**Educational Affairs Committee Meeting – 05/03/2016**

**Present:**

Walter Matystik, Jake Holmquist, Jeff Horn, Susan Astarita, Janet McShane, Tedd Keating, George Schlinck, Chloe Sweeney, Keith Brower, William Walters, David Mahan, Lisa Toscano, Tim Ward, Antonio Cordoba, William Clyde, David Shefferman, Goli Nossoni, Poonam Arora, Carla Fraser, Parisa Saboori

Meeting called to order at 3:35 PM by Provost William Clyde.

1. **Approval of Agenda**

* Motion: To approve the agenda for the meeting on 05/03/2016
* Discussion: Under point 6, section c “Course Evaluations” was added
  + Under point 7, section a “Periodic Review Report for MSCHE “, section b “Commencement”, and section c “Incomplete Grades Policy” were added
* Vote: Motion Carried
* Resolved: Agenda for meeting on 05/03/2016 was approved as amended

1. **Approval of Previous Minutes**

* Motion: To approve meeting minutes from the meeting on 03/01/2016
* Vote: Motion carried
* Resolved: Minutes from meeting on 04/05/2016 approved

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

* Tedd Keating reports:
  + The CCC is looking into adding a business analytics major
  + Minor changes of learning objectives were made, including a specification on the word “understanding”
  + There is confusion about the scope of CCC’s involvement with the EAC discussion of the CWCC learning objectives.
  + The CCC has made a new draft of wording for the learning objectives
  + The CCC requests an official recommendation for the CWCC’s, which are to be completed after the beginning of Fall ’16 semester.
  + Motion: to officially recommend that learning objective #5 about individual and group work be maintained
  + Vote: Motion carried
  + Resolved: **The EAC officially recommends maintaining CWCC #5 on individual and collaborative work.**

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

* Jake Holmquist reports:
  + No meetings have occurred since the previous EAC meeting
  + **The CTC will be conducting a holistic review of data permissions in both Banner and Mapworks.**

1. **Report of College Library Committee**

* William Walters reports:
  + No meeting has occurred since the previous EAC meeting.
  + Dr. Walters would like to thank the department chairs who responded to him
  + The CLC is looking to increase spending on books, and to increase the representation of books dedicated to STEM fields.
  + **During this section of the meeting it was also mentioned that Dr. Clyde will post member lists for the EAC, its subcommittees, and Senate.**

1. **Old Business**
   1. CWCC’s
      1. This section was skipped because it was covered during the CCC discussion.
   2. Academic Calendar
      1. The President’s cabinet has drafted a new academic calendar for the 2016-2017 academic year.
      2. Winter intersession will begin immediately following the Fall ’16 semester.
      3. Commencement will occur on a Friday instead of a Sunday.
      4. It is reasonable to request that the EAC be involved with the creation of the academic calendar in the future.
      5. Motion: to officially recommend the current draft of the new academic calendar
      6. Vote: Motion Carried
      7. Resolved: **The EAC officially recommends the draft of the Academic calendar discussed during the meeting.**
   3. Course Evaluations
      1. Response rates were very high for the fall semester and will likely be higher for the spring semester.
      2. Summer and winter sessions are not currently being evaluated.
2. **New Business**
   1. Periodic Review Report of MSCHE
      1. The Manhattan College Steering Committee exists as an advisory committee
      2. There will be one PRR committee meeting by the end of this semester
      3. This report must be complete by June 1, 2017
   2. Commencement
      1. Education majors who graduate in December are often not being accepted to jobs because they are not technically graduating until February
      2. It is recommended that a conferral date be added in December to allow education majors to begin work as soon as possible.
      3. If the registrar’s office cannot accommodate having both the December and February conferral dates, the EAC recommends removing the February date.
   3. Incomplete Grade Policy
      1. The period to complete incomplete work for graduate students will be increased to 50 days
      2. It is recommended that EAC consider doing the same for undergraduates.
      3. Motion: to approve the new 50-day incomplete work policy for graduate students.
      4. Vote: Motion carried
      5. Resolved: Incomplete work for graduate students will be accepted for an increased period of 50 days.

**Next EAC Meeting: September 6th, 2015**

**Meeting Adjourned at 5:01 PM**

Submitted by George Schlinck