

MANHATTAN COLLEGE

Educational Affairs Committee Meeting

7 March 2017

Final Version: Approved on April 4, 2017

Present:

Voting Members: William Clyde, Antonio Cordoba, Nicole Fella, Amy Handfield, Cheryl Harrison, Janet McShane, Rocco Marinaccio, Walter Matystik, Parisa Saboori, Dan Sammon, George Schlinck, Constantine Theodosiou, Lisa Toscano, Tim Ward

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

Absent:

Voting Members: Poonam Arora

Guests: Dora Moreira

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

1. Approval of agenda

- *Motion:* To approve the agenda for the March 7, 2017 meeting.
- *Discussion:* No discussion
- *Vote:* Motion Carried
- *Resolution:* Agenda for meeting on March 7, 2017 was approved.

2. Approval of Meeting Minutes from February 7, 2016

- *Motion:* To approve the minutes from the meeting of February 7, 2017
- Dean Ward mentioned that he has sent some minor revisions to Professor McShane who will make the necessary changes.
- *Vote:* Motion Carried
- *Resolution:* Minutes from meeting on February 7, 2017 were approved.

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

Dr. Jennifer Edwards reports:

- The minutes from the last two CCC meetings were sent to EAC members on March 7, 2017.
- Although not its responsibility, the CCC discussed the proposed Academic Calendar and they were unanimous that they did not think it good to have Holy Thursday as a holiday but rather start the term a day later.
- Although not its responsibility, the CCC discussed the Draft Off-Campus Course Policy and were questioning the appropriate approvals. They thought that the Chair of the department for which the off-campus course was being taken should also approve the course.

- The CCC continues their work on the CWCC's and how to map them. Their discussions led them to the realization that their committee should be approving the mapping but should not be creating the map. The CCC is suggesting that they should wait until the new Assistant Provost and Executive Director of Institutional Effectiveness is hired before proceeding further on this issue; perhaps a summer ad-hoc committee might be assigned this task. Dr. Edwards will share with the EAC members what courses have been mapped to date.

4. Report of the College Technology Committee (CTC)

Director Jake Holmquist reports:

- The Infrastructure and Support Committee is working on access in the new residence hall and the proposed LEO extension.
- February was cyber security month and all of the ITS activities went well.
- With upcoming new buildings and building renovations, there is discussion on how to proceed with classroom renovations. ITS wants to make sure that the classrooms have the appropriate technology that is most up-to-date but they also want to be efficient about renovations.

5. Report of the College Library Committee (CLC)

Assistant Director Amy Handfield reports:

- The Library Committee has not met since our last EAC meeting so there is nothing to report.

6. Report of the Graduate Council

Dean Tim Ward reports:

- The summary from the March 1st Graduate Council meeting has been sent out to EAC members.
- There will be a Graduate Fair on April 27, 2017 in the evening.
- The next meeting of the Graduate Council will be held on March 28, 2017, instead of April 5, 2017 because of the Accepted Students Day on that day.

7. Old Business

a. Middle States Periodic Review Report

The draft Periodic Review Report was sent out in February for Committees to give input. Dean Brower presented the report to the College Senate and is revising the document to reflect changes. It will go to Marketing soon for appropriate formatting.

b. Off-campus Course Policy

Dean Ward facilitated this discussion. It was agreed that in addition to receiving approval from the student's academic advisor and the student's dean that an approval must also come from the Chair of the department for the course.

c. Oral Communication Periodic Review Report

This report was sent to EAC members after the last EAC meeting.

Action Item: EAC Members need to review the Report for discussion at our next EAC meeting.

d. Academic Calendar for 2017-18 and 2018-19

Provost Clyde reported that of 10 Catholic schools of higher education in the lower Hudson Valley, eight of them have a holiday on Holy Thursday. The question arose as to whether Holy Thursday should be a “no class” day or a college holiday. There are implications for both. Some EAC members wanted to know what was the goal of moving the calendar around. Provost Clyde stated that the main impetus was to encourage growth in our summer enrollments. Dr. Marinaccio suggested that we find out what faculty want with regard to the calendar and he suggested that we poll our faculty by the next EAC meeting. Jennifer Edwards questioned why Columbus Day is a holiday and Veteran’s Day is not. Other committee members questioned how our calendar compared to other schools in our area. The pedagogical issues with the winter intersession were again raised by committee members.

Provost Clyde informed us that the calendar for the next two years is set and that we can only make small tweaks.

e. Writing Across the Curriculum and Composition Presentation – follow up

The committee that will be chaired by Dr. Kohler is not completely formed. There are only representatives from LA and BUS. The committee still needs representation from SoS, SoEH, and SoE.

8. New Business

a. “I” Grade language for Undergraduate Catalog

Dean Ward presented language that would revise the Incomplete Grade Policy for Undergraduate Students. The revision would change the time allowed to finish an incomplete grade from the current 20-day period to a 45-day period. This change would then make the policies for undergraduates and graduates consistent.

- *Motion:* To approve the policy, and place it in the 2017-2018 catalog and to put it into place for the Spring 2017 semester.
- *Discussion:* No discussion
- *Vote:* Motion carried unanimously
- *Resolution:* The revised Incomplete Policy for Undergraduate Students was approved.
- Dean Ward will send the revised policy to the Registrar.

Future Items

Professor Marinaccio suggested that the Midterm Grade Policy be discussed at a future EAC meeting.

Next EAC Meeting: Tuesday, April 4, 2017

Meeting Adjourned at 4:28 pm

Submitted by Janet McShane