
**FORTY-FIFTH
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2009-2010**



HOFSTRA
UNIVERSITY®

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of the

HOFSTRA UNIVERSITY SENATE

2009- 2010

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FOREWORD

PRESIDENT STUART RABINOWITZ



STUART RABINOWITZ, PRESIDENT

June 2010

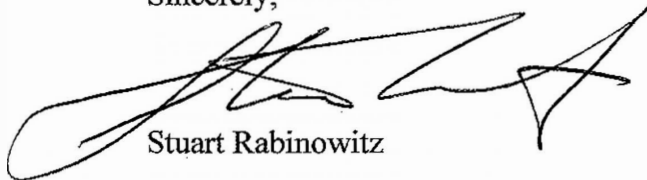
Professor William F. Nirode
Chair, University Senate Executive Committee
Hofstra University
Hempstead, New York 11549

Dear Professor Nirode:

It is my pleasure to congratulate the University Senate on the success of the 2009-10 academic year. I appreciate and commend you for your dedication and leadership.

I have enjoyed working with you and your colleagues this year and look forward to another successful term for the Senate.

Sincerely,



Stuart Rabinowitz

I

INTRODUCTION

INTRODUCTION

William F. Nirode, Chairperson
Senate Executive Committee

The Hofstra University Senate has completed another productive year of development and implementation of policies and procedures that promote the effective functioning and successful integration of the academic and administrative entities. In large part the success of the governance process depends on the individuals involved, and all the members of the Senate are to be heartily thanked for their dedication, enthusiasm, and collegiality. The elected Senators and Senators-at-Large are, to a person, to be commended for spending much time, patience, effort and thought in meetings and discussions. Through their efforts, and with the support of our faculty colleagues and Hofstra administration, we developed policies and procedures that continue to strengthen and improve all functions and services at the University.

I would also like to thank the members of the Senate Executive Committee for their expertise and care in implementing this year's ambitious agenda: Provost and Senior Vice President for Academic Affairs Herman Berliner, Vice Provost for Academic Affairs Liora Schmelkin, Chair of the Faculty Affairs Committee Richard Pioreck, Chair of the Undergraduate Affairs Committee Gloria Lodato-Wilson, Chair of the Planning and Budget Committee Georgina Martorella, Chair of the Graduate Academic Committee Jonathon Lightfoot, and Chair of the Student Affairs Committee Christian Perez. We offer a much grateful thank you to Georgina and Gloria for their ambitions, dedication, and hard work in helping with the productivity of this and their committees. They will be sorely missed on the SEC!

The SEC reports to the full University Faculty, making recommendations for new policies, and changes and improvements in existing policies, and welcomes input from the faculty for new issues to be discussed and developed. I thank my faculty colleagues who attend these meetings. Those who attend are noted for taking the time and effort to help move Hofstra forward. In addition, as SEC Chair, I attend University Board of Trustees meetings to report on the decisions of the Senate; they too deserve thanks and praise for unfailing support of both the concept and procedures of shared governance. Ideas that germinate in Senate committees become discussions at the SEC, then proposals brought to the University Senate for dialogue. After a vote, the proposals move to the full Faculty for more discussion and dialogue. I have been continually inspired by the strong and intense exchanges at faculty meetings where debate ensues, sentences are parsed and language is strengthened to ensure that each new policy and procedure is clear, cogent, and fair. I encourage all of us to continue to work together to help strengthen our shared governance process.

I look forward to another year as SEC Chair, working with exceptionally caring and hard working colleagues.



William F. Nirode, Chair, Senate Executive Committee

II

COMPONENTS OF THE UNIVERSITY SENATE

2009 – 2010

and

the 2010 – 2011 Senate

THE SENATE 2009 – 2010

Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: William Nirode

Ex-officio: President Rabinowitz; VP for Student Affairs, Sandra Johnson; Dean of Admissions and Financial Aid, Jessica Eads;
Dean/HCLAS, Bernard Firestone; President SGA, Sean Hutchinson

<i>Humanities:</i>	<u>Elected:</u> Krapp Naymark Perry	Curtiss DaSilvia	Fendrich Hart	<u>At Large:</u> Sampedro Smith, S Valerius
<i>Social Science:</i>	<u>Elected:</u> Davidow Fritz Moghadam	Acampora Corkey	Flaton Johnson, C.	Mangino McEvoy Pulis Shih
<i>Natural Science:</i>	<u>Elected:</u> Ammari Nirode Sarno	Bhargava Burke, R. Doherty Eswarathan	Farmer Greenwell Huang Hunter	Jensen Krause Liang Peterson Pillipakkamnatt Strothkamp Vallier Wachter-Jurcsak
<i>HCLAS:</i>	<u>Elected:</u> Bhogal Filippi			
<i>Business:</i>	<u>Elected:</u> Bass Lopez Viswanathan	Chandra Hardiman	Kim, W. Lee, K.	Spieler Venuti Weisel
<i>SOEEHS:</i>	<u>Elected:</u> Elkis-Abuhoff Lightfoot Lodato-Wilson	Blue	Clocksion Joseph Jurasite-Harbison	Plonczak Stemn
<i>Communication:</i>	<u>Elected:</u> Skerski	Caliendo DeSeife	Geyer Goodman	Quinn, D. Smith, G.
<i>Law:</i>	<u>Elected:</u> Ostrow	Dolgin	Walker	Wu
<i>Library:</i>	<u>Elected:</u> Martorella	Bailin Caniano	Catalano Glasser	Grafstein Harpel-Burke Singh
<i>Chairperson:</i>	<u>Elected:</u> Giebel			
<i>Staff:</i>	<u>Elected:</u> Brown, M.	<i>Senior Support Specialist:</i> Schreiner, Caroline		
<i>Adjunct:</i>	<u>Elected:</u> Piroeck			
<i>Students:</i>	<u>Elected:</u> Cordero-Rubinos Perez Sulley			

