**DRAFT**

**MANHATTAN COLLEGE**

Educational Affairs Committee Meeting

5 September 2017

**Present:**

*Voting Members:* William Clyde, Cheryl Harrison, Musa Jafar, Yongwook Kim, Sr. Remigia Kushner, Rocco Marinaccio, Janet McShane, Karen Nicholson, Constantine Theodosiou, Kaitlyn von Runnen, Lawrence Udeigwe, Crystal Xu

**Ex Officio Members: Jennifer Edwards,** Jake Holmquist

**Absent:**

*Voting Members:*  Nicole Fella, Anna Rosario

*Ex Officio Members:* William Walters

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

1. **Officer Election**

* *Motion:* Motions were made to elect Provost William Clyde as Chair , Kaitlyn von Runnen as Vice-Chair and Dr. Janet McShane as 2nd Vice-Chair of the Manhattan College Educational Affairs Committee.
* *Discussion:* No discussion
* *Vote:* Motions carried.
* *Motion:* Newly elected officers were in place.

**2. Approval of Agenda**

* *Motion:* To approve the agenda for the September 5, 2017 meeting.
* *Discussion*: Addition of the final exam policy and building access was requested by Dr. Janet McShane and added to the agenda.
* *Vote*: Motion carried
* *Resolution*: The meeting agenda for the September 5, 2017 meeting was approved.

**3. Approval of Meeting Minutes from April 4, 2017**

* *Motion*: To approve the minutes from the meeting of April 4, 2017.
* *Vote*: Motion carried with one abstention from Sr. Remigia Kushner as she was not at the last meeting.
* *Resolution:* Minutes from the meeting on April 4, 2017 were approved.

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

Dr. Jennifer Edwards reports:

* The committee approved a Masters of Science program in Computer Science and a Business Analytics minor. The History department is making changes to their curriculum which are soon to be reported.
* Dr. Edwards raised the question of term membership on the committee. The CCC would like to stagger membership so that not everyone is leaving the committee at once when their term ends. The revision would be a six year cap of either two three-year terms or three two-year terms. Dr. Edwards will discuss this with the CCC at their next meeting and will report back.

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

Chief Information Officer Jake Holmquist reports:

* The Enterprise Data Committee (a branch of the CTC) has made changes to banner in order to make it more user friendly. Improvements have included mobile usage, Google Chrome Upgrades and updates to Degreeworks for Deans and Academic Advisors. Deans and Academic Advisors are being met with individually to review the new program.
* The CTC is looking for new members to join their committees. The committees include Academic Technology, Enterprise Data, Infrastructure and Support, Security and Policy, and Web and Collaboration. The committees are open to any students, faculty or administration.
* Sr. Remigia Kushner asked a question about the status of Argos. Jake Holmquist responded that Argos is being expanded and upgraded. The Deans’ offices will be met with on the Argos reports and how to utilize the new reports.

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

* No report.

**7. Report of the Graduate Council**

* Provost Clyde reported that there is no new report. There was an Open House at the end of April.

**8. Old Business**

1. ***Off Campus Course Policy -***

* Provost Clyde proposed to ask the Chairs of the Departments whether they think it is necessary for them to approve off-campus courses in their disciplines. Provost Clyde will discuss this at the Chairs Meeting and will report back to the EAC. Dean Theodosiou stated that the most important issue is the quality of the course offered elsewhere, which is the main concern.
* Review of the Off Campus Course Policy ensued:
  + 12 credits or less within one’s entire college degree may be taken off campus once the student has matriculated at Manhattan College.
  + Grade must be equivalent to a C or better at Manhattan College.
  + Grades earned at another institution may not be transferred to student records at Manhattan College. Rocco Marinaccio questioned the special exception in the Off Campus Course Policy to the Religious Studies department. Provost Clyde answered that the exception is made because it is unique to the Manhattan College mission.
* *Motion*: To move changes in the Off Campus Course Policy and to review again next EAC meeting.
* *Vote:* Motion carried to move changes in the Off Campus Course Policy and to review again next EAC meeting.
* *Resolution*: Off Campus Course Policy will be reviewed next EAC Meeting.
* Provost Clyde will send the language of the Off Campus Course Policy to EAC Members and will send the revised Off Campus Course Policy as revisions were made at the meeting.

**b) *Midterm Grade Policy***

* Discussion amongst EAC members in regards to upholding Early Intervention and Academic Early Warning policies. It was noted that only D and F grades must be entered, but it is believed that it is too late for these students without these policies in place.
* Sr. Remigia Kushner asked what happens to referrals that are made. Provost Clyde answered that the students are followed up with but there needs to be an emphasis on reporting back to the referrer.
* Provost Clyde will send out the existing and former Midterm Policy and Academic Early Warning Policy.

**c) *Honors Program***

* Development is occurring within the Honors Program under the leadership of Brian Chalk. The committee is served by Brian Chalk and one representative from each school.
* Provost Clyde will stay in touch with Brian Chalk to report updates as they evolve. The committee will eventually report to the EAC.

**d) *Academic Calendar 2019-2020 and beyond***

* 2018 Commencement (Tentative):
  + Graduate Commencement: Wednesday evening around 6:30pm
  + Honors Convocation: Thursday evening
  + Undergraduate Commencement: Friday morning or evening.
* 2019 Commencement (Tentative): Due to the largest graduating class and high retention rate, we are considering moving the 2019 commencement to Gaelic Park. Tickets would probably be unlimited. Yet, if it were to be held in Draddy, the class of 2019 would probably get only two tickets per student. The conversation will continue.

**9) New Business**

1. ***CWCC - Periodic Review Report - Religious Awareness*** - Dr. Imperatori-Lee will speak at the next EAC Meeting for approximately 25 minutes on this.
2. ***High Impact Practices (HIPs)*** - There are ten major HIPs that have been discussed and recurring through college campuses. Manhattan College would like to require at least three HIPs, although most students already have more than three. Statistical information is found in the books that have been distributed (*Ensuring Quality and Taking High Impact Practices to Scale* by AAC&U) on pages 19, 46, 47, and 48. Rocco Marinaccio suggested clearer recording of HIPs such as talking with chairs and registrar. Provost Clyde will present the data.
3. ***Final Exam Policy*** - Dr. McShane raised the concern of enforcement of the Final Exam Policy. The EAC agreed it should be revisited and to look at the Faculty Handbook 2.12.1.4 in which the Final Exam Policy is written and possibly make recommendations to the Council for Faculty Affairs.. Some of the major concerns/guidelines not being followed include: no exams during the last week of classes, final exams meeting during finals week and no exams on reading days.
4. ***Building Access*** - Enabling RLC and Leo access to Manhattan College students and faculty with valid Manhattan College IDs. The buildings are locked on the weekends and necessary tools and equipment are not accessible.

**Next EAC Meeting: Tuesday, October 3, 2017**

**Meeting Adjourned at 5:02 pm**

Submitted by Kaitlyn von Runnen