**DRAFT**

**MANHATTAN COLLEGE**

Educational Affairs Committee Meeting

3 October 2017

**Present:**

*Voting Members:* William Clyde, Cheryl Harrison, Musa Jafar, Yongwook Kim, Sr. Remigia Kushner, Walter Matystik, Janet McShane,, Karen Nicholson, Anna Rosario, Constantine Theodosiou, Kaitlyn von Runnen, Crystal Xu

*Ex Officio Members***:** Jennifer Edwards, William Walters

*Visitors:*Tamara Britt, Dianna Cruz

**Absent:**

*Voting Members:*  Nicole Fella, Rocco Marinaccio, Lawrence Udeigwe

*Ex Officio Members:* Jake Holmquist

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

1. **Introduction of Tamara Britt, General Counsel**

* Ms. Britt is the first individual general counsel. Ms. Britt comes from Rutgers University. Ms. Britt stated that her role is to be preventive, proactive and interactive. She works on contracts, litigations and policies. One of her main goals is to work on governmental relations on the local, state and federal levels to heighten Manhattan College’s status. Her office is located in Miguel 100.

1. **Approval of Agenda**

* *Motion:* To approve the agenda for the October 3, 2017 meeting.
* *Discussion*: None
* *Vote*: Motion carried
* *Resolution*: The meeting agenda for the October 3, 2017 meeting was approved.

**3. Approval of Meeting Minutes from September 5, 2017**

* *Motion*: To approve the minutes from the meeting of September 5, 2017.
* *Discussion:* The CCC requested a clarification be made.
  + The EAC requested to stagger the membership. Provost Clyde made this adjustment to the September 5, 2017 minutes. Jennifer Edwards suggested that the current bylaws be enforced across the college.
* *Vote*: Motion carried
* *Resolution:* The clarification was made and the minutes from the meeting on September 5, 2017 were approved.

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

Dr. Jennifer Edwards reports:

* Dr.. John Leylegian will replace Dr. Jennifer Edwards as the chair of the CCC. Dr. Kim Fairchild was elected secretary to the CCC.
* There will be no change in the bylaws of membership terms. Membership terms will remain as three year terms with a maximum of nine years or three terms.
* There was a discussion about who has the authority to change the CCC membership and how long a leadership position is to be held in a campus wide committee.
  + Musa Jafar suggested that the chairs of the departments be on the Curriculum Committee. Dr. Edwards stated that the CCC bylaws requires the chairs of each department to submit their minutes, memorandums, and communications with the CCC, but Dr. Edwards has noted that this has not occurred.

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

No Update

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

William Walters reports:

* Kashifuddin Qazi was elected chair of the College Library Committee.
* There is a new library website along with a Discovery search box and database. It does not include all books on the search, but this is being worked on. It is suggested to continue using Jaspercat for a book search.
* The CLC has instituted a liaison program. The liaison is to be a resource and a point of contact for faculty. There is a liaison for each specific subject area.
* The CLC is working on the reservation process of O’Malley 410. For the fall 2017 semester, the first half of the semester, O’Malley 410, is for library instructional use. The second half of the semester, O’Malley 410, will be open for class sessions. The CLC will continue this discussion.
  + The CLC has found that students have appreciated the updates, but faculty are still not fully adjusted to it.

**7. Report of the Graduate Council**

* Provost Clyde reported that there is an increase in marketing and advertising efforts, in addition to an increase in social media efforts. There will be been more work done in linkage with the enrollment/attendance and the marketing/advertisement at the next meeting on October 13, 2017.
* The Graduate Council will discuss graduate school matriculation policy at their next meeting as well.

**8. Old Business**

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

* Provost Clyde discussed the Off Campus Course Policy at the Chairs Meeting. The discussion entailed the chair’s weighing in on the equivalence and substitutability of courses. At this meeting, Dr. Janet McShane noted that the form does not specify which chair needs to sign off.
  + It was determined that both the chair of the department in which the course will be taken and the dean of the school in which the student resides will need to sign off on the requested course.
* A discussion ensued on the wording of the policy.
  + Dean Constantine Theodosiou commented on the importance of the equivalency and the substitution of the course.
  + Ms. Dianna Cruz stated that in her conversations with students she has found most of them are taking courses off campus in order to be on track with their graduation year as they may have dropped or failed a course which endangered their scholarship and financial situation.
  + Dr. Jennifer Edwards suggested creating a list of common courses and locations where students have taken off campus courses.. Dr. Edwards suggested that an amendment be made to the policy in which the wording of the chair should be “assess/determine” or to “approve.”
    - To this point, Provost Clyde commented that the chairs must be available/accessible even when classes are not in session in order to approve of off campus courses.
  + Dr. McShane requested there be a change made so that the form is more specific and that the policy follow the sequence that the chair must determine the equivalency and give the approval, followed by the dean.
  + Mr. Matystik suggested that the “such courses” be replaced with “departmental course numbers.”
* *Motion:* With these revisions, Provost Clyde put the policy to motion for approval of the amendments.
* *Discussion*: No further discussion was had.
* *Vote*: Motion carried to approve the amendments with eleven approvals, zero oppositions, and one abstaining (Provost Clyde as he held the discussion).
* *Extension:* Registrar’s office to modify the approval form to clarify that the chair signing the form is the chair of the department where the course is offered.

**b) *Midterm Grade Policy***

* Provost Clyde sent faculty the catalog language, in which the policy states that midterm grades must be issued for all Manhattan College students not just those students with a D or F.
  + Mr. Matystik suggested that a further discussion be held pertaining to application of the policy.
  + Provost Clyde further commented that it should be ensured that the midterm grade reflects the actual grade of the student.
* Provost Clyde will ask Carla in the Registrar’s office to resend a reminder to all faculty that all students in all courses should receive midterm grades, not only those with a D or F. This will also be discussed at the Chairs Meeting.
  + Dr. Janet McShane suggested an automated message be sent once a roster, midterm or final grade is submitted.
* Discussion of the Academic Early Warning will occur at the next EAC meeting on November 7, 2017.

**c) *HIPs***

* HIPs have been proven to increase graduation rates. Manhattan College is proposing to require three HIPs for all undergraduates. These include service learning or study abroad, research or internship opportunity, and Capstone. The deans of the schools are also working on a fourth, which is a First Year Experience Program.
* Provost Clyde announced that last year the discussion of the Lasallian Experience was directed towards putting money aside for students to partake in a study abroad or study away trip, yet now this idea is being revisited and thought to be applied to service.

**9. New Business**

* No new business

**Next EAC Meeting: Tuesday, November 7, 2017 at 3:30pm.**

**Meeting Adjourned at 5:01 pm**

Submitted by Kaitlyn von Runnen