THE COMMITTEES OF THE SENATE 2009 – 2010

THE STANDING COMMITTEES

ELECTED			AT-LARGE	ADVISORY RESOURCE PERSONNEL
<u>Faculty:</u>	<u>Students:</u>	<u>Other:</u>	<u>Faculty:</u>	<u>Permanent Guest/ Advisers:</u>
<u>EXECUTIVE:</u>				
Chair: Nirode Berliner Lightfoot Lodato-Wilson Martorella Pioreck	Perez, C.			Permanent Guest: Schmelkin
<u>UNDERGRADUATE ACADEMIC AFFAIRS:</u>				
Chair: Lodato-Wilson Fritz Lopez Sarno	Hutchinson Eads		Caliendo Jurasite-Harbison Peterson Sampedro	Bohannon Brownell Cucciniello Hickling
<u>GRADUATE ACADEMIC AFFAIRS:</u>				
Chair: Lightfoot Bhagal Davidow Krapp			Kim, W. Plonczak Smith, S.	Brownell Drummer Jean-Louis Johnson, L. Seely
<u>PLANNING AND BUDGET:</u>				
Chair: Martorella Bass Moghadam Naymark		Staff: Brown, M Chairperson: Giebel	Glasser Johnson, C. Shih Weisel	Apollo/Costenoble Rubey
<u>FACULTY AFFAIRS:</u>				
Chair: Pioreck Ammari Elkis-Abuhoff Perry Skerski Viswanathan			Chandra Dolgin Flaton Harpel-Burke Ostrow Pulis	Firestone Schmelkin President AAUP: Mazzocco
<u>STUDENT AFFAIRS:</u>				
Filippi	Chair: Perez August Cordero-Rubinos Gambord Herron	Hershfield Lozada Miedreich Sulley	SaSilva Smith, G. SGA President: Sean Hutchinson SGA VP: Akeem Mellis	Libman

THE SUB-COMMITTEES, 2009 - 2010

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Records

Chair: Cucciniello

Blue, Bohannon, Giminiani-Caputo, Corkey, Greaney, Hickling, Libman, McCarey, Mimy, Oppenheim, Spencer, Unruh, Wachter-Jurcsak

OF PLANNING AND BUDGET

On the Library

Chair: Singh

Catalano, Eswarathasan, Glasser, Goodman, Rubey, Spieler, Stemn, Wu

On Academic Computing

Chair: Hardiman

Apollo, Bailin, Costenoble, Curtiss, Greenwell, Joseph, Juckiewicz, Liang, Quinn, Rubey, Tabron, Valerius, Vallier, Wu

On Environmental Priorities

Chair: Hunter

Acampora, Bailin, Barkwill, Bass, Burke, R; Comer, Doherty, Donahue, Farmer, Geyer, Greis, Johnson, S.

THE SPECIAL COMMITTEES, 2009-2010

On Recruitment, Elections and Nominations

Chair: Bhargava

Krause, Nirode, Pillaipakkamnatt, Schmelkin, Schreiner

On Athletic Policy

Chair: Ingles

Barnes, Caniano, Carpenter, Clocksin, DeSeife, Eads, Filbry, Grafstein, Hayes, Johnson, S.; Lewis, Mangino, McCabe, Mone, O'Malley, Schmelkin, Venuti

On Academic Calendar

Chair: McEvoy

Brown, Cucciniello, Johnson, S; Lee, K; Nirode, Schmelkin

On Environmental Safety

Chair: Huang

Burke, D.; Burke, Fendrich, Greis, Hart, Jensen, Kakoulidis, Ryan, D.; Strothkamp, Walker

THE SENATE 2010 – 2011

Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: William Nirode

Ex-officio: President Rabinowitz; VP for Student Affairs, Sandra Johnson; Dean of Admissions and Financial Aid, Jessica Eads;
Dean/HCLAS, Bernard Firestone; President SGA, James Wells

<i>Humanities:</i>	<u>Elected:</u> Miller Naymark Perry	Curtiss DaSilvia Donahue	<u>At Large:</u> Fendrich Hart Lledo-Guillem	Sampedro Valerius
<i>Social Science:</i>	<u>Elected:</u> Davidow Fritz Moghadam	Acampora McEvoy	Johnson, C. Pulis	Flaton Shih Mangino
<i>Natural Science:</i>	<u>Elected:</u> Ammari Nirode Sarno	Bhargava Burke, R. Corkey Clocksin	Doherty Eswarathasan Farmer Greenwell	Hunter Jensen Krause Liang Peterson Pillaipakkamnatt Vallier Wachter-Jurcsak
<i>HCLAS:</i>	<u>Elected:</u> Bhogal Filippi			
<i>Business:</i>	<u>Elected:</u> Bass Lopez Viswanathan	Chandra Hardiman	Lee, K. Sengupta	Spieler Venuti Weisel
<i>SOEEHS:</i>	<u>Elected:</u> Elkis-Abuhoff Giuliani Lightfoot	Blue	Joseph Jurasite-Harbison	Plonczak Stemm
<i>Communication:</i>	<u>Elected:</u> Skerski	Caliendo	Geyer Goodman	Quinn, D. Smith, G.
<i>Law:</i>	<u>Elected:</u> Ostrow	Charlow	Walker Wu	
<i>Library:</i>	<u>Elected:</u> Glasser	Bailin Caniano	Catalano Glasser Grafstein Harpel-Burke	Lopatin Singh
<i>Chairperson:</i>	<u>Elected:</u> TBA			
<i>Staff:</i>	<u>Elected:</u> Brown, M.			<i>Senior Support Specialist:</i> Schreiner, Caroline
<i>Adjunct:</i>	<u>Elected:</u> Piroeck			
<i>Students:</i>	<u>Elected:</u> Cordero-Rubinos Kania Simmons Sulley			

