**DRAFT**

**MANHATTAN COLLEGE**

Educational Affairs Committee Meeting

5 December 2017

**Present:**

*Voting Members:* William Clyde, Cheryl Harrison, Musa Jafar, Yongwook Kim, Walter Matystik, Janet McShane, Karen Nicholson, Constantine Theodosiou, Lawrence Udeigwe, Kaitlyn von Runnen, Crystal Xu

*Ex Officio Members***:** Jake Holmquist, John Leylegian, William Walters

*Visitors:*Lisa Juncaj, Annie McKenney

**Absent:**

*Voting Members:*  Nicole Fella, Sr. Remigia Kushner, Rocco Marinaccio, Anna Rosario

Meeting was called to order at 3:37 pm by Provost William Clyde.

1. **Approval of Agenda**

* *Motion:* To approve the agenda for the December 5, 2017 meeting.
* *Discussion*: None
* *Vote*: Motion carried
* *Resolution*: The meeting agenda for the December 5, 2017 meeting was approved.

**2. Approval of Meeting Minutes from November 7, 2017**

* *Motion*: To approve the minutes from the meeting of November 7, 2017.
* *Discussion:* None
* *Vote*: Motion carried
* *Resolution:* The clarification was made and the minutes from the meeting on November 7, 2017 were approved.

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

John Leylegian reports:

* The CCC did not meet quorum last meeting, which was right before Thanksgiving.
* The CCC will meet next week and discuss the MBA concentration in Accounting (12 credits). The CCC will report back.
  + Provost Clyde added that the goal is to improve the visibility of concentrations.
  + Dr. McShane asked “what constitutes a concentration?” It means different things to different departments, school and programs.
  + Provost Clyde responded that a minor is considered credits taken outside of the major, and concentrations are considered an extra emphasis within the major.
* It was stated that any program (major, minor, or concentration) that requires more than nine credits, must go through the CCC.

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

Jake Holmquist reported:

* Argos training is occurring this week on Tuesday December 5, 2017, Wednesday December 6, 2017, and Thursday December 7, 2017.
* Accessibility is a major initiative that is taking precedent. There is a major movement to make Moodle and Manhattan College’s website more accessible.
* The Library and the CTC worked together to get more study spaces available for students especially due to finals week approaching.
* The CTC is promoting the use of the *Glance MC App* or accessing the Manhattan College Website and searching *Labseat*, as a tool to find available spaces in computer labs throughout campus.

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

The CLC did not meet. There was nothing to report. They are meeting Wednesday December 6, 2017.

**6. Report of the Graduate Council**

The Graduate Council did not meet and had nothing to report. They are meeting Wednesday December, 2017.

**7. Old Business**

At the next meeting on Tuesday February 6, 2018, the Center for Academic Success is presenting on the Midterm Grade Policy and Academic Early Warning.

**8. New Business**

1. ***Timing of Drop Date***

Presented by Lisa Juncaj, Director of Student Accounts and Bursar Services, and Annie McKenney from the Registrar’s Office

* Some students have raised concern regarding the weeklong add/drop period. Students have asked why the add/drop period cannot be longer than one week, as the first week most pertains to the syllabus, and students may not know if this is the correct class for them. After a week, if a student does not wish to take the class any longer, he/she must withdraw, which may set him/her back in their program/major requirements.
* Ms. Juncaj and Ms. McKenney presented on some reasons why the add/drop period is limited to one week.
  + Pedagogically, not having a full class roster results in a loss of momentum within the class. Students who enter later than one week will fall behind.
    - Professors should make their syllabi available as soon as possible so students can see it and review, making an informed decision in regards to the class as soon as possible.
    - Students should seek the advisement of the academic advisors and professors early on. It was said that most students who are concerned about this length of the add/drop period tend to the ones who are not aware of what they are expected of and choose to procrastinate.
  + Financially, students receive refunds if they pay extra. Extending the add/drop period would delay the process of refunds, which many students need and use the money in order to purchase books and other necessary class materials.
    - Many students do not register on time, even though there are no holds on their accounts. This limits their abilities to get into classes and increases chances of taking a class that may not best suit them.
  + The extension of the add/drop period, would delay the report of Clearinghouse, which would further delay loans for students. This information is crucial.

***b) Reporting Academic Integrity Policy Language--revisions are being drafted by Walter Matystik and Tamara Britt (the college’s General Counsel) and will be brought to a future EAC meeting. Revisions being considered include,***

* Cheating
  + Discussion of the language of the Academic Integrity Policy language regarding cheating. The EAC considered the revisement to be along the lines that the unauthorized use of technology is academic dishonesty and authorization for use must be given. It was further stated that this policy should be embedded in syllabi across campus.
* Reporting
  + Discussion of the language of the Academic Integrity Policy language regarding reporting. The EAC discussed that there should be a clarification and/or specification of minor and major violations. There was discussion that accumulations and consequences need to be implemented and upheld.
  + Faculty should report and document all violations of the Academic Integrity Policy, while deans are to adjudicate.

**Next EAC Meeting: Tuesday, February 6, 2018 at 3:30pm.**

**Meeting Adjourned at 4:49 pm**

Submitted by Kaitlyn von Runnen