# **MANHATTAN COLLEGE**

**Educational Affairs Committee Meeting**

**6 February 2018**

**Present:**

*Voting Members:* William Clyde, Musa Jafar, Yongwook Kim, Janet McShane, Rocco Marinaccio, Constantine Theodosiou, Lisa Toscano (for Sr. Remigia Kushner), Crystal Xu

*Ex Officio Members:* John Leylegian, Kashifuddin Qazi

**Absent:**

*Voting Members:*  Nicolle Fella, Cheryl Harrison, Walter Matystik, Karen Nicholson, Anna Rosario, Lawrence Udeigwe, Kaitlyn von Runnen

*Ex Officio Members:* Jake Holmquist, William Walters

**Guests:** Dianna Cruz, Carla Fraser

Meeting was called to order at 3:39 pm by Provost William Clyde.

1. **Approval of agenda**

* *Motion:* To approve the agenda for the February 6, 2018 meeting.
* *Discussion:* No discussion
* *Vote:* Motion Carried
* *Resolution:* Agenda for meeting on February 6, 2018 was approved.

1. **Approval of Meeting Minutes from December 5, 2017**

* *Motion:* To approve the minutes from the meeting of December 5, 2017.
* *Discussion:* No discussion
* *Vote:* Motion Carried
* *Resolution:* Minutes from meeting on December 5, 2017 were approved.

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

Dr. John Leylegian reports:

* The committee met on December 11, 2017. They approved the Concentration in Accounting for the MBA.
* Dr. Leylegian stated that there is a lack of clarity on the Moodle Site regarding state requirements for concentrations and what needs to be submitted. This needs to be addressed.
* At their meeting this month (on February 20) the committee will be reviewing the MS in Nanoscience and the Minor in Chinese.
* Dr. Leylegian stated that the committee is looking at their By-Laws to determine what, if anything, needs to be changed.

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

Director Jake Holmquist was not in attendance at the meeting so there was no report of the CTC.

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

Dr. Kashfuddin Qazi reports:

* The Library Committee met on December 6, 2017 and Dr. Qazi is the new Chair of that committee. The committee also got a new student member and they now have a full contingent.
* The Library Committee discussed the use of the study space that was set aside during finals time. The initial reports are that this space was heavily used by students. However, dedicating this study space meant that faculty who had previously reserved rooms in the library saw their reservations canceled and sometimes without notice. Professor Marinaccio requested that statistics on the use of these study spaces be made available for analysis.
* Dr. Quazi mentioned that the Library Committee is also looking at the book discard policy and making sure that the e booklinks on Jasper search are working.
* The Library will be doing a study on their books and will need to form a committee with 7 faculty members. Interested faculty should contact Dr. Qazi.
* The Library is undertaking a journal/database review to ensure that our library collections meet the needs of faculty and students. The Library Director will be working with Chairs to perform this review.

1. **Report of the Graduate Council**

Provost Clyde reports:

* The Graduate Council will be meeting on Wednesday, February 7, 2018. The Council is trying to make ‘real enrollment forecasts’ for each of the graduate programs to enable the College to better plan for the future.

1. **Old Business**
   1. **Midterm Grade Policy and Academic Early Warning**

Associate Registrar Carla Fraser distributed data comparing midterm grades to final grades for each of the six schools in the college. Previously, the Provost wondered if the midterm grades were really representative of a student’s actual standing in the course. A quick review of the data indicates that the midterm grades are giving the students a good indication of how they are performing in the course.

Provost Clyde also presented data on the number of early referrals made by faculty. These are listed below:

Fall 17 -- 61 referrals by 21 faculty

Fall 16 -- 83 referrals by 34 faculty

Fall 15 -- 66 referrals by 18 faculty

Fall 14 -- 196 referrals by 45 faculty

Fall 13 -- 102 referrals by 24 faculty

Provost Clyde went on to inform us that we have approximately 200 full-time faculty and approximately 175 adjuncts. Based on these numbers, not a lot of faculty are using the early referral system.

Professor Marinaccio questioned what constitutes a warning in week 2 or 3. This is early in the semester and for many courses there is not yet enough data to make a referral (except in the case of excessive absences). Diana Cruz stated that MapWorks gets ‘murky’ for some faculty. Many faculty in her area will consult with her about students rather than go through the MapWorks system. Professor Jafar from Business stated that we could utilize more of the features of the Moodle site to determine if students are participating in course activities (e.g. we can check if they have accessed the site, etc.).

It was again mentioned by numerous committee members, that if a faculty member makes a referral then they should be contacted. This is not always happening.

*Action Item:* The Provost will invite a representative from the Center for Academic Success to give a report on the use of faculty referrals and Mapworks.

* 1. **Academic Integrity Policy Language**

The language for this policy is being revised and these revisions are being spearheaded by Walter Matystik. The current language is confusing regarding the path a faculty member should take to report violations.

1. **New Business**
   1. **Process for Approval of Transfer Courses**

Dr. Leylegian requested this item be on the agenda as this topic came up during the CCC meeting. There seems to be discrepancies as to how courses transferred to Manhattan College get approved for credit. There are instances of students receiving credit for courses taken at other institutions yet the outside courses are not equivalent to the Manhattan College course for which they received credit.

The members of the EAC questioned what is currently done. There was some discussion about a Transfer Course Database that is in the process of being developed.

* *Action Item:* The Assistant Deans will draft a policy that explains how transfer credit should get evaluated for equivalency to Manhattan College courses. Dianna Cruz will spearhead this effort.

**Next EAC Meeting: Tuesday, March 6, 2018**

**Meeting Adjourned at 4:54 pm**

Submitted by Janet McShane