THE COMMITTEES OF THE SENATE 2010 – 2011

THE STANDING COMMITTEES

ELECTED			AT-LARGE	ADVISORY RESOURCE PERSONNEL
<u>Faculty:</u>	<u>Students:</u>	<u>Other:</u>	<u>Faculty:</u>	<u>Permanent Guest/ Advisers:</u>
<u>EXECUTIVE:</u>				
Chair: Nirode Bass Berliner Fritz Lightfoot Pioreck	Cordero-Rubinos			Permanent Guest: Schmelkin
<u>UNDERGRADUATE ACADEMIC AFFAIRS:</u>				
Chair: Fritz Lopez Moghadam Sarno	Sulley	Eads	Cole Papper Esch Jurasite-Harbison Lacey	Bohannon Brownell Cucciniello Hickling
<u>GRADUATE ACADEMIC AFFAIRS:</u>				
Chair: Lightfoot Bhagal Davidow Miller			Fu Kim, W. Plonczak Smith, S.	Brownell Drummer Jean-Louis Johnson, L. Seely
<u>PLANNING AND BUDGET:</u>				
Chair: Bass Elkis-Abuhoff Glasser Naymark	Yelverton	Staff: Brown, M Chairperson: TBA	Albert Weisel Binbasioglu Johnson, C. Shih	Apollo Rubey
<u>FACULTY AFFAIRS:</u>				
Chair: Pioreck Ammari Giuliani Perry Skerski Viswanathan			Askew Chandra Gurevich Harpel-Burke Pulis	Firestone Schmelkin President AAUP: Mazzocco
<u>STUDENT AFFAIRS:</u>				
Chair: Cordero-Rubinos Elbordiny Filippi Kania Simmons Zewou		DaSilva Wilson SGA President: James Wells SGA VP: Luke Miedreich	Libman	

THE SUB-COMMITTEES, 2010 - 2011

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Records

Chair: Cucciniello

Blue, Bohannon, Giminiani-Caputo, Corkey, Greaney, Hickling, Libman, McCarey, Mimy, Oppenheim, Spencer, Unruh, Wachter-Jurcsak

OF PLANNING AND BUDGET

On the Library

Chair: TBA

Catalano, Eswarathasan, Goodman, Pasupathi, Rubey, Singh, Spieler, Stemn, Wu

On Academic Computing

Chair: TBA

Apollo, Bailin, Curtiss, Greenwell, Joseph, Juckiewicz, Liang, Pulis, Quinn, Rubey, Sledgianowski, Tabron, Vallier, Vogel, Wu

On Environmental Priorities

Chair: Hunter

Acampora, Bailin, Barkwill, Bass, Burke, R; Comer, Doherty, Donahue, Farmer, Geyer, Greis, Johnson, S

THE SPECIAL COMMITTEES, 2010-2011

On Recruitment, Elections and Nominations

Chair: Bhargava

Krause, Nirode, Ozmen-Ertekin, Schmelkin, Schreiner

On Athletic Policy

Chair: Ingles

Barnes, Caniano, Carpenter, Clocksin, DeSeife, Eads, Filbry, Grafstein, Hayes, Johnson, S.; Lewis, Mangino, McCabe, O'Malley, Perkins, Schmelkin

On Academic Calendar

Chair: TBA

Brown, Cucciniello, Fonfeder, Johnson, S; Lee, K; Nirode, Schmelkin

On Environmental Safety

Chair: Huang

Burke, D.; Burke, R; Fendrich, Greis, Hart, Jensen, Kakoulidis, Ryan, D.; Walker

III

RESPONSIBILITY, STRUCTURE AND BYLAWS OF THE SENATE

RESPONSIBILITY AND OPERATION OF THE SENATE

Authority to administer the academic operations of the University is vested by the State of New York in the Board of Trustees and derives from it through the President and the Provost to the deans and departmental chairpersons. Responsibility for shaping academic policies concerning the University as a whole, and for supervising all matters referred by the Board of Trustees, the President, or the Provost, rests in the University Senate, which consists of ex-officio members, elected members, and appointed members who represent all the internal constituencies of the University. Specifically, faculty, students, staff, and chairpersons are represented by elected senators: 20 faculty, five students, one staff member, one chairperson. The ex-officio members are the President, the Provost, the Vice President for Enrollment Services, the Vice President for Student Affairs, one academic dean, the President of the Student Government Association, and the President of the Graduate Student Organization. Thus, representation in the policymaking institution of the University is both broad and deep.

The decisions of the University Senate, on all matters save those involving changes in Faculty Statutes or the Faculty Policy Series, are conclusive, subject to the endorsement of the Provost, the President, and, when necessary, the Board of Trustees. In practice, motions passed by the Senate are transmitted to the Provost and, by the Provost, to the President. The responsibility for the implementation of endorsed Senate actions rests with the Office of the President. Changes in Faculty Statutes or in Faculty Policy Series are usually initiated in the Senate or one of its committees, and must be approved at a Full Faculty Meeting before being transmitted to the Provost, the President and the Board of Trustees for approval. Once changes are approved, these shall be incorporated in the Faculty Statutes or Faculty Policy Series by the Senate Office.

