**Minutes for Tuesday, March 3, 2015**

**3:30-5:00 PM**

**In attendance:**

Members***:*** Salwa Ammar, Poonam Arora, Keith Brower, William Casey, William Clyde, Cheryl Harrison,

Kevin Hill, Matthew Jura, Shawn Ladda, John Leylegian, David Mahan (ex-offcio), Walter Matystik, Parisa

Saboori, David Shefferman, Helene Tyler, Luz Torres (ex-officio), Jeff Horn (ex-officio—Chair, CCC),

William Walters (ex-officio—Chair, Library committee), Jake Holmquist (ex-officio—Chair, CTC)

Visitors: Brother Michael, Marissa Passafiume, Zayne Azuma, Angela Grotto

The meeting convened at 3:35 PM

1. **Approval of agenda**

Motion to amend agenda to add “Summer Course offerings” to the agenda. Approved unanimously.

The agenda was approved at 3:35 PM.

1. **Approval of meeting minutes from February 3, 2014**

Motion to amend minutes to remove Walter Matystik from the attendance of the last meeting. The minutes from the February 3rd meeting was approved at 3:38 PM. Approved Unanimously.

1. **Report of the College-Wide Curriculum Committee (CCC)**

Jeff Horn gave the report for the College Curriculum Committee: The CCC conditionally approved the School of Continuing and Professional Studies proposal to regularize the existing practice through state certification. The CCC made some minor suggestions and a few requests for information and upon submission of the completed state registration form by Executive Director Cheryl Harrison, the CCC will give final approval of the education and engineering minor, and the core mathematics to be submitted electronically rather than postpone the matter until its April meeting.

1. **Report of the College Technology Committee (CTC)**

The CCC in their last meeting talked about space resource, pulling together different offices who schedule space around the campus and condensing them together to be better organized.

1. **Report of the College Library Committee (CLC)**

The Library Committee discussed the strategic planning and the agreement of the members of the CLC with regard to the strategic plan. Also discussed was the increase in information literacy in library instruction across all schools.  This increase in library instruction would include capstone courses, writing intensive course, and research methods courses. The committee also discussed creating a required information literacy exit survey that would gauge student’s research competencies at the end of their college experience. This would act as a follow up to the JOLT test that assesses student’s knowledge of information literacy upon entrance to the college.

1. **Old business**
   1. ***Course Evaluations (attachment coming separately from David Mahan)***

The continuing discussion and ongoing implementation of the online Course Evaluations and the pilot program was discussed. Zayn Azum and Angela Grotto (guests) were invited to present from the subcommittee to report the results from the pilot online course evaluations given out and collected from last semester. Helene Tyler gave the summary of the report given out to the EAC. Concern was showed for the faculty response rate of 14% reflected on the recommendation. The summary also reflected more honest answers were given by students because more time was given. Suggestions were made to implement online course evaluations be implemented during the summer sessions to discover possible glitches that may be fund before the following larger fall semester. Members agreed there is a need to educate professors when implementing the online course evaluations. There was a consensus agreement that further discussion will be needed on this topic.

Motioned by Shawn Ladda, seconded by Margaret Groarke to implement online course evaluations for summer session I, but definitely for summer session II. 11 votes for, 1 abstention. Vote passes.

* 1. ***Grade Change Policy (see attached)***

The updated Undergraduate Repeat Policy along with Grade Replacement Conditions were presented. Multiple suggestions for changes were made by members of the committee:

* Bullet #4: Change to read “denied” not “disapproved”
* Did not indicate anything about financial services on the specific form, because every case is different on a case by case basis.
* Jeff Horn made suggestion to amend last bullet point for spelling errors.
* Margaret Groarke made a suggestion to move the bullet point regarding 200 level courses to be consecutive with the bullet about 300 and 400 level courses.
* Margaret Groarke made a suggestion to amend the bullet regarding replacing letter grades of “W”, “I” or “AUDIT” to be made clearer than currently on the form.

Motioned for final approval of the Grade Change Policy Form by Provost Clyde. Unanimously approved. Concerns on how to disseminate the form was made. Once amended, the form will be distributed to deans and assistant deans. Margaret Groarke made a suggestion to distribute the form to the student body via “The Quadrangle”.

* 1. ***Promoting Academic Referrals***

Guests Brother Michael and Marissa Pasafume presented information regarding the need to increase faculty referrals of students. The number of referrals have increased as of recent after efforts by Brother Michael to reach students and faculty via emails. Although there is a consensus on the need to see the continued increase of student referrals. Ways to inform professors on when academic referrals are due, possibly through Deans, Department Chairs, email, and the Manhattan College academic calendar.

* 1. ***Summer Course offerings***

Margaret Groarke raised the issue and wanted to discuss concerns on the “cost per credit” of the summer course offerings and how to market this to students within the student body which make up a majority of the summer courses and elsewhere. Provost Clyde gave an update on the ongoing conversation and effort to update and organize the summer course offerings for summer of 2015. He explained that the updates will be made step by step as they come from the subcommittee regarding this issue. Dr. Jura raised the concern on how to market the summer courses to students. Dr. Horn suggested that summer course offering step by step updates be notified to professors. A meeting is scheduled regarding the finance for this topic on 3/4/2015.

1. **New business** –
   1. ***Digital Learning***

Provost Clyde gave a quick update on the ongoing process of digital learning. He suggested that all schools create committees be formed to discuss digital learning within their respective schools. Fall 2016 online courses will be offered

1. The meeting adjourned at 5:00 P.M.
2. The next meeting is scheduled for Tuesday, April 7, at 3:30 P.M.

Respectfully submitted,

Kevin Hill and Poonam Arora