**Present:**

*Voting Members:* Yongwook Kim, Sr. Mary Ann Jacobs, Karen Nicholson, Kerry Cavanagh, Nadia Itani, Kaitlyn Von Runnen, Mark DeBonis, Rani Roy, Mehdi Omidvar, Cheryl Harrison, Nuwan Jayawickreme, Constantine Theodosiou, Lawrence Udigue

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

*Guests*: Janet Rovenpor

**Absent:**

*Voting Members:* William Clyde, Poonam Arora

*Ex Officio Members: None*

Meeting was called to order at 3:32 pm by Assistant Provost Rani Roy.

# Approval of agenda

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

# Approval of meeting minutes from November 6, 2018 (attached)

* *Motion*: To approve the minutes for the November 6, 2018 meeting.
* *Discussion*: Registrar Carlos Tonche suggested correcting the spelling of Dr. DeBonis on page 1, Item 1 under “Discussion” and Item 7, the second bullet point under "Discussion" on page 2. Dr. Kim suggested removing the word “not” in the third bullet under “Discussion” under Item 7.
* *Vote*: Motion carried with 1 abstention.
* *Resolution*: The meeting minutes for the November 6, 2018 meeting were approved with changes.

# Report of the College-Wide Curriculum Committee (CCC)

Dr. Helene Tyler reports:

* The CCC met and approved a proposal from the Communication department for an Integrated Marketing Communication Concentration. There are now five concentrations within the Communication department.
* Representatives from School of Business raised concerns in the CCC about whether the AACSB would have a problem with the term “Marketing” being used in the title of the concentration, should it be expanded to a minor or something larger. At this moment, it is okay.
* There is certain terminology that the accreditation body is sensitive to having appear in programs outside of the School of Business.
* The name of the concentration “Integrated Marketing Communication” will remain.
* Assistant Dean of the School of Business, Dr. Janet Rovenpor, stated that students in the School of Business will not be permitted to take classes from that concentration, since the School of Business offers similar courses.
* Dr. Jayawickreme asked if the Communication Department wanted to change the concentration to a minor, if they would have to go through CCC again. Dr. Tyler stated that it would have to.
* Dean Theodosiou asked if the courses fall under course duplication or program duplication. Dr. Tyler stated that it shouldn’t fall under either. There is a section of the material that overlaps, but that is true in a number of pairs of courses on campus. There was not enough overlap to be a real concern.
* The biggest concern was having “marketing” in the name, and how that could trigger the AACSB to look more closely.
* Dean Harrison mentioned that a few years ago, a few classes in the School of Continuing and Professional Studies had to be renamed because “Management” was in the title.
* Dr. Tyler reiterated that it is important that all schools be aware of what might trigger the respective accreditation bodies, especially when going across schools.
* If faculty members wanted input regarding new programs, Assistant Provost Rani Roy recommended that they bring them to their deans so that it can be discussed in the Deans’ Council.

# Report of the College Technology Committee (CTC)

Chief Information Officer Jake Holmquist reports:

* Two committees met in November: Security and Policy and Enterprise Data.
* The Security and Policy Committee discussed an initiative to update current policies to a new searchable policy template as well as create a searchable index of all campus policies. A security initiative to further prevent phishing was discussed as well as a future initiative to implement MFA (Multi Factor Authentication) starting with ITS, then campus employees that represent a high risk level (access to critical campus data including student record, financial transactions, and human resource data).
* Work is underway to simplify the structure and policies related to campus listservs as well as a supplemental project that will provide a CRM-like (customer relationship management) campus offices to provide more consistent targeted communication to students and faculty. The group will start with support staff in Deans' Offices to focus on student communications in each school.
* Meeting Minutes are listed [here.](https://drive.google.com/drive/folders/0B4TIsutR6w_MRWhrRDZkMXRTQ1NjblZMeGhKWVU5dw?usp=sharing)

# Report of the College Library Committee (CLC)

Executive Director of the Library Dr. William Walters reports:

* There was discussion in the CLC about student confidentiality and student records. This includes circulation records, library loan records, etc.
* The goal is to protect students’ confidentiality as much as possible. The best way to do this is to limit the availability of this information at all, which might mean getting rid of this information completely. This would include removing information such as who last returned a book. Dr. Walters hopes that there will be a confidentiality policy in place in the near future.
* Another item of discussion was regarding when there is a federal warrant or subpoena for information. This will be looked into further, but as of now those requests will be cleared by the General Counsel.
* Recently, the library has been hiring librarians as administrators, not as faculty members.
* Student Kaitlyn Von Runnen asked how often the books, specifically for the Education Resources Room, are updated. She stated how some of the books are outdated, and emphasized how important having these resources are for those who are in the classroom. Dr. Walters stated that there will be a new system in place that sends a notification when a new edition is out. The scope of the Education Resources Room must be clarified since the initial purpose of the room was to house children’s and young adult literature, not for other aspects of education.