The Chairperson of the University Senate Executive Committee is obliged to report at the quarterly faculty meetings. At such time, he or she may present proposed changes in Faculty Statutes or in Faculty Policy Series to the Faculty for its action. Action items will be identified as, changes, deletions, or additions to the Faculty Statutes, Faculty Policy Series, or other. Other Senate business is reported to the Faculty meeting as information. If faculty members wish to contest University Senate actions, Faculty Statutes provide for the petitioning of the President to call a special meeting. The President may call such a meeting, at his/her discretion on the petitioning of any ten members of the faculty. He or she must call such a meeting on the petition of ten members of the faculty in the instances where the contested Senate action has been passed without the affirmative votes of a majority of the faculty constituency of the Senate.

Faculties of the schools, colleges, and other autonomous units of the University develop academic policy for their own units. When policy development involves more than one school, college or unit, or is University-wide, or when external review mandates University governance review, the Senate has the responsibility of review and the authority to veto, subject to the approval of the Provost, the President, and the Board of Trustees. To provide adequate communications, the Chairperson of the Senate Executive

Committee receives all the minutes of all the standing committees and faculty meetings of the University and its subunits. Chairpersons of corresponding unit committees receive minutes of the Senate and its committees.

The Chairperson of the Executive Committee and the Chairperson of the Senate Planning and Budget Committee represent the Senate at meetings of the Board of Trustees. The Senate Executive Committee is composed of the Chairpersons of the Standing Senate Committees, the Provost, and its own Chairperson who are elected by the full Senate for a two-year term. The immediate past Chairperson of the Executive Committee shall serve as an ex-officio member, without a vote, for the first semester of the subsequent academic year. The function of the Executive Committee is to route incoming matters to the appropriate standing committees, to review and prepare for Senate consideration all matters coming to it from the standing committees or elsewhere, to oversee the work of the various committees and subcommittees, to recommend to the Senate changes in its structure, to nominate members of the University community to serve as senators-at-large on the various committees, to nominate elected senators for service on its committees, to maintain liaison with appropriate officials and organizations within the University community, and to prepare the quarterly and annual reports of the University Senate. Individuals or academic units or other organizations within the University community who wish to direct matters to the attention of the Senate should write to the Chairperson of the Executive Committee. Matters coming from the Faculty Meeting to the Senate are also first referred to the Senate Executive Committee.

Meetings of the University Senate are open to all interested members of the Hofstra community, who may also attend meetings of standing committees by notifying appropriate chairpersons. Although non-senators may not vote in the Senate or committee meetings, the Senate traditionally extends speaking privileges to its guests upon request.

FACULTY STATUTE VII - THE UNIVERSITY SENATE

A. NAME AND PURPOSE

1. There shall be a University Senate, composed of ex-officio members, elected members, and appointed members as provided in the sections which follow.
2. The Senate shall have general powers of supervision over all educational matters concerning the University as a whole, and over matters referred to it by the Board of Trustees, the President or the Provost of the University.
3. The Senate shall have powers to adopt bylaws governing its organization and procedures.

4. The decisions of the Senate, in all matters save those involving changes in these Statutes or the Faculty Policy Series, shall be deemed conclusive, subject to the approval of the President and the Board of Trustees. All Senate actions shall be conveyed to the Faculty as either action or information items. All Senate actions involving amendments to Faculty Statutes and/or Faculty Policy Series must be conveyed to the Faculty as action items. In other cases, the Chair of the Senate Executive Committee shall determine with the advice and consent of the Senate whether a Senate action shall be conveyed as an action or information item to the Faculty.

After any vote of the University Senate, the President in considering his/her action -- in recognition of the importance of the views of the faculty and students:

- a. may determine the sense of the faculty by vote at a regular faculty meeting, or by convening a special faculty meeting for that purpose, or by calling for a student referendum, or by other means;
- b. may call a faculty meeting at his/her discretion on petition by any ten members of the faculty;
- c. must do so on petition by ten members of the faculty where a matter has been passed by the University Senate without the affirmative votes of a majority of the faculty members of that body.

B. MEMBERSHIP

1. Ex-officio Members

Ex-officio members of the Senate shall be the Provost, one academic dean, a representative designated by the Vice President for Student Affairs, a representative designated by the Vice President for Enrollment Services, the President of the Student Government Association and the President of the Graduate Student Organization. Ex-officio members are full members of the Senate and have a vote.

2. Elected Members

- a. Full time Faculty members shall total twenty: eleven from Hofstra College of Liberal Arts and Sciences, with at least three each from each Division, three from the Zarb School of Business, three from the School of Education and Allied Human Services, one each from the School of Law, the University Library, and the School of Communication. Only members of the regular professoriate shall be eligible for election by the faculty to Senate membership. In addition, there shall be one member elected from the adjunct faculty. Student members shall total five, one elected from the graduate student body, and four elected from the undergraduate student body.

Student senators shall be currently enrolled and have at least a 2.0 cumulative grade point average, shall have successfully completed 9 semester hours in the semester prior to election (except graduate students who shall simply be matriculated). There shall be one full-time staff member elected by the full-time members of the staff. There shall be one member elected from the chairpersons. All elected senators are full members of the Senate and shall have a vote.

