**DRAFT**

**MANHATTAN COLLEGE**

Educational Affairs Committee Meeting

3 April 2018

**Present:**

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

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

*Visitors:*Tamara Britt

**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 April 3, 2018 meeting.
* *Discussion*: None
* *Vote*: Motion carried
* *Resolution*: The meeting agenda for the April 3, 2018 meeting was approved.

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

* *Motion*: To approve the minutes from the meeting of February 6, 2018.
* *Discussion:* None
* *Vote*: Motion carried
* *Resolution:* The minutes from the March 6, 2018 meeting was approved.

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

John Leylegian reported:

* At the CCC’s last meeting, the committee discussed changes to be made to the computer science program. Their concern was about the changes to be made and how it will affect credits in students obtaining a BA degree. The committee felt that the changes in the program exceeded the nine credits and should have been approved by the CCC.
  + John Leylegian and Dean Constantine Theodosiou agreed that this matter will be discussed outside the EAC meeting.
* The CCC discussed that any concentrations need to go through the CCC in order to be reviewed and sent to the State for approval. A concentration must be filed through the State as a sequence or cluster of nine or more courses in one particular area. In addition, any major changes in an existing program ought to be reviewed by the CCC and that if a new program or major change in a program has not been submitted to a state, it must go through the CCC and then be sent to the State. The CCC would like these changes to be made and approved in the bylaws. The CCC would like to make these changes in the bylaws.
  + Dean Constantine Theodosiou questioned what the CCC will be doing in this approval, as they are preexisting courses, that have already been approved.
    - Dr. Marinaccio suggested that the CCC be responsible for keeping a running list of what the concentrations are being offered.
  + Provost Clyde will call the State to follow up in order to provide clarity on what a concentration is and what qualifies as concentrations.
* Lastly, the CCC would like to elect the chair and secretary of the committee at the last meeting of the academic year rather than at the first meeting of the next academic year.

*Motion:* To approve the changes put forth by the CCC as stated above to its bylaws.

*Discussion*: None

*Vote*: 10 votes in favor, 1 abstention (Provost Clyde)

*Resolution*: The changes put forth by the CCC to change the bylaws according as been passed and approved.

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

Jake Holmquist reported:

* At the last CTC meeting there were two topics discussed:
  + Communication Manager Tool: A presentation was made on this tool that is used to communicate between offices by streamlining.
  + Self-Service and Banner 9: Self-Service and Banner 9 that faculty use will be updated. This will assist with the use of mobile devices, making it more user friendly.

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

The CLC had nothing to report. The next meeting is in April.

**6. Report of the Graduate Council**

Provost Clyde reported:

* The March meeting was moved to April due to snow cancellations. The next meeting will discuss marketing strategies, admission requirements and programs to continue conversations with other schools in order to increase the students who attend our graduate programs.

**7. Old Business**

*a****) Academic Integrity Policy Language***

* Walter Matystik and Tamara Britt have been working on the Academic Integrity Policy, which was presented at this EAC meeting for feedback. The policy addressed the following particular areas:
  + Misconduct and Plagiarism
  + Level of Academic Integrity Violations: *The Four Tiers*
    - Tier 1: Opinion of the Instructor, Student has no Intent
    - Tier 2: Cheating, Plagiarism, Fabrication, or Academic Misconduct
      * Less than 25% of the grade of the course
    - Tier 3: Cheating, Plagiarism, Fabrication, or Academic Misconduct
      * Greater than 25% of the grade of the course
    - Tier 4: Making up data, changing, altering or falsifying a grade report or form, coercing to obtain an un-administered test, stealing, buying or selling any part of an un-administered exam, paper or art work, destroying or hacking accounts, sabotaging work.
  + Tier 3 and 4 offenses result in going to the Judiciary Committee.
  + Sanctions are based upon the Four Tiers
    - Training would occur via the Center for Academic Success.
    - It was suggested that sanctions should be either community service oriented not a punitive writing assignment.
  + Multiple Offenses
  + Removal from record upon graduation
  + Appeal Process for Tier I and Tier II violations
    - Appeals for Tier I and II violations apply towards course grades not the individual assignment grade.
    - It was suggested that the window to appeal be tightened to 60-90 days or less.
    - Appeal must go through the Campus Judiciary Committee.
  + Referencing academic integrity in every campus syllabus.
  + Faculty are Mandatory Reporters.
* There was discussion by EAC members to review the definitions in the document to ensure they encompass everything with the inclusion of technology and other individuals. Provost Clyde suggested a subcommittee to help create this policy. In addition, it was discussed that the policy be condensed to three tiers instead of four, to promote clarity and distinction amongst the tiers in terms of each issue.
  + Dr. Marinaccio voiced that there is a clear difference between intent and misknowledge or un-mastery of skills.
  + The Subcommittee as of the meeting is comprised of:
    - Dr. Janet McShane
    - Kaitlyn von Runnen
    - Kerry Cavanaugh (2018-2019 Student Government VP of Academic Affairs)
    - Dean Keith Brower

***b) Textbooks***

* This brief conversation was in regards to student access to textbooks. .
  + In summary, students don’t always have access to textbooks. It is found that students who are underserved tend to not obtain textbooks.
  + A survey is going to be released to our student body on campus in regards to their rental and/or purchase of textbooks.
    - Dr. Marinaccio requested that faculty be also given a survey in regards to the costs of the books and the usage of the books.

***c) Final Exam Schedule***

* Discussion has been moved to the next meeting.

***d) Class Meetings before Holidays***

* Provost Clyde addressed that classes should be held accordingly prior to holidays. A further discussion will be held next meeting to determine proper reinforcements throughout the semester on this issue.

**Next EAC Meeting: Tuesday, May 1, 2018 at 3:30pm.**

**Meeting Adjourned at 5:07 pm**

Submitted by Kaitlyn von Runnen