**MANHATTAN COLLEGE**

**Educational Affairs Committee Meeting**

**1 November 2016**

**Present:**

*Voting Members:* Poonam Arora, William Clyde, Nicole Fella, Cheryl Harrison, Rocco Marinaccio, Walter Matystik, Janet McShane, Parisa Saboori, Dan Sammon, Constantine Theodosiou, Lisa Toscano, Tim Ward

*Ex Officio Members:* Susan Astarita, Jennifer Edwards, Jake Holmquist, David Mahan, William Walters

**Absent:**

*Voting Members:* Antonio Cordoba, Amy Handfield, George Schlinck

**Guests:**

Carla Fraser, Kevin Gschwend, Rani Roy, Br. Michael Shubnell

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

1. **Approval of agenda**

* *Motion:* To approve the agenda for the November 1, 2016 meeting.
* *Discussion:* 
  + Add under ‘New Business’,

c. Writing Across the Curriculum (WAC) and Composition

d. Informational item – School of Engineering (SOE) Progress Toward

Degree language

* *Vote:* Motion Carried
* *Resolution:* Agenda for meeting on November 1, 2016, was approved as amended.

1. **Approval of Meeting Minutes from October 4, 2016**

* *Motion:* To approve the minutes from the meeting of October 4, 2016.
* *Vote:* Motion Carried
* *Resolution:* Minutes from meeting on October 4, 2016, were approved.

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

Jennifer Edwards reports:

* The CCC approved the Environmental Science minor program which will be effective in January.
* The CCC started a conversation about the College-Wide Core Competencies (CWCC) and the 24 required credits.
* The CCC discussed making changes to their bylaws to allow proxy votes and online voting.
* The CCC also discussed changing their quorum to 8 with the proviso that the 8 must include representation from all schools.

Provost Clyde questioned whether the School of Continuing and Professional Studies (SCPS) should be represented on the CCC. More discussion on this will take place at a later date.

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

Director Jake Holmquist reports:

* The committee continues training with respect to Argo and Degree Works.
* ITS will be adding Quick Links to Inside Manhattan.
* The CTC and ITS continue to make progress on workflows and automating faculty workload worksheets.

The question of building access for LEO and RLC was again brought up and Jake stated they are continuing to work on this issue.

Janet McShane asked about of list of software that is available on our campus. Jake stated that we do indeed have a master list which he will forward to all of us and post on the ITS website. This list will be discussed at a future meeting.

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

William Walters reported that the CLC had not met since the last meeting of the EAC and thus he had no report.

1. **Report of the Graduate Council**

DeanTim Ward reports:

* The committee will meet next on November 2, 2016. One item of discussion for the committee is graduate tuition fees.

Provost Clyde mentioned that Manhattan Collee currently has approximately 80 graduate fellowships and that he is looking at trying to use some of those for recruitment of graduate students.

1. **Old Business**
   1. Academic Referrals Report

Br. Michael Shubnell supplied a handout showing a comparison of referrals at the end of the 9th week for the past six semesters. The handout showed that the number of referrals is down considerably this semester. He mentioned that this year all referrals came through the Mapworks system and that might attribute to the lower number of referrals.

Midterm grades were uploaded into Mapworks and any freshman or sophomore with 3 or more failures received an email to come meet with Br. Mike. There were 65 freshmen that had at least 2 failures, 16 freshmen that had at least 3 failures and 29 that had more than 3 failures.

Provost Clyde mentioned that we have been doing academic referrals for the last 5 years and that he feels that midterm grades come too late to help the students. Referrals made in the 4th week of the semester are early enough to hopefully get the students to make a change. He also noted that only 65 faculty made referrals and this is a small percentage of our total faculty.

Action item for a future meeting: What are our policies with respect to midterm grades? What are our policies with respect to academic referrals?

* 1. Course Evaluations

Carla Fraser gave us a handout with information about the online course evaluations including response rates for the past four semesters. She also mentioned that this year the committee will be working on validating the instrument. She also stated that there were upcoming Information Sessions regarding the Course Evaluations. These sessions would give participants information on how to analyze the data, add additional questions, etc.

Dr. Mahan stated that they are currently trying to finalize the dates when evaluations should take place for the Fall 2016 semester and wanted to know if the EAC should weigh in on this. There was much discussion regarding this. Should the time frame be a week long? Ten days long? Include a weekend? Finish before finals begin? End on the last day of class? No official vote was taken but the consensus seemed to be that December 1 – 9 were good dates.

Dr. Mahan also wanted feedback from the EAC regarding what courses should be evaluated. Should there be a minimum enrollment (3-5 students)? Should independent study and research courses be evaluated? If a course has only one or two students, then what kind of confidentially issues arise? These questions generated much discussion among the members of the EAC with quite varying opinions.

For Fall 2016, all courses will be loaded except for independent study, internship, and research. Individual faculty members can review and request deletion of a course if the enrollment is low.

Action Item for a future meeting: Explicitly determine the criteria for which courses will be evaluated via the online evaluation system.

* 1. Non-Credit Programming

Provost Clyde stated that there is some momentum on a variety of fronts. He is reaching out to faculty and will report out at a future meeting.

1. **New Business**
   1. Study Abroad and the Proposed Lasallian Experience Program

This program is in its initial proposal phase and is just now being vetted by various constituents. Kevin Gschwend talked about the handout that detailed this proposed program. Currently, the proposal would be that students would be charged a $250 yearly fee that they could then use toward this Lasallian Experience. However, Provost Clyde mentioned that the Cabinet is not considering a separate fee.

Kevin mentioned that other schools that have a similar program in place have an approximately 70% participation rate. We currently have a 20%-22% participation rate within all our existing programs (LOVE, study abroad, etc.). They are hoping that this financial piece (basically a $1000 fund) will help to increase participation. Various committee members were questioning how much growth we want to see and what this would entail with regard to resources.

Action Item: We need to circulate the ideas in this proposal and look for ways to create a program that has the 2 key elements (1. Exposure to a different culture; 2. Exposure to another manifestation of the Lasallian project) and has financial aid.

* 1. Athletics at future meeting

We will have Shawn Ladda and the new Athletic Director on the agenda for our next meeting.

* 1. WAC and Composition at future meeting

Adam Koehler will be invited to attend a future meeting to talk about writing across the curriculum.

* 1. Informational item – SoE Progress Toward Degree language

Dean Ward stated that the School of Engineering will put into place the proposed language with regard to progress toward degree. This does not affect many students. However, getting a letter that says you are “subject to dismissal” from your academic program sends a message to students that these are key courses and you have to do well in them to be successful in your program. He wondered if other schools might put similar documentation in place.

**Next EAC Meeting: Tuesday, December 6, 2016**

**Meeting Adjourned at 5:08 pm**

Submitted by Janet McShane