<p style="text-align:center; color:red;">**DRAFT**</p>
<p style="text-align:center;">**MANHATTAN COLLEGE**</p>
<p style="text-align:center;">**Educational Affairs Committee Meeting**</p>
<p style="text-align:center;">Tuesday – September 3, 2019</p>

Present:

Voting Members: William Clyde, Keith Brower, Donald Gibson, Cheryl Harrison, Nuwan Jayawickreme, Richard Gustavson, Poonam Arora, Sr. MaryAnn Jacobs, Evangelia Ieronymaki, Rani Roy, Mehdi Omidvar, Nadia Itani

Ex Officio Members: Carlos Tonche, Jake Holomquist, Jeff Cherubini

Guests: Kelly Marin

Absent:

Voting Members: Kimberly Heller, Luis Garcia, Heidi Furey

Ex Officio Members: William Walters

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

1. **Election of Officers**
   - *Motion:* To elect William Clyde as Chair, Nadia Itani as Vice-Chair and Sr. MaryAnn Jacobs as 2nd Vice-Chair of the Manhattan College Educational Affairs Committee.
   - *Discussion:* No discussion.
   - *Vote:* Motions carried.
   - *Resolution:* Newly elected officers were in place.

2. **Approval of Agenda**
   - *Motion:* To approve the agenda for the September 3, 2019 meeting.
   - *Discussion:* No discussion.
   - *Vote:* Motion carried.
   - *Resolution:* The meeting agenda for the September 3, 2019 meeting was approved.

3. **Approval of Meeting Minutes from May 7, 2019**
   - *Motion:* Carlos Tonche suggests that on page 2 under "Old Business" General Council should instead be spelled General Counsel.
   - *Discussion:* Richard Gustavson notes that Helene Tyler was listed as a voting member, but should be listed as an Ex Officio member.
   - *Vote:* Motion carried.
   - *Resolution:* The meeting minutes for the May 7, 2019 meeting were approved with the appropriate edits made.

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

   Chair of CCC Jeff Cherubini reports:
   - The CCC has reviewed and approved the newly revised CCWC language in late May/early June as per the request of Rani Roy and the requirements of the upcoming Middle-States. Guest Kelly Marin is to visit the first CCC meeting in 2 weeks to further explain assessment process.
   - The CCC has worked over the summer to approve the restructuring of the English major, the Sound Studies program, the Public Health program, and the School of Business Honors Program. Jeff Cherubini requests that all schools send meeting minutes to the CCC if they involve discussion of curriculum changes.

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

Chief Information Officer Jake Holmquist reports:
- The CTC has not met, so there is nothing to report at the time being.

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

Executive Director of the Library William Walters reports:
- There is no Library Committee report at this time. The CLC will be meeting soon, with an exact date to be determined.

7. **Report of the Graduate Counsel**

Provost William Clyde reports:
- The Graduate Counsel has not met, so there is nothing to report at the time being. The next meeting is scheduled for Wednesday, September 4th.

8. **Old Business**

   a. **Academic Integrity Policy**

   Provost William Clyde reports:
   - The General Counsel has put together a template (see attached) into which the Academic Integrity Policy was placed; the policy in this template will be part of a new policy library being created.
   - Note that all references to self-service in the Policy have been replaced with references to Jasper Connect.
   - The updated Policy has been approved with changes. It is available to faculty and has been posted on the Manhattan College website.
   - Poonam Arora suggests that P&T be aware of the newfound transparency of reporting as it might have negative consequences to course evaluations.

   b. **CWCC Update**

   Kelly Marin reports on the College Wide Core Competency:
   - CWCC is a committee made up of faculty members representing each school as well as the Manhattan College library, and has been working closely with Rani Roy and Bridget Miller, the Director of Institutional Effectiveness.
   - The CWCC was formed in the spring by the Office of Educational Effectiveness at the suggestion of a focus group of faculty who had assessed the CWCCs over this last several years. This committee worked this past summer to do the following work:
     - CWCC language has been revised and reviewed, and is now to be integrated to be in line with the language of course syllabi.
     - Update curriculum maps – this has been done and the committee will be reaching out to deans this week to confirm assessments and offer recommendations.
     - Review syllabi & streamline the collection process – an updated syllabus collection process is recommended as well as a way to increase compliance in providing academic artifacts given the difficulty and time commitment it is to collect so many of these documents from professors.
   - Two former CWCC's, technology literacy and independent and collaborative work, have been removed because there is no direct assessable instruction to base conclusions off of.

- Sr. MaryAnn Jacobs questioned when the new language will be released, and Kelly Marin responded that the language has been approved by the CCC and has been circulated around select departments, but should be officially posted soon.
- Rani Roy brings attention to the fact that faculty doing periodic reviews of CWCCs in the past spent the whole year gathering student artifacts and a reiterates that a new system of consistent provision of rubrics and syllabi should be put in place. Rani Roy also clarifies that this assessment is based only on undergraduate courses, as per the inquiry of Sr. MaryAnn Jacobs.
- Poonam Arora requests that it be clarified whether this assessment be an expectation of students upon graduation or if it is an aspiration by faculty to get students to this level. Kelly Marin explains that it is expected that Manhattan College undergraduates meet the rubric requirements showing they have attained the CWCCs.

c. **New Final Exam Schedule**

Provost William Clyde reports:
- All weekday classes will have finals scheduled during weekdays only. The final exam schedule is already available, and the common exam schedule should be released between October 1st and October 15th. Common exams are meant to be spread throughout the week to avoid students having more than three exams in one day.
- Poonam Arora and Sr. MaryAnn Jacobs point out that class sections are unpredictable until after the add/drop period, making it difficult for professors to decide whether or not they require a common exam too far in advance. Poonam Arora states that the decision to host a common exam is up to the professors themselves, and is not the responsibility of the department chair to organize.
- It was decided that common exam requests are to be given to the Registrar by the Friday after the add/drop period in order to provide students with a full final exam schedule as soon as possible.

9. **New Business**
   a. **AAC/IEC Update**

   Kelly Marin and Rani Roy report:
   - The Academic Assessment Committee is a standing committee and has been involved over the summer in assessing program learning reports and reviewing administrative goal reports.
   - The goal of the AAC is to understand rubrics, assist program learning reports, and help faculty learn how to better assess programs.
   - Jeff Cherubini inquired about the timeline of receiving reports from the AAC, and Rani Roy responds that the reports should be returned within the next two weeks.
   - The Institutional Effectiveness Committee is stated to be associated with the Office of Institutional Effectiveness, but Rani Roy suggests that the IEC reports out to the EAC.
   - Provost William Clyde suggests that we welcome Kelly Marin back to an EAC meeting in December for an update.

The next meeting is scheduled for October 1, 2019 at 3:30 pm.

Meeting adjourned at 4:37pm.

Submitted by Nadia Itani