**Present:**

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

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

**Absent:**

*Voting Members:* Nadia Itani

*Ex Officio Members: None*

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

# Approval of agenda

* *Motion*: To approve the agenda for the February 5, 2019 meeting.
* *Vote*: Motion carried.
* *Resolution*: Dr. Jayawickreme suggested adding “Honors Program” to the agenda under “Old Business.”

# Approval of meeting minutes from December 4, 2018 (attached)

* *Motion*: To approve the minutes for the December 4, 2018 meeting.
* *Discussion*: It was noted that Dr. Lawrence Udeigwe’s last name was misspelled. Registrar Carlos Tonche suggested fixing spelling errors.
* *Vote*: Motion carried.
* *Resolution*: The meeting minutes for the December 4, 2018 meeting were approved with spelling corrections.

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

Dr. Helene Tyler reports:

* The CCC has not met yet.
* There has been a prefix change for several KIN courses (had been labeled as BIO). This information will be shared with the committee at the next meeting.

# Report of the College Technology Committee (CTC)

Chief Information Officer Jake Holmquist reports:

* Committees are looking to support changes in advising related to Degreeworks and other tools. This includes streamlining the process and interface for transfer equivalency evaluation.
* There is a push to migrate to Windows 10 this summer. The CTC is looking for feedback from offices that are operating with Windows 7 or 8.
* MDAT Committee reported out on Data Standards Guide, Data Integrity & Security initiatives
* IRIS project to streamline the iPEDS completion and submission
* There was discussion about Single-Sign-On (SSO), Multi Factor Authentication (MFA), and opening access to services currently only available via VPN to increase security and additional support an ever-increasing needs to access campus resources outside of the traditional lab, classroom, office, etc.
* Chief Information Officer Jake Holmquist asked that faculty members report any phishing attempts to ITS so they can conduct an investigation.

# Report of the College Library Committee (CLC)

Executive Director of the Library Dr. William Walters reports:

* The CLC did not meet since the last EAC meeting.

# Report of the Graduate Council

Provost Clyde reports:

* The Graduate Council will be meeting tomorrow, February 6.

# Old business

## Academic Integrity Policy

* Dr. Poonam Arora asked for clarification between 1 and 2 point violations and brought up a discussion she had with School of Business faculty about whether writing on the backs of calculators, would be a 1 or 2 point violations.
* It was concluded that there is still confusion in this policy, so it will be sent back to the General Council for review. Members of the EAC will also be reviewing this policy, particularly to get feedback from faculty members, within the month.
* Currently, the policy does not get enforced because faculty are hesitant to report because they fear the repercussions are too harsh for students.
* Dr. Jayawickreme suggested that the boundaries between 1 and 2 point violations need to be more defined.
* The question of “Is the level of severity acceptable to the culture so that it will result in reporting of incidents?” was raised.
* Sr. MaryAnn Jacobs asked why cheating has become so rampant on this campus.
* Dr. Tyler reminded the committee that it is our responsibility to protect all faculty members, especially those who are not tenured.
* It was noted that in two and three point violations, faculty members do not have to meet with the students. This is a way of protecting the faculty members.

## Academic Calendar (attachment)

* The change in the academic calendar in the 2016-17 academic year stemmed from the need to have two-7 week summer terms.
* Online courses have been added and study abroad sessions have increased.
* Dean Theodosiou brought up concerns about students not having their final grades until a few weeks after the class ends.
* Dean Theodosiou asked about the possibility of a 5 week intersession, but Provost Clyde stated that researched proved that 5 weeks would not be an optimal length.
* Dr. Jayawickreme raised anecdotal data from students and faculty about the timing of the study abroad trips and the concerns raised about the study abroad ending just days before the semester begins.
* Assistant Provost Rani Roy stated that students are surveyed after their last class.
* Part of the logic going to a weekday Commencement was to allow the possibility of an off-campus commencement. A survey will be sent out to the Class of 2020 in the coming week to see what students’ and parents’ preferences are.
* Any data will be shared in advance of the next meeting.
	1. Final Exam Schedule
* The Registrar’s Office is working to minimize the chances of students having two final exams in one day.
* The proposed schedule would allow for enough common exam periods, daytime sessions, and no Saturday finals.
	1. Honors Program
* Religious Studies has agreed that there could be honors sections of Religion 110.
* The School of Business is working on creating an Honors Program. This was discussed in Dean’s Council and a decision will be made by March 1 whether or not other schools could also implement an Honors Program.
* There is a push to ensure the program does not become elitist. It can be used as a recruiting measure by the Admissions office.
* Dr. Helene Tyler asked where the CCC fits into this discussion. Provost Clyde did not believe it fit under the bylaws of CCC. This will be discussed further.

# New business

## Timing of cancelling classes for low enrollment

* There has been no consistent practice in place. There was discussion about having a deadline in mid December that would allow ample time for students to find alternate courses.
* For a course to run, it typically requires a minimum of 10 students registered.
* This discussion will be brought back to the constituents and will be discussed at the next meeting.

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

##

## Meeting adjourned at 5:04 pm.

Submitted by Kerry Cavanagh