

DRAFT
MANHATTAN COLLEGE
Educational Affairs Committee
6 November 2018

Present:

Voting Members: William Clyde, Yongwook Kim, Sr. Mary Ann Jacobs, Karen Nicholson, Kerry Cavanagh, Nadia Itani, Mark DeBonis, Rani Roy, Mehdi Omidvar, Cheryl Harrison

Ex Officio Members: Helene Tyler, Carlos Tonche, William Walters

Absent:

Voting Members: Kaitlyn Von Runnen, Nuwan Jayawickreme, Constantine Theodosiou, Lawrence Udigue, Poonam Arora

Ex Officio Members: Jake Holmquist

Meeting was called to order at 3:36pm by Provost William Clyde.

1. Approval of agenda

- *Motion:* To approve the agenda for the November 6, 2018 meeting
- *Discussion:* Dr. Debonis suggested adding “faculty scheduling extended time for class or exam in a way that conflicts with other classes -- and moving classrooms without scheduling them.” Student Kerry Cavanagh suggested adding “Changes in Curriculum-- e.g. global business.” and “Independent Study Policy.”
- *Vote:* Motion carried
- *Resolution:* Agenda was approved with additions.

2. Approval of meeting minutes from October 2, 2018 (attached)

- *Motion:* To approve the minutes for the October 2, 2018 meeting.
Discussion: Dr. William Walters suggested elaborating the fourth bullet under “7b” to say “Dr. William Walters added that there is a difference between academic integrity and academic knowledge -- that failure to cite in connection with a paraphrase or quote is a violation of academic integrity, for instance, while using the wrong citation format is not.”
Dr. Nicholson suggested adding a word under “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.” The word “who” was added before the word “tend.”
- *Vote:* Motion carried
- *Resolution:* The meeting minutes for the October 2, 2018 meeting were approved with changes.

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

Dr. Helene Tyler reports:

- The CCC did not meet because the committee did not receive any proposals. However, the bylaws were revised electronically reflecting the suggestions from the EAC.

- *Motion*: To approve amended bylaws
- *Discussion*: No discussion.
- *Vote*: Motion carried.
- *Resolution*: CTC Bylaws were approved.

4. Report of the College Technology Committee (CTC)

Chief Information Officer Jake Holmquist emailed in a report:

- There were no CTC meetings during October. The next meeting will take place this month.

5. Report of the College Library Committee (CLC)

Executive Director of the Library Dr. William Walters reports:

- The fifth floor carpet was replaced and reference bookstacks were removed in an effort to increase the number of student study spaces.
- The Holocaust and Genocide Interfaith (HGI) Education Center is moving onto the fifth floor and the former office will open up as a study space.
- There are now 18 computers downstairs on the first floor.
- There will be two, instead of just one, instructional sessions in every section of English 110/210 courses.
- The Committee recommended that when asking seniors to complete the JOLT test, the librarians ought to offer more of an incentive.

6. Report of the Graduate Council

Provost Clyde reports:

- The Graduate Council met and spoke about the upcoming Graduate Open House, enrollment, marketing strategies, and international marketing.
- The Graduate Open House is on November 13th.

7. Old business

a. Grade Replacement Policy (attachment)

- *Motion*: To approve to move the discussion regarding the Grade Replacement Policy to the floor.
- *Vote*: Motion carried.
- *Resolution*: The discussion regarding the Grade Replacement Policy was brought to the floor.

Discussion:

- Provost Clyde suggested revising the 15 credits allowed, to 16 credits, since some courses are 4 credits, with a lab component.
- Dr. Debonis stated that at the last Mathematics department meeting, the faculty questioned why there are grade limitations.

