**DRAFT**

**MANHATTAN COLLEGE**

Educational Affairs Committee Meeting

4 September 2018

**Present:**

*Voting Members:* William Clyde, Cheryl Harrison, Poonam Arora, Yongwook Kim, Sr. MaryAnn Jacobs, Karen Nicholson, Constantine Theodosiou, Kerry Cavanagh, Nadia Itani, Kaitlyn Von Runnen, Nuwan Jayawickreme, Mark DeBonis, Rani Roy

**Ex Officio Members:** Jake Holmquist, Helene Tyler, Carlos Tonche, William Walters

**Absent:**

*Voting Members:*  The two faculty senators have not yet been named and so they were absent

*Ex Officio Members:*  None

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

1. **Officer Election**

* *Motion:* Motions were made to elect Provost William Clyde as Chair, Kerry Cavanagh as Vice-Chair and Dr. Nuwan Jayawickreme as 2nd Vice-Chair of the Manhattan College Educational Affairs Committee.
* *Discussion:* No discussion
* *Vote:* Motions carried.
* *Motion:* Newly elected officers were in place.

2. **Approval of Agenda**

* *Motion*: To approve the agenda for the September 4, 2018 meeting
* *Vote*: Motion carried
* *Resolution:* The meeting agenda for the September 4, 2018 meeting was approved.

**3. Approval of Meeting Minutes from May 1, 2018**

* *Motion:* To approve the minutes for the May 1, 2018 meeting.
* *Discussion*: Typos were brought up by Registrar Carlos Tonche.
* *Vote*: Motion carried
* *Resolution*: The meeting minutes for the May 1, 2018 meeting was approved with the typos fixed.

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

Dr. Helene Tyler reports:

* The CCC met on May 15, 2018, and approved several concentrations in the School of Science. These concentrations are nanoscience, environmental science, environmental biology, biomedical sciences, theoretical physics, and machine learning and intelligence.
* Dr. Kim Fairchild is on parental leave, so there will have to be a new vote or a rotating secretary for the fall semester.
* According to the bylaws, the CCC is responsible for archiving the minutes of the curriculum committees of each of five schools and the Graduate Education Committee. Dr. Tyler reported that the CCC has not been receiving the minutes with regularity. She has asked the deans and the Provost to send these materials. Clarification was made regarding the fact that there are six schools, not five. Provost Clyde proposed removing the Graduate Education Committee and adding the School of Continuing and Professional Studies.
* The next meeting will be held September 14, 2018 at 3:30. Subsequent meetings will be held the third Tuesday of the month.

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

Chief Information Officer Jake Holmquist reports:

* The CTC hasn’t met since April. There is a digital accessibility initiative which will be released in the MC announcements. This is a five week initiative related to digital accessibility best practices.
* Dean Theodosiou asked the question of how faculty can request new software. Jake stated that faculty would have to make a request with IT.
* Dean Nicholson asked a question regarding Argos and its use. Jake clarified that Argos is a reporting platform, which is mostly banner data, that can be used by various offices on campus. The goal was to have Argos more readily available for faculty to use. Jake shared that initially they envisioned a wider audience would use it, but are hopeful that more people will begin to utilize this resource. There is an active discussion with assistant deans in regards to their needs of reporting.

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

Executive Director of the Library William Walters reports:

* After the discussion from the previous meeting about the Alumni Room and its availability for faculty use before and during finals week, William clarified that the Alumni Room will be kept bookable and can be booked until 6pm during the week before finals. During finals week, the Alumni Room will be utilized as an open lab for students to study in.
* The library will no longer be receiving paper copies of the New York Times and USA Today. Instead, the college will have online access to these newspapers within a week. Dr. Arora asked if Wall Street Journal could be added to the list of subscriptions. Provost Clyde said we would have to discuss that possibility later on, taking into account budgets. William will send out a blast email about this online access.
* The library went through upgrades this summer. There is new carpeting on the 5th floor. The 5th floor is much more open now, with the hopes of creating more study space for students. There will be 12 additional computers added in the open area of the 1st floor within the next 3 weeks.
* ENG 110/210 professors have now devoted two class sessions, instead of just one, for library instruction. This now allows for more time to cover topics all aspects of information literacy.
* William thanked the faculty for their feedback regarding journals.
* There is a new virtual catalog that displays the newest additions to the library collection.

**7. Report of the Graduate Council**

* Provost Clyde reported that the Graduate Council is meeting tomorrow 9/5.

**8. Old Business**

1. **Old business**
   1. Academic Integrity policy language (attached)

* A new committee was re-created to discuss the Academic Integrity policy with Provost Clyde, Sr. MaryAnn Jacobs, Kerry Cavanagh, and Nadia Itani as its members.
* The current revised draft will be reviewed by this committee.
  1. Textbooks
* Dr. Clyde discussed the topic of textbooks and the financial burden that often comes with purchasing textbooks. Dr. Clyde shared a subscription called Cengage Unlimited, that allows students to have access to over 22,000 online textbooks. For a semester of access, the student would have to pay about $130 and could potentially have access to all of his or her textbooks. There is also an option to rent a print copy for the semester at an additional fee of $7.99.
* Provost Clyde will have a conversation with chairs to discuss the possibility of using Cengage for their classes.
  1. Honors Program
* Brian Chalk is working on expanding the Honors Program.
* Brian will present at the next meeting to share any updates regarding the progress of the Honors Program.

1. **New business**
   1. College 101

* Acacia Mauriello and Marisa Passafiume presented on the college’s new retention tools, College 101 and Manhattan Opens Doors (MOD).
* College 101 is a Moodle course that is automatically assigned to all freshmen and incoming transfer students. The course is available on demand and reviews study skills, decision making, goal-setting, and proper email etiquette, to name a few. Acacia mentioned that faculty can opt in to the course so they can view what is covered.
* Provost Clyde will forward an email to faculty about the purpose of the College 101 course and information on how to opt in.
* Manhattan Opens Doors (MOD) is an extension of the Orientation program. First year students now will be receiving monthly check points and email blasts from their orientation leaders. The idea was to have another student be that point person for any questions or concerns that arise during their first year. It will be similar to a peer mentor program.
* Dr. Tyler suggested that the course be listed as a community site so faculty will be able to view it without getting emails regarding every student’s progress. Provost Clyde asked Dr. Tyler and Sr. MaryAnn to follow up with Acacia sharing some faculty input.
* Dr. Jayawickreme will send a follow up to Marisa regarding the transitional period for students coming from low socio-economic background
  1. Grade replacement policy (<http://catalog.manhattan.edu/undergraduate/academicstandardsandprocedures/repeatacourse/>)
* Provost Clyde shared with the committee the current language in the grade replacement policy, which was created for the 2014-2015 school year.
* Provost Clyde has proposed changing the language from “any student who has not met the minimum required grade for his/her program of study.” to “any student retaking the course.”
* This will be added to agenda for next time to discuss.

Rani Roy presented on employment after graduation. Paid internships proved to be a significant factor in whether students were working full-time. Dr. Arora asked if the graphs were GPA controlled, to which Rani Roy said no.

1. **The next meeting is scheduled for October 2, 2018 at 3:30 pm.**

**Meeting adjourned at 5:04 pm.**

Submitted by Kerry Cavanagh