**Present:**

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

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

**Absent:**

*Voting Members:*  Cheryl Harrison

*Ex Officio Members:*  None

Meeting was called to order at 3:35pm by Provost William Clyde.

**1.** **Approval of Agenda**

* *Motion*: To approve the agenda for the October 2, 2018 meeting
* *Discussion*: Provost Clyde proposed that the “election of officer of EAC” is removed since this was done at the September 4, 2018 meeting.
* *Vote*: Motion carried
* *Resolution*: Agenda was approved with changes.

**2. Approval of Meeting Minutes from September 4, 2018**

* *Motion*: To approve the minutes for the September 4, 2018 meeting.
* *Discussion*: Dr. Jayawickreme suggested that going forward, the meeting minutes should refer to members of the committee by their titles and should be referred to the same way throughout the meeting minutes. The example of interchanging Dr. Clyde and Provost Clyde was brought up. Also, Carlos Tonche suggested editing a typo under “Report of the College Library Committee (CLC)”
* *Vote*: Motion carried
* *Resolution*: The meeting minutes for the September 4, 2018 meeting was approved with changes.

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

Dr. Helene Tyler reports:

* The CCC has not not received any proposals to report. At their last meeting the CCC spent time orienting new members to bylaws of the committee and discussed the roles of the new members.
* Dr. Tyler clarified that there will be no CCC meeting on March 19, due to spring break.
* Finalized EAC minutes should be posted on Moodle Community Site so that committees, including the CCC, have access to them.
  1. Proposed bylaws changes (attached)
* The proposed change was editing “six schools,” instead of five under “Article I. Constitution and Purpose.”
* Registrar Carlos Tonche suggested including the names of the five schools under “Article II. Membership.”

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

Chief Information Officer Jake Holmquist reports:

* The CTC met late in September.
* Jake clarified the committees within the CTC as: ATC, Enterprise Data Committee, Infrastructure and Support Committee, Security and Policy, and Web & Collaboration committee.
* MDAT Committee approved 4 initiatives to better classify, define, and make use of data.
* There has been an initiative to extend the Analytics and Visualizations features of Argos - an area that has previously fallen short - and will becoming available in the form of “interactive dashboards” - a different flavor of reporting that is more concise and more interactive, rather than the typical spreadsheet type format. This is built on the work already invested into making data available in Argos.
* There is discussion about Emergency Alerts and how to bring them to desktops and visual signage on campus
* A number of campus offices have reported on progress adopting digital imaging in their processes
* All meeting minutes are available at [ctc.manhattan.edu](http://ctc.manhattan.edu/)

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

Executive Director of the Library Dr. William Walters reports:

* The CLC will be meeting within the next few weeks.

1. **Report of the Graduate Council**

Provost Clyde reports:

* The Graduate Council met on September 5 and discussed different marketing strategies for the graduate programs. Each graduate program will have a 2-sided sheet that explains the coursework required to get a graduate degree in that program.

1. **Old business**
   1. Academic Integrity policy language (attachment coming)

* The committee met on September 11 and discussed a point system. Three levels of concern were addressed. The current draft has three tiers with a range of points 1-3. After 3 points, the student will be asked to leave Manhattan College. Provost Clyde stated that the committee is hoping to shorten the current document. There was discussion about the violations listed in the draft and if there were any violations that can immediately result in expulsion. Provost Clyde clarified that any academic integrity that was also a criminal act could be classified in the third tier of violations.
* Student member, Kaitlyn Von Runnen, suggested that warnings should be in place, particularly for violations such as improper citation. Kaitlyn stated that many professors refuse to review the basics of citation, and thus it makes it tough for students tend to have difficulty properly citing. Kaitlyn shared that she feels that students should be granted a warning, since it is not intentional, but must meet with the professor to discuss the violation, and then be required to attend training at the Center for Academic Success. The warning should be recorded in a system that would have to be discussed with ITS. Dr. Arora suggested that if the student does not meet with the professor or attend a training at the CAS, then the faculty member should bring the concern to the Dean.
* Provost Clyde emphasized that the hope is to streamline the Academic Integrity Policy so that faculty members are not hesitant to report violations.
* Dr. William Walters added that there is a difference between academic integrity and academic knowledge.
* Kaitlyn Von Runnen compared this point system to that of residence hall infractions. She shared that as an RA, she sees students who get documented on numerous occasions for having illegal substances, yet can still be enrolled as students. On the other hand, after a student gets three points for academic integrity violations, he or she would be asked to leave. Kaitlyn stated that she felt there were different expectations of what integrity means across campus. The committee agreed that we, as a college, need to speak about what integrity means.
* Sr. MaryAnn Jacobs asked if there is any data to see how much of an issue academic integrity is on this campus. Provost Clyde stated that because many faculty are not reporting violations, there is not much data on the issue.
  1. Honors Program
* Dr. Brian Chalk will bring updates to the Honors Program to Chairpersons for input on October 10th. Dr. Chalk will present at the next EAC meeting on November 6.
  1. Grade replacement policy (Current policy at <http://catalog.manhattan.edu/undergraduate/academicstandardsandprocedures/repeatacourse/>; proposed changes attached)
* Provost Clyde shared the proposed changes which included changing the minimum required grade to be replaced.
* Proposed change is “The maximum acceptable grade to be replaced is a “C” (2.00.)”
* Dr. Kim explained that in the School of Engineering, the majority of 100 and 200 level classes are prerequisites courses for the remainder of the Engineering curriculum. As of now, a grade of C or better must be achieved in order for a student to continue in their course of study. However, Dr. Kim questioned the fairness of allowing a senior to retake a sophomore level class, since every class that had been taken since sophomore year built up on that sophomore class. He continued to say that not many other engineering schools have a grade replacement policy in place. Additionally, when hiring students, industry takes GPA into consideration, and looks particularly at the engineering classes that had been taken.
* Dr. Omidvar agreed with Dr. Kim and said he had not heard of this at other institutions.
* Provost Clyde suggested that he felt it is far more important for the student to take the initiative to master the material.
* Dr. Tyler added that some students are more able to afford retaking these classes compared to others.
* Dr. Nicholson shared that in the School of Education, some students are right at the brink of an acceptable GPA to students teach, and without having this policy in place, there would be no options for them.
* This discussion will be continued at the next EAC meeting.

1. **New business**
   1. Academic Calendar for 2019-2023 (attached)

* As in the last few years, Graduate Commencement will fall on a Wednesday and Undergraduate Commencement will fall on a Friday. This will allow for two seven week summer terms.
* Dr. Tyler asked a question regarding Senior Week’s appearance on the academic calendar.
* Dr. Tyler should reach out to John Bennett to share her concerns.

1. **The next meeting is scheduled for November 6, 2018 at 3:30 pm.**

**Meeting adjourned at 5:01.**

**Submitted by Kerry Cavanagh**