020. Conversation has been centralized around recruitment and the T-Grade Policy.

7. Reacting to COVID Discussion

Provost William Clyde reports:

- In general, the College plans to begin classes for the Fall semester as scheduled on August 31, 2020. It will be decided no later than July 1 if we will be returning to campus or continuing in the remote mode of delivery. It is important to maintain communication with the College community as to what decisions are being made in relation to both governmental authority and College discretion.

8. Old Business

a. Demo of Form for Alternative Grade Representation

- Carlos Tonche and Jake Holmquist presented a demonstration of the Alternative Grade Representation Form and an email has been sent out to students as of May 5, 2020. This form gives students the option to select between the original grade and the alternate grade representation for any given course that they are taking. Grades will be processed within 24-48 hours and the form will populate for each student once final grades are submitted.
- **Jake Holmquist and Carlos Tonche will change the heading of the form to clarify the effect to GPA in order to avoid redundancy or confusion.**

b. Independent Studies and Tutorials update

- William Clyde refers to the document shared in the last meeting, which detailed the definitions and requirements of Independent Studies and Tutorials, etc.
- Generally, the policy is that undergraduate courses should have at least 10 students and graduate courses should have at least 6 to run but, where there are small majors, classes with enrollment of as low as 3 students have run. It was reported that there have been cases where courses ran with just 2 students and requested that a clear policy regarding how it is decided should be created. Faculty are interested in the designation given that compensation to faculty varies between regular courses, Independent Studies, and Tutorials. **William Clyde suggests that the details of this policy be reviewed and decided by the incoming Provost in the Fall 2020 semester.**

c. T-Grade Policy ([attached](#))

- Sr. Mary Ann sent in an updated document with suggestions, mostly involving edits for wording. These edits also clarify who will be changing the T-Grades. It is determined that the Office of the Registrar will process the grades.

- Carlos Tonche will find appropriate designations to reflect two potential grades to be inputted by professors. The temporary designations are as follows and are subject to change depending on the availability of the listed designations:
 - TR (Temporary Required - grade will turn into an F after the time period)
 - TN (Temporary Not Required - grade will turn into a NG after the time period)
 - A new Draft will be created by William Clyde and Carlos Tonche to be voted on electronically once completed. Changes will be presented to the Graduate Council.
- d. Creating an Advising Evaluation Form and Process
- William Clyde notes that this item is meant to be discussed, and no decisions should be made for the time being. The idea of evaluations are a result of a self-study for advising processes throughout the College that took place 2 years ago.
 - One recommendation of the external review that followed the self study was to create advising syllabi which will outline learning outcomes and expectations of students/faculty to allow for effective assessment. Faculty and administrators from each school were sent to training and developed advising syllabi with these elements. The goal of advising evaluations is to help the College determine where we have been successful and where we can improve regarding the advising process. A 3-5 question form should be created, driven by expectations laid out in the advising syllabi.
 - Mark DeBonis asks how this will affect P&T. William Clyde states that it is not the domain of EAC, but in general it might be a good idea for this to be included in everyone's evaluations. However, it is not our choice--that is for CFA and P&T to decide. EAC's responsibility is to consider policies and processes in support of educational excellence and research shows that advising is an important part of that.

9. New Business

- a. Temporarily Extending the Date for Incompletes to Turn into F's
- The current policy states that students have 45 days to submit incomplete work and faculty has 5 additional days to submit a final grade. It is requested that this time frame be extended due to COVID-19 related circumstances for the Spring 2020 semester only.
 - *Motion:* To move the date by which students should submit incomplete work. Students will have until July 27 to submit incomplete work (for the Spring 2020 term only), and faculty must have updated grades submitted by August 3. After that, the Incomplete grade will be turned into an F on the student's record.
 - *Discussion:* No discussion.
 - *Vote:* Motion carried - all in favor.
 - *Resolution:* The motion to extend the date for Incompletes to turn into F's has been passed as stated above.
 - *Motion:* To amend the Alternative Grade Replacement Policy to reflect that August 17 (two weeks before the start of classes) will be the new deadline for students with Incomplete grades to request the Alternative Grade Replacement option.
 - *Discussion:* No discussion.
 - *Vote:* Motion carried - all in favor.
 - *Resolution:* The Alternative Grade Replacement Policy will be amended as stated.
 - William Clyde and Carlos Tonche will amend the Alternative Grade Replacement Policy and arrange for an email to be sent to the student body regarding the change.
- b. Brainstorming Topics for EAC 2020-2021
- Creating an Advising Evaluation Form and Process
 - Consideration of High Impact Practices and Requirements

- Grade Change Statute of Limitation
 - Independent Studies and Tutorials
- c. Timing of Capstone
- The concern is that faculty is scheduling capstone presentations (particularly in the School of Engineering) outside of proposed class time which poses conflicts for students with other obligations such as other classes to attend.
 - There is no distinct solution to this issue but it is asked that faculty be respectful of students' schedules and provide accommodations to students with conflicts.
 - Mark DeBonis suggests implementing a reading day in which there will be no classes so that there is time for students to participate in these presentations without interfering with other classes but William Clyde notes that the academic schedule may not allow for this. It is mentioned that faculty has a 2.5 hour block meant for a final exam, and professors are free to use that time to host presentations in place of a final exam if they see fit.

The next meeting is scheduled for September 1, 2020 at 3:30 pm.

Meeting adjourned at 5:03 pm.

Submitted by Nadia Itani