**DRAFT**

**MANHATTAN COLLEGE**

Educational Affairs Committee Meeting

6 March 2018

**Present:**

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

*Ex Officio Members***:** Jake Holmquist, John Leylegian, William Walters, Carla Fraser, Dianna Cruz, Lisa Toscano

*Visitors:*Acacia Stevens, Marisa Passafiume

**Absent:**

*Voting Members:*  Nicole Fella, 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 March 6, 2018 meeting.
* *Discussion*: None
* *Vote*: Motion carried
* *Resolution*: The meeting agenda for the March 6, 2018 meeting was approved.

**2. Approval of Meeting Minutes from February 6, 2018**

* *Motion*: To approve the minutes from the meeting of February 6, 2018.
* *Discussion:* 
  + Mr. Walter Matystik requested to add Ms. Tamara Britt to the Academic Integrity Policy section in the February 6, 2018 minutes.
* *Vote*: Motion carried
* *Resolution:* The clarification was made and the minutes from the meeting on February 6, 2018 were approved.

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

Jake Holmquist reported:

* The CTC is working with the ID Office on ID cards in discussion of who gets an ID, the access their IDs provide, and streamlining the ID process. There has been a rising issue of students taking screen shots of their student IDs and sharing them with other individuals to gain access into buildings such as academic buildings, residence halls and dining facilities. The CTC is advocating to keep using the technology, but to improve it and make sure it is more secure through revision such as using RS (Radio Signal) Code.
* The CTC is working on making Banner more accessible.
  + Provost Clyde asked about the Faculty Technology Committee status to which it was reported that there has been an ongoing challenge among the the Faculty Technology Committee and the CTC’s Academic Committee in finding a meeting time.

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

John Leylegian reported:

* A minor in Mandarin Chinese, a concentration in Sports Media Production (through the Undergraduate Communication Major), and a Masters in Nanoscience have all been approved as additions to the 2018-2019 academic course offerings.
  + Walter Matystik added that only concentrations that include new courses comprising of  **more than 9 credits**, must pass through the CCC. All other concentrations (including 9 credits or less of new courses) do not need approval of the CCC; however, they must be submitted through the Provost’s Office to the State.
  + Constantine Theodosiou asked for clarification regarding if a modification to a course would have to pass through the CCC. Provost Clyde responded that it does not have to pass through the CCC, unless it requires a new CRN number. Changes in the syllabus do not require passage through the CCC.

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

The CLC had nothing to report.

**6. Report of the Graduate Council**

Provost Clyde reported:

* The Graduate Council’s major focus at the last meeting was to get an idea for where the Graduate programs stand in terms of the next academic year in order to allocate the appropriate financial funds. The Graduate Council recognized that the level of marketing analysis has not been “industrial grade.” There have been cases where programs have had to close because of low interest and enrollment. The Council is establishing a new “market analysis” as part of the new program creation process. The Graduate Council will look at the amount of interest within a program, other schools offering the same program, as well as the current state (increase, stagnation, or decrease) of Manhattan College’s current programs to best determine what to offer at Manhattan College.
* The Graduate Council is planning to build in a three year review process. This will evaluate the graduate programs being offered and determine what programs will be kept, what programs need improvement, and what programs will be discontinued.
* Provost Clyde stated that the Graduate Schools will begin an admissions process with ideas used in the undergraduate admissions. The graduate programs will begin to actively recruit graduate students to build enrollment.

**7. Old Business**

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

Presented by: Acacia Stevens, Retention Specialist at the Center for Academic Success

* Ms. Stevens presented on the Academic Updates in Mapworks as they are used as reports of students’ progresses in a class. Academic Updates include but are not limited to student’s failure risk (low or high), grade in progress, number of absences, commentary of student progress in the course, and ability to make referrals for academic assistance. These updates assist in risk calculation through providing negative and positive information.
  + Academic advisors and administrators can see any and all updates submitted for a student, which is essential in meeting with a student. They can also run academic update reports which is useful for students who may be on merit scholarships and are endanger of losing their scholarship.
  + Faculty members can submit referrals. The referral is sent to the student’s primary college advisor. Outreach will occur based upon the “related activity.” Once outreach occurs, the referral will be closed. Faculty can monitor the status of referrals. Faculty do not necessarily receive an update based upon the nature of the issue as it may violate FERPA policy.
* Provost Clyde recommended bringing forth to the Chairs Meeting and constituencies about how to bring more awareness towards Mapworks and the importance of it.

***b) Academic Integrity Policy Language***

* Walter Matystik and Tamara Britt have been working on the Academic Integrity Policy, which is almost finalized and will be on the next EAC agenda. Ms. Tamara Britt will present the finalized policy.

***c) Process for Approval of Transfer Courses***

Dianna Cruz presented:

* Transfer Credits for Accepted Transfer Students: Initial Evaluations will be performed by Kimberly Billera, Assistant Director of Transfer Admissions. These evaluations then pass onto the assistant deans and documented into the admissions office’s database. Assistant deans review the transcript and evaluation. Upon approval, it is returned to Kimberly Billera, who notifies the student.
  + Dr. Janet McShane questioned who is responsible for determining equivalence of first year student transfer credits, as credits are being accepted as equivalent, when they aren’t and then students fall behind. Discussion ensued that this would have to be a conversation within schools and departments.
* Transfer Credits for Off Campus Courses:
  + Chairs of Departments need to be aware that evaluation of courses and their equivalence need to begin now. Some of these equivalencies are in banner, but a list needs to be kept by the chairs as well. Dianna Cruz further emphasized that there needs to be a timeline of approval of transfer credits amongst students and faculty. There was a re-emphasis that for off-campus courses, students need the approval of the chair that the course is equivalent to a Manhattan College course and then the approval of the dean of the school to take the course off campus.

**8. New Business**

1. ***Textbooks***

This item will be discussed at the next EAC as an “Old Business” item. Provost Clyde provided a preview that it has been found that students do not buy course textbooks for all of their courses. As a result, students are not performing as well. Provost Clyde further stated that the “underserved population” are among those who are most likely not to buy the textbooks. Provost Clyde concluded by stating that there will be a discussion on how to address this at the next EAC meeting, and that this issue will also be addressed at the Chairs Meeting.

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

**Meeting Adjourned at 5:03 pm**

Submitted by Kaitlyn von Runnen