- b. The term of office for faculty, staff, and chairperson senators specified under a. above shall be three academic years. No senator shall serve more than eight successive years. Student senators shall serve for one academic year.
- c. All voting members of the faculty shall be eligible to vote in senatorial elections in the unit of which they are members. Students shall be eligible to vote in the unit of their current registration, or if unclassified, be a self-designated member of that unit.
- d. The Executive Committee of each unit shall appoint in March a committee to nominate candidates for its vacant Senate seats, and submit those names to the Special Committee on Recruitment, Elections and Nominations (SCREAN). For 10 business days, SCREAN shall invite additional nominations from all faculty. The School of Law faculty, the chairpersons, the staff, and administrators shall devise their methods of election. Student elections shall be conducted through the Office of the Dean of Students. Eligible students may be nominated by petition of at least 10 voters, or by the Special Committee on Recruitment, Elections and Nominations (SCREAN) if fewer than two eligible students are nominated by petition. SCREAN shall monitor the qualifications and elections of student members of the University Senate.
- e. When an elected senator announces that he/she is unable to carry out the responsibilities of office for some part of the elected term, not to exceed two semesters, the Executive Committee of the Senate shall nominate a temporary senator from the same unit for appointment by the Senate; in other cases, the senator shall resign and his/her seat shall be filled for the remainder of his/her term by regular election. If an elected senator misses three meetings in one academic year of the Senate or of the committee to which the senator was assigned, the Senate Executive Committee has the right to declare that seat vacant and to appoint the individual receiving the next highest number of votes in the Senator's election, or, if that person is not available, to appoint another person from the same constituency to complete the senator's term. This procedure shall not apply to the Chairperson of the Senate Executive Committee.
- f. When the Chairperson of the Senate Executive Committee is unable to carry out the responsibilities of office for longer than two academic months, he/she will resign and the President of the Senate shall appoint a temporary chairperson from the Senate until the Senate shall elect a replacement.

- g. The Chairperson of the Executive Committee may be asked to resign at any time by the Executive Committee and forced to, on its motion, by two-thirds majority vote of the Senate. In such a case, the procedure outlined in B.2.f, above shall go into effect.

3. Appointed Members

- a. The Senate shall have the power to appoint for a period of two academic years, additional members of the faculty, administration, chairpersons, student body, or staff to serve as senators-at-large on a specified standing committee of the Senate. Senators-at-large have the option of serving one additional two-year term, if the Chair of the committee and the senator-at-large are in agreement.
- b. Senators-at-large shall be full voting members of the Committee on which they serve and may participate in deliberations of the Senate, but shall not vote in the Senate. If a senator-at-large misses three meetings in one academic year of the committee to which assigned, the Senate Executive Committee will have the right to declare the appointment vacant and to appoint another senator-at-large from the same constituency to complete the senator-at-large's term.

C. ORGANIZATION OF THE SENATE

1. Officers

- a. The Provost shall preside or designate an individual to preside over sessions of the Senate; in the absence of a designated presiding officer, the Senate shall elect a temporary one.
- b. The Senate as a whole shall elect one of its faculty members to be Chairperson of the Executive Committee. The term of the Chairperson of the Executive Committee normally shall be two academic years. He/she may succeed himself/herself as Chairperson for one term provided he/she is confirmed in this post first by the Senate and then by his/her original constituency. If a term as Chairperson of the Executive Committee shall have the effect of extending a term of a senator from three to four years, the Chairperson must be confirmed in this extension by his/her original constituency.
- c. The Senate shall elect a secretary who need not be a member of the body. He/she shall keep a record of the proceedings of the body and reports submitted to it. He/she shall notify the members of all meetings, regular or special, and shall provide each member with a copy of the minutes of the previous meeting. The minutes, reports, and proceedings of the Senate shall be public within the University.

2. Meetings

- a. Regular meetings of the Senate shall normally be held each month of the academic year. Before a vote may be taken on an item presented for action, senators must have had at least two working days published notice.
- b. Special meetings may be called by the President, the Executive Committee, or by a petition of one-fifth of the members, which must be in writing.
- c. No quorum shall be constituted without the presence of one-half of the elected members of the Senate. In all matters not governed by these provisions, the most current edition of Robert's Rules of Order shall be considered binding.
- d. Members of the faculty, administration, chairpersons, students, and staff may attend meetings of the Senate. They may, upon invitation of the chair, and with the consent of the body, participate in its deliberations, but shall not vote in the Senate.

D. THE COMMITTEES OF THE SENATE

1. The standing committees of the Senate shall be:
 - a. The Executive Committee
 - b. The Undergraduate Academic Affairs Committee
 - c. The Graduate Academic Affairs Committee
 - d. The Planning and Budget Committee
 - e. The Faculty Affairs Committee
 - f. The Student Affairs Committee
2. The Senate may alter by main motion the composition, jurisdiction, and design of its committee structure.
3. For the purpose of expediting its work, the Senate shall refer the business to come before it to the Executive Committee for assignment to the appropriate committee, which shall study and report to the Executive Committee for recommendation to the Senate.
4. The members of the standing committees of the Senate shall be senators and senators-at-large and shall be approved by majority vote of the Senate upon first being nominated by the Executive Committee. The Chairperson of the Executive Committee shall not be a member of any other standing committee of the Senate.
5. The members of each standing committee, with the exception of the Student Affairs Committee, shall choose from its elected faculty senators a chairperson to preside over its deliberations, expedite its business, and serve as a member of the

Executive Committee of the Senate. Among the elected student senators, there shall be elected one (1) chairperson who shall preside over both the Student Affairs Committee and any meetings of the Student Senators. He or she shall be elected by a constituency consisting of both elected student senators and student senators-at-large. The election will take place in the Spring preceding the new term. The term of these chairpersons shall be one academic year.

6. The standing committees shall be scheduled to meet at least once a month during the academic year.
7. The presence of one-half the total elected and at-large members shall constitute a quorum of a standing committee.
8. The standing committees shall report in writing to the regular meetings of the Senate through the Executive Committee.
9. The Senate or any of its standing committees may appoint ad hoc or special committees to direct investigations or recommend policy or action in areas of Senate concern. A special committee is defined as a permanent committee appointed by the Senate or one of its standing committees. Ad hoc committees set up to function permanently will be called special committees. Both the ad hoc and special committees shall be charged by and report to the Senate or standing committee(s) which appointed them.