# Report of the Graduate Council

Dean Nicholson reports:

* Graduate Council did not meet.
* The Graduate Open House was held on November 13th. Data has not been made available yet regarding the attendance.

# Old business

## Review of Grade Replacement Policy

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

Discussion:

* Dr. Jayawickreme stated that he brought up the new policy to the chairs of Liberal Arts and there was broad dissatisfaction regarding it. There were questions regarding what specific classes that students in the Education program were struggling with. There was concern that if students in the Education program are struggling with upper level courses, they might struggle to get into these courses later on, given how often these courses are taught.
* Dean Nicholson clarified that the grade cannot be replaced unless the course is exactly the same and is taken through Manhattan College.
* Changing this policy was to assist those students at the cusp.
* Students still must apply to the Dean’s office before the grade gets replaced.
* Dr. Jayawickreme commented on the process by which this Grade Replacement Policy was voted in. He suggested that the agenda committee keeps tabs on attendance and which members needed time to consult with their respective committees.
* Sr. MaryAnn stated that there were changes made in EAC on the same day the policy was voted in. These changes were not able to be brought to the respective schools to gather feedback before the vote.
* Dean Theodosiou suggested that we put a time stamp for each version of the policy.
* Dean Nicholson suggested committee members have a copy of the proposed policy, whether that is electronic or a hard copy.
* Dr. Tyler stated that the policy is not clear as to when the policy takes effect. In writing, it should state “currently enrolled students” and “retroactively.”
* The updated policy should be in the catalog.
* This policy has to be disseminated to students.

## Academic Calendar (attachment)

* The purpose of the revised academic calendar was to increase summer session enrollment. Another reason the calendar was changed was to allow for Commencement to be on a weekday.
* Kaitlyn Von Runnen spoke on behalf of the Class of 2019 and stated that many of her peers felt that many of the Lasallian principles were not met. Non-traditional families were not thought of and disregarded. In the Senate, they were told that this class would be accommodated for, and as of now, it has not been. It doesn’t sit right with students that promises were not kept.
* Assistant Rani Roy stated that as of now, Commencement is in Draddy and students are given 3 tickets.
* Kaitlyn Von Runnen that the issue goes beyond the number of tickets, and it is more the principle behind it. If students were told two years ago that administration was looking into it, and now administration is still looking into it, it is “alarming.”
* A communication will be sent out before the winter break regarding any updates to the number of tickets.
* Kaitlyn Von Runnen stated that parents now must take off of work to come to campus for Commencement. The purpose behind moving Commencement to a weekday was not met. Sr. MaryAnn also brought up those families who have to fly in and have to take additional time off.
* Kerry Cavanagh stated that many students are struggling to understand a lack of communication between students and administrators. She hopes that going forward, there is more communication on all levels with students so that they are involved in the process.
* Dean Theodosiou brought up that the academic year starts a week earlier so faculty can come early for meetings, etc. Faculty, however, are not paid until end of August. Dr. Walter proposed changing the faculty contract year to accommodate.
* Dr. DeBonis stated that the deadline for a student to submit incomplete work in 2020 is January 3. However, in 2019, the deadline is January 28. This is an error, and should be February 3, 2020.
* Dr. Tyler brought up the final exam schedule beginning on a Monday as opposed to mid-week. This gives faculty who teach a Friday class no time for a review session.
* The Provost sent out an email to all faculty to insure they were adhering to scheduled exam times. It also stated that exam times were included in the scheduled contact hours for the semester. Exams are not permitted the last week of classes.
* Kaitlyn Von Runnen stated that midterm week has turned into midterm month. Students are going through a month of extreme stress. How are midterm grades being enforced? She stated that there a number of ways students can be assessed.
* Dr. Tyler stated that a final exam schedule should be particularly crafted so there is little conflict with review sessions and office hours.
* Registrar Carlos Tonche stated that this formula can be better, but it is difficult to have time conflicts.
* Sr. MaryAnn Jacobs brought up athletes and other students who have prior access to exams.

## 

# New business

## The next meeting is scheduled for February 5, 2018 at 3:30 pm.

Meeting adjourned at 5:06pm.

Submitted by Kerry Cavanagh