

**Educational Affairs Commission**  
**Minutes for Tuesday, October 3rd, 2023**  
**3:30-5:00 PM**

**Present:** Provost Rani Roy, Kelly Marin, Christopher Belden, Emilia O’Neill, Matthew Schule, Dean Gibson, Christie Gonzalez-Toro, Kevin Ahern, Bart Horn, Kashifuddin Qazi, Dean Kelly, Registrar Carlos Tonche, Matthew Jura, Medya Fathi, Edward Dee, Yassir Samra, William Walter, and Rosemary Ossa

**Meeting called to order at 3:32 pm**

1. **Approved of agenda**
  
3. **Approval of meeting minutes from September 5, 2023**
  
4. **Report of the College-Wide Curriculum Committee (CCC)**
  - Met on September 19
  - passed a change to the bylaws
    - add a line to the bylaws that they CCC must review the addition or removal of programs.
  
5. **Report of the College Technology Committee (CTC)**
  
6. **Report of the College Library Committee (CLC)**
  - Have not met yet.
  
7. **Report of the Graduate Council**
  - Have not met yet (Meeting Wednesday)
  
8. **Old business**
  - a. **Academic Calendar - discussion and vote**
    - Commencement changing to Friday (Graduate School) and Saturday (Undergraduate). This is a switch from the previous Wednesday and Friday dates.
    - Revised calendar will be sent around
    - Prepare to vote in the following EAC meeting
  
  - b. **Accessibility Committee- Nominate and vote for an EAC representative**
    - Recommendation to reconvene the committee, but the committee must be more expansive to include other committees and departments.

- Form committee through and ad-hoc EAC committee focused on academic policy.
- Larger committee has to come from the President's office.
- Nominated Matthew Schule, Dr. Kelly Marin, Emilia O'Neill, Christie Gonzalez-Toro to ad-hoc committee.

c. **Repeat Course Policy - discussion and presentation of data by Dean Kelly**

- Initial recommendation to restrict students from taking a course more than two times.
- Initial review: Only focused on gateway courses in Kakos School of Science and only looked at 2020-2021 and 2021-2022.
- New analysis: Looked at repeating course data from the past 5 years.
  - Courses taken 3 times = 234 courses with 85% pass rate and 15% fail rate (17 math and 12 engineering courses)
  - Courses taken 4 times = 18 courses with 67% pass rate and 33% fail rate (all MATH courses)
  - Courses taken 5 times = 4 courses with 50% pass rate and 50% fail rate fail (All MATH courses)
  - 42 students who repeated courses 3 or more times: all were on probation and/or suspended once during their time at Manhattan College.
  - All students who have lost aid took out high-interest aid and 4 of them are in collections for unpaid aid
  - Recommendation: "Students should not be permitted to enroll in courses at Manhattan College more than three times. Students should not be permitted to transfer in courses from other institutions once they do not pass a course after the third time at the College."
- Need more "intrusive" advising for students to have honest conversations with students.
- The policy is for incoming students since current students are bound to their catalog year.
- **Draft policy language for the next meeting in November.**

d. **Course Transparency - Faculty Handbook wording**

- Suggesting establishing a 3 week deadline for faculty to return grades to students.
- Rise in contested grades in Kakos School of Science and hard to decipher when the faculty member is not using Moodle.
- Grading scales vary between courses.
- Kakos School of Science attempting to implement a policy in which faculty is required to use Moodle and Jasper Connect.
- No clear or explicit college-wide policy on this matter besides the ambiguous wording in the handbook.

- Suggestions to create some kind of incentive for faculty to attend training focused on using the grading book Moodle correctly.
- Drafting a policy to be sent out to deans/chairs, while the Handbook adjustment is in the process

**9. New business**

**a. Scheduled time and room for tutorial courses**

- Proposed times and rooms need to be scheduled starting this semester
- The proposal that is in the process should accommodate any overlap and challenges with scheduling

**b. Proposed change to CCC bylaws**

- Adding and removing programs often is a financial and enrollment decision.
- Suggestion that the CCC should include a clause that it is ultimately the administration's decision but the CCC can review the program.

**10. The next meeting is scheduled for November 7, 2023 at 3:30pm**

**Meeting closed at 5:12pm .**