THE BY-LAWS OF THE HOFSTRA UNIVERSITY SENATE

I. The Executive Committee

The Executive Committee shall consist of the Provost, the Chairperson of the Executive Committee and the Chairpersons of the standing committees of the Senate. The immediate past Chairperson of the Executive Committee shall serve as an ex-officio member, without a vote, for the first semester of the subsequent academic year.

It shall:

- a. prepare the agenda for meetings of the Senate;
- b. assign or refer the business of the Senate to appropriate committees for consideration and report
- c. study such reports and either recommend them to the Senate, return them to committee, or recommend with specific modifications or reservations; when recommending with substantive modifications, it shall present to the Senate its recommendation as the primary motion and the original committee report as information.

- d. keep informed of and expedite the progress of committee work;
- e. recommend the creation, abolition, or alteration of the jurisdiction of committees of the Senate
- f. nominate members of the Senate for membership on its committees;
- g. nominate members of the faculty, administration, chairpersons, student body, and staff for service as senators-at-large or for service at the pleasure of the Senate; maintain liaison with all appropriate deliberating and policymaking bodies of the University and serve as a continuous source of information relevant to Senate committees
- h. be prepared to consult with University officials, faculty members, and students in the interest of the Senate
- i. be prepared to serve as the Senate's special committee to explore with other institutions possibilities for cooperation, in liaison with the administrative officer in charge of such exploration with the power to delegate this responsibility to individuals or sub or ad hoc committees
- j. prepare the quarterly reports of the committees to the Faculty and the annual report of the work of the Senate to the University.

II. The Undergraduate Academic Affairs Committee

The Undergraduate Academic Affairs Committee shall consist of a minimum of four faculty senators, three faculty senators-at-large, one undergraduate student senator and the academic dean serving as senator (although the Senate Executive Committee may nominate the academic dean for a one-year membership on a standing committee other than the UAAC). It shall be advised by the Provost or his or her designate.

It shall:

- a. recommend to the Senate appropriate policy in matters affecting undergraduate academic standards of the University
- b. be responsible to the Senate for the maintenance of academic standards, by examining admissions, grading, retention, in good standing, separation, graduation
- c. recommend to the Senate appropriate policy in curricular matters in terms of the following considerations
 - 1) general University aims and trends;
 - 2) prevention of proliferation of courses;
 - 3) a balance of liberal arts and pre-professional courses in undergraduate programs;
 - 4) the fitting of new courses to the needs and programs of the academic units of the University and to the general distribution of academic offerings;
 - 5) the overall relationship of new curricula to the University's resources of budget, staff and library.
- d. oversee the work of the Academic Records Committee (ARC)

A. Academic Records Committee

The responsibility of the Academic Records Committee shall be to assure that academic standards are maintained in the areas of readmission, grading, probation, retention, separation and graduation and, after study, to recommend to the Senate, through the Undergraduate Academic Affairs Committee, appropriate policy in these matters. The Committee shall be chaired by the Dean of Academic Records or his/her designate, and shall include as voting members the Dean of Students, one member of the UAAC, two faculty appointed by the chairperson of the UAAC, and one student appointed by the chairperson of the Student Affairs Committee in consultation with the chairperson of the UAAC. The student member shall be available upon the request of any student petitioner. During the summer sessions or intercessions, the chief academic officer shall have the authority to appoint two faculty and one student to serve as voting members of the Academic Records Committee as necessary.

III. Graduate Academic Affairs Committee

The Graduate Academic Affairs Committee shall consist of a minimum of three faculty senators, two faculty senators-at-large appointed from among faculty with interest or expertise in graduate affairs, the President of the Graduate Student Organization, and one graduate student senator. It shall be advised by the Senior Vice Provost for Academic Affairs.

It shall:

- a. recommend to the Senate policies and programs governing graduate study;
- b. be responsible to the Senate for maintenance of graduate academic standards by examining proposed programs at an early stage and established ones continuously.

IV. Planning and Budget Committee

The Planning and Budget Committee shall consist of a minimum of three faculty senators, one chairperson senator, one staff senator, two faculty senators-at-large, one student senator, one senator-at-large from the Library, and one student senator-at-large. The Committee shall be advised by the Provost or his/her designate.

It shall:

- a. represent the University Senate in budgetary areas
- b. participate actively in all phases of the development of the annual budgets. In so doing, it will not concern itself with details of housekeeping nor individual salaries

- c. report its judgment directly to the President at any time it feels appropriate, and report annually its general policy positions to the Senate and faculty through the Executive Committee
- d. have access to and shall be obliged to keep fully informed on all major ongoing and projected “projects” of the University
- e. develop, recommend, and review the long-range goals and priorities of the University including policy or development of these goals and priorities
- f. Participate actively with University agencies in the examination and preparation of general plans for University development
- g. recommend to the Senate appropriate policy for making the funding and awarding of monies and the remission of fees educationally productive and institutionally strengthening
- h. be responsible to the Senate for the standards and review of policies governing the awarding of scholarships, awards for service, grants for financial need, and the coordination of standards of scholarships and student aid in the several units of the University.

A. Committee on the Library

The Library Subcommittee of the Planning and Budget Committee shall consist of nine members: three from the University Library, including the senator-at-large representing the University Library on the Planning and Budget Committee, and one chosen from each of the following areas: School of Business, School of Education and Allied Human Services, School of Communication and the student body, two from Hofstra College of Liberal Arts and Sciences. It will also include as ex-officio members the Dean of Library and Information Services and the Director of the Law Library. It shall be chaired by a non-library faculty member. It will report to the Senate through the Planning and Budget Committee.

It shall:

- a. review and make recommendations on all budgetary matters concerning the University Library, including gifts and outside appropriations;
- b. work closely with the administration and faculty in defining long-range goals of the Library.

