

MANHATTAN COLLEGE

Educational Affairs Committee Meeting

6 December 2016

Approved: 7 February 2017

Present:

Voting Members: William Clyde, Antonio Cordoba, Nicole Fella, Amy Handfield, Cheryl Harrison, Janet McShane, Amir Masoumi (For Poonam Arora), Parisa Saboori, Dan Sammon, George Schlinck, Constantine Theodosiou, Lisa Toscano, Tim Ward

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

Absent:

Voting Members: Rocco Marinaccio, Walter Matystik

Guests:

Adam Koehler, Shawn Ladda, Marianne Reilly

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

1. Approval of agenda

- *Motion:* To approve the agenda for the December 6, 2016 meeting.
- *Discussion:*
 - Add under 'Old Business',
 - c. Academic Calendar for 2017-18
- *Vote:* Motion Carried
- *Resolution:* Agenda for meeting on December 6, 2016 was approved as amended.

2. Approval of Meeting Minutes from November 1, 2016

- *Motion:* To approve the minutes from the meeting of November 1, 2016.
- Tim Ward mentioned that he had sent some minor revisions (typos, abbreviations, etc.) to Janet McShane who will make the necessary changes.
- *Vote:* Motion Carried
- *Resolution:* Minutes from meeting on November 1, 2016, were approved.

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

Dr. Jennifer Edwards reports:

- In their most recent meeting, the CCC discussed the 24 hour shared credits. More discussion on this topic will take place at future meetings.
- The CCC voted to make a change to their bylaws regarding the number needed for a quorum. Jennifer presented the new proposed wording to the EAC.
- *Motion:* To approve the change in the Bylaws of the CCC.
- The EAC discussed the new wording and suggested the changes below:

Article IV. Organization and Meetings

1 The Committee shall meet at least once each semester. Quorum shall require the presence of at least 9 8 members of the CCC, with at least one of the two representatives from each of the five Schools. Other meetings may be scheduled as needed. If the previous year's chair continues on the CCC, he or she calls the first fall meeting. If the previous chair is no longer on the CCC, the Provost shall call the first meeting of the fall semester.

- *Vote:* Motion Carried, as amended
- *Resolution:* Change in Bylaws was approved pending acceptance of the changes by the CCC.

4. Report of the College Technology Committee (CTC)

Director Jake Holmquist reports:

- The College is planning to have card access to the RLC and LEO buildings functioning by January or February of 2017.
- There will be more information on digital ID cards at a later date.
- ITS will be doing various upgrades over the winter break.
- Review of Banner level accesses will be picked up again in January.
- Director Holmquist stated that we should all be aware of phishing scams that are prevalent this time of year. He sent an email to the entire campus community regarding this issue (along with helpful hints to her your information safe) over Thanksgiving break and will send another over the semester break.

5. Report of the College Library Committee (CLC)

Assistant Director Amy Handfield reports:

- There is nothing to report because the committee had not met since the last EAC meeting. The CLC will meet again early next semester.

6. Report of the Graduate Council

Dean Tim Ward reports:

- The council will meet again on Wednesday, December 7, 2016. The main topic of discussion is graduate tuition fees for next year.

7. Old Business

a. Athletics Presentation (Marianne Reilly and Shawn Ladda)

Director of Intercollegiate Athletics Marianne Reilly and Dr. Shawn Ladda, Chair of the Athletic Committee at Manhattan College, joined us at this meeting to talk about athletics at Manhattan College.

Marianne gave everyone a copy of the 2015-2016 Manhattan College Athletics Annual Review and then gave us a presentation regarding athletics. She started off by giving us some of her background – she has been the Athletic Director for 7 months, is an alumna of Manhattan College (graduated in 1982), and played on the women’s basketball team.

Her presentation started with the Mission Statement for the Athletic Department and was followed by lots of information about athletics at Manhattan College. Some interesting facts: The College currently has 19 varsity sports (9 for men and 10 for women). We have approximately 400 students participating in these sports with 52% male and 48% female which compares favorably to our current student body population which is 55% male and 45% female. Of the student population on campus, 14% are student athletes. The student athletes do well academically – 17 of the 19 teams have an overall GPA that is 3.0 or higher. We have 28 international student athletes with 13 different countries represented. With regard to aid, 289 student athletes receive some form of aid but 107 receive no aid at all.

Shawn expressed her appreciation for all the work that Marianne has accomplished in the short time she has been here at Manhattan College.

Currently Provost Clyde, Marianne Reilly, VP Satterlee, and Marisa Passafiume are meeting on a regular basis to discuss any issues relating to athletes and their academic performance.

b. Writing Across the Curriculum (WAC) and Composition Presentation

Adam Koehler gave us a one-page handout titled “Summary of CWCC Assessment report on Written Communication”. He briefly mentioned the three models mentioned in the handout. There was discussion among the EAC members regarding these models.

Provost Clyde mentioned that one of the HIP’s (High Impact Practices) had to do with written communication and that maybe this is being covered in disciplines that have a Capstone Course as part of their program requirements. Dean Theodosiou mentioned that writing is important in the sciences and specifically scientific writing. In discussing how to assess student’s writing, Adam mentioned that he has a rubric for evaluating writing that is interdisciplinary

Provost Clyde suggested that the EAC form an ad hoc subcommittee to discuss WAC and how we want to coordinate this on campus. He asked Adam Kohler to be the Chair of this committee (at least initially) and suggested that we have other representation. Antonio Córdoba volunteered to serve on the committee and he would be representing the Senate. We need additional volunteers - one from the CCC (who does not come from Liberal Arts) and one from EAC.

Ad hoc Committee's Charge: Determine how to proceed with implementing all WAC and recruit the additional members .

c. Academic Calendar for 2017-2018

Provost Clyde discussed about the current academic calendar. The current reduction in the time between semesters (3 weeks instead of 4 weeks) does not seem to have affected the international offerings during the coming Winter Intersession. He is expecting that the calendar change will provide an increase in our summer enrollments but we won't know that until the summer. Also the graduations this spring will take place on Thursday and Friday instead of the historical Saturday and Sunday. Unfortunately, we won't know the impact of this calendar change until May. Thus we will continue to monitor the academic calendars and how changes in the calendar affect campus activities.

Action item. At the October 2017 meeting, the EAC will discuss the academic calendar and have data on intersessions and summer sessions available to guide the discussion.

8. New Business

- Parisa Saboori questioned why the request for Common Final Exam times for Spring 2017 was requested so early. The registrar, Susan Astarita, said that this was done so that the schedule could be determined before the semester begins to allow faculty to put this information on their syllabi.

Next EAC Meeting: Tuesday, February 7, 2017 at 3:30 pm

Meeting Adjourned at 5:12 pm

Submitted by Janet McShane