- Dr. Kim suggested that in case of changes of deans, there should be a concrete policy in place so that some deans are not more liberal in their decisions to approve the grade change compared to others.
- Dr. Omidvar stated that Manhattan College will be deviating from practice in the region, citing that NYU, which also has engineering, has a couple of stipulations in their policy, such as the time restriction of within a year of taking the course. He also stated that having two or three conditions clarifying when the courses could be repeated, could address all the school's concerns. Dr. Omidvar stated hesitations regarding the fairness of the policy for those students who work hard the first time to receive the grade that is not allowed to be replaced.
- Registrar Carlos Tonche re-stated that both grades remain on the transcript, which helps with transparency. He gave the example of Adelphi University, which does not have engineering, but allows students to retake a course as often as they wish. He concluded with the idea that there is no one policy that fits all.
- Sr. Mary Ann Jacobs asked the registrar for the percent of final grades that are "C's" or lower. Provost Clyde and Registrar Carlos Tonche said that they did not know the information. **Such information would have to be generated by the Registrar's office.**
- Provost Clyde suggested changing "applies to undergraduate courses" instead of including two separate bullets that state that the policy applies to 100 and 200 level classes as well as 300 to 400 level classes.
- Dr. Tyler stated that the EAC is responsible for making decisions for the college, not for any particular school. She continued off of Dr. Omidvar's point regarding the "fairness" of the policy. She said that for example, the Sophomore who aced the class for the first time, probably already had better internships, or research experience under his or her belt.
- Dr. Clyde added the sentence "Ordinarily it is expected that students repeat a course within a year of taking the course."
- Dr. Walters suggested that we delete the sentence "The maximum acceptable grade to be replaced is a "C" (2.00)." since it is listed in the beginning of the policy.
- Dr. Nicholson said we should have a deadline for when students have to apply for a grade replacement, similar to the policy for incomplete grades.
- Registrar Carlos Tonche posed the question of what if a student receives grades of "F", "F", and a "C+?" The committee agreed that both grades of "F" show up on the transcript, but the grade of "C+" would allow the student to graduate. It was also agreed upon that the semester GPAs do not change.
- A change was made adding "ordinarily" before "Applies only to the first time a course is repeated."
 - *Motion:* To approve amended Grade Replacement Policy.
 - *Vote:* 7 votes in favor. 3 against. 0 abstentions.
 - *Resolution:* The amended Grade Replacement Policy was approved.

b. Academic Integrity policy language (attachment)

- Dean Nicholson suggested we add "faculty member creates a Record of Warning in self-service, including the violation and discussion, and shares that Record with the student's dean and the Registrar's office."

- It was clarified that the record is kept by the Registrar's office.
 - Under Section C, "Sanctions," there was a change under "NOTE" to state "Upon graduation from the College, the student may request that the record be removed from their permanent files. The request must be made in writing and addressed to the student's dean."
 - Under "Part III, Section A: Reporting and Adjudicating Allegations of One Point Violations," to state, "The allegation and the sanction imposed by an instructor must be recorded and forwarded to both the dean of the faculty teaching the course and the student's dean."
 - **Dr. Clyde will reflect the changes and determine the reporting mechanism.**
- c. Academic Calendar (attachment)
- There was no discussion.
- d. Honors Program
- Brian Chalk was unable to present regarding the Honors Program.

8. New business

- a. Faculty scheduling extended time for class or exams (in a way that conflicts with other classes) - and moving classrooms without scheduling
- **Provost Clyde will send out a reminder to faculty regarding the policy about scheduling.**
- b. Independent Studies
- Student Kerry Cavanagh brought up that students were told during advising that they were unable to take independent studies, stating that the school was getting rid of independent studies. She mentioned the concern of jeopardizing students from graduating on time.
 - Provost Clyde clarified that there was no discussion in the Dean's Council regarding any changes in the current policy, so the current policy is still in place.
- c. Changes in curriculum e.g. Global Business
- Kerry Cavanagh brought up concerns regarding the removal of the Global Business major. She stated that students who were affected, were only told during advising, and were told to switch to a Global Business minor.
 - **Provost Clyde will follow up and determine where changes were made.**

9. The next meeting is scheduled for December 4, 2018 at 3:30 pm.

Meeting adjourned at 5:01pm.

Submitted by Kerry Cavanagh