B. Committee on Academic Computing

The Committee on Academic Computing, a subcommittee of the Planning and Budget Committee, shall consist of thirteen members as follows:

- a. Eleven faculty members, one from each of the following areas: the University Library, the School of Communication, the School of Education and Allied Human Services, the School of Law, one from the Department of Computer

Science and at least one from each of the three divisions (but not from the CSC Department) of Hofstra College of Liberal Arts and Sciences, (for a total of four) one from the Department of Information Technology and Quantitative Methods and one from the School of Business (but not from the IT Department);

- b. two student members, one a graduate and one an undergraduate, who are student senators, if possible.

The Provost or his/her designate and the Director of Faculty Computing Services or his/her designate shall act as advisers to the Committee.

The members of the Committee shall:

- a. assess the current and future computing needs and uses in their respective representative areas by interacting with faculty members and students from those areas;
- b. report periodically to the Committee the findings of this assessment;
- c. report to respective areas the recommendations and deliberations of the Committee.

The Committee shall:

- a. elect its Chair from among its faculty members;
- b. review and make recommendations on all policy and planning needs concerning the research and instructional use of computers at Hofstra University to the Senate and faculty through the Planning and Budget Committee.

V. The Faculty Affairs Committee

The Faculty Affairs Committee shall consist of a minimum of four elected faculty senators and enough faculty senators-at-large so that each of the academic units and divisions shall be represented (Frank G. Zarb School of Business, School of Education and Allied Human Services, School of Communication, Hofstra College of Liberal Arts and Sciences divisions of Humanities, Social Sciences, and Natural Sciences, University Library, School of Law). It shall be advised by the Provost or his/her designate.

It shall:

- a. recommend to the Senate appropriate policy regarding:
 - 1.) the definition of the responsibilities and privileges of faculty members;
 - 2.) the problems of academic freedom and tenure
 - 3.) standards of remuneration of faculty members; including other-than-monetary benefits customarily or contractually enjoyed by the faculty, such as grants, leaves, aid to research and publication, and related matters
- b. serve as a Board of Appeals for faculty members for conciliation or adjudication of those complaints which constitute grievances.

VI. The Student Affairs Committee

The Student Affairs Committee shall consist of at least one elected faculty Senator, at least one faculty Senator-at-Large, one elected student senator (that student elected to be Chairperson of the Students Affairs Committee by a constituency of both elected student senators and student senators-at-large as per FS VII. D. 5), five student senators-at-large (including one from the graduate school), two delegates from the Student Government Association, the President of the Student Government Association or his/her designate, and the President of the Graduate Student Organization. Faculty members should not exceed student members. It shall be chaired by the elected student senator on the Committee and it shall be advised by the Dean of Students or his/her designate. SAC may designate a representative for a senator-at-large member who is unable to attend a committee meeting. In the absence of quorum (defined as one-half of the student committee members,) the vote on a resolution will be discussed and voted on electronically.

It shall:

- a. recommend to the Senate policies governing the operation of the Dean of Students Office. The Committee's concern shall be at the policy level and not with its implementation of day-to-day matters
- b. advise the Dean of Students upon either the Dean's or the Committee's initiative or upon the request of the Senate or Executive Committee
- c. Have the power and responsibility to make policy recommendations to the appropriate University officer(s) regarding all other student related activities and services.

The Senate may, for very substantial reasons, appoint one additional senator-at-large to any of the committees, described in sections two through six of these bylaws. The Executive Committee shall inform the Senate whenever an appointment is recommended under this provision.

VII. Special Committees of the Senate

A. Special Committee on Recruitment, Elections, and Nominations (SCREEN)

The Special Committee on Recruitment, Elections, and Nominations shall total eight members; comprising four faculty members, one student member, one staff member, one representative from the Provost's Office, and one member of the Senate Executive Committee. The membership shall be nominated by the Senate Executive Committee and confirmed by the Senate.

It shall:

- a. upon request, conduct elections for any constituency of the University, including: solicitation of nominations; preparation, distribution, and tabulation of ballots; certification and announcements of results;
- b. serve the University Senate by:
 - 1.) recruiting potential members for Senate appointed positions by ascertaining interests, experience, availability, and by keeping appropriate up-to-date files on eligible candidates;
 - 2.) supplying the Senate Executive Committee in March of each year and on request throughout the year with slates of candidates and relevant profiles for nomination to appointed Senate positions;
 - 3.) suggesting to the Senate Executive Committee ways to increase University knowledge of, interest in, and increase cooperation with the Senate.

B. Special Committee on Grievances

The Special Committee on Grievances shall consist of nine tenured members of the Faculty, four from the Hofstra College of Liberal Arts and Sciences, at least one from each division, one each from the Frank G. Zarb School of Business, the School of Communication, the School of Education and Allied Human Services, the School of Law, and the University Library, nominated by the Committee on Faculty Affairs through the Executive Committee for renewable Senate appointment for a three-year term.

The Committee shall, in cases that do not fall under the jurisdiction of the grievance process of the Collective Bargaining Agreement between the University and the AAUP,

- a. hear all cases referred by the Chairperson of the Faculty Affairs Committee which involves allegations of either a breach of Faculty Statutes or a violation of standard procedures such as published in the Faculty Policy Series, conciliate and mediate in an effort to achieve amicable resolution of the grievance; failing this, recommend in writing to the Academic Dean of the complainant what it believes to be an equitable disposition of the dispute; submit a written report to the Committee on Faculty Affairs of the nature and outcome of each case it handled;
- b. perform, when required, the role stipulated for it under FPS #41 - Policy for Dealing With and Reporting Possible Misconduct in Research;
- c. investigate other non-tenure related faculty complaints or charges referred by the Committee on Faculty Affairs;
- d. request of the Committee on Faculty Affairs, proposed interpretative rulings on the Faculty Statutes, Faculty Policy Series and other regulations binding on faculty members;
- e. a member of the Grievance Committee shall absent himself or herself when the Committee is considering a grievance from his or her school, unit, or (in Hofstra College of Liberal Arts and Sciences) his or her division.

C. Special Committee on Athletic Policy

The Special Committee on Athletic Policy shall consist of fifteen members: seven faculty members, the Faculty Athletic Representative, the Director of Intercollegiate Athletics, the Associate Director of Intercollegiate Athletics, the Vice President for Student Affairs or his/her designate, one staff member, two students; and one representative from the alumni who shall be nominated by the Alumni Senate. The following or their designates shall be nonvoting members: the Provost, the Vice President for Enrollment Services, the Dean of Administrative Services, the Dean of Academic Records, the Dean of Students, the Senior Assistant Provost for University Advisement, the Assistant Athletic Director for Student Enhancement, and the Assistant Athletic Director for Compliance. When appointing members, the Senate shall seek appropriate gender and minority representation.

The Committee shall:

- a. report to the Senate through the Executive Committee its recommendations for Hofstra's policies concerning intercollegiate athletics;
- b. advise the President directly concerning the University's policies concerning intercollegiate athletics;
- c. receive reports from the Director of Intercollegiate Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
- d. annually review the academic performance and graduation rates of all student athletics and report its findings to the Senate and the President;
- e. at the request of the Director of Intercollegiate Athletics, review student athlete eligibility;
- f. every three years evaluate the intercollegiate athletics program's rules and compliance program and report its findings to the Senate and the President;
- g. receive and review periodic reports from the Faculty Athletic Representative;
- h. receive and review annual reports from athletic department staff regarding gender equity and minority representation;
- i. annually invite the University Equal Rights and Opportunities Officer to address current minority and gender issues, concerns and questions with potential impact on the intercollegiate athletic program;
- j. annually review the Student Athletic Handbook;
- k. annually review the results of questionnaires administered to student athletes.

D. Special Committee on the Academic Calendar

The Special Committee on the Academic Calendar prepares and reviews the Academic Calendar. This Special Committee shall submit the proposed Academic Calendar to the appropriate parties for final approval. The Committee shall consist of the Dean of Academic Records, one designate appointed by each of the Provost, the Vice President for Student Affairs and the Chair of the Student Affairs Committee.

The Senate Executive Committee shall appoint two faculty members and one staff member. In addition, an elected senator from the Planning and Budget Committee will sit on the committee.

E. Special Committee on Environmental Safety

The Special Committee on Environmental Safety shall serve as liaison among academic departments, the Chemical Hygiene Officer, and other administrators for matters involving the safe use and disposal of hazardous substances and related environmental safety issues. The Committee may assist and advise the Chemical Hygiene Officer on policy issues regarding environmental safety. The Committee membership consists of the Chemical Hygiene Officer, the Radiation Institutional Safety Officer (RISO), Energy, Environmental Health & Safety Manager (Physical Plant), the Associate Provost for Research and Sponsored Programs, faculty representatives from Chemistry, Biology, Fine Arts, Engineering, Drama and Dance, the School of Law, and a student senator-at-large. The Special Committee on Environmental Safety shall report to both the Executive Committee of the Senate and to the Office of the President.

IV

REPORTS OF THE COMMITTEES OF THE SENATE

NOTE: Rosters for all committees' 2009-2010 memberships can be found on pages 2, 3, & 4 of this Annual Report.

SENATE EXECUTIVE COMMITTEE

Chairperson William Nirode

The Senate Executive Committee (SEC) reviews the activities of the standing, special, and ad hoc committees, and directs any new business that arises to the appropriate committee. The Chair of the SEC reports to the full Senate.

In a productive academic year, the Senate considered several major issues that, after discussion and approval, were recommended to the full University faculty. We are pleased to note that each of the recommendations brought from the SEC Chair to the University Faculty via the Speaker of the Faculty were accepted – most with unanimous approval. This is gratifying in that it means the shared governance philosophy of Hofstra University is universally recognized and valued.

The Senate dealt with issues affecting both academic functioning and student/campus life. One major issue that was passed was the Off Campus Behavior Policy. This was an issue that was brought forth by some members of the faculty who reside close to campus and were concerned with the behavior of our students residing off campus. This policy created a set of guidelines to follow when reporting such off campus behavior issues. This will help us continue to promote awareness and educate to our students that live off campus and what responsibilities they have to Hofstra University and their surrounding community. In addition, this will help strengthen our relationship with our surrounding communities where some of our faculty and students reside.

Academic issues were revised as needed. One was the revision of the unofficial withdrawal policy. This revision centered on providing clarity to faculty and students when the unofficial withdraw grade is deemed appropriate. A Medical School Representation resolution was passed providing the number of voting members of the Medical School at a full faculty meeting. A laptop policy was examined to determine if new incoming students should be required to have laptop computers. It was recommended to not have an University wide laptop requirement for students at this time.

In addition to the above changes, Faculty Policy Series (FPS) #50 was revised this year. FPS #50 deals with Classroom Code of Conduct for Students and was revised to make an appeal process clearer providing a detailed procedure and timeline for a faculty member and student to follow if such a situation occurs.

The Senate Executive Committee looks forward to the 2010-2011 academic year as another fruitful and gratifying experience in which important issues which impact the entire University can be introduced, discussed, and moved forward. We expect to continue to address important issues such as budget transparency, the overall mission of the library, the making of our academic calendar and strengthen our shared governance process.

UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)

Chairperson Gloria Lodato-Wilson

The Undergraduate Academic Affairs Committee (UAAC) considered several key issues in the Academic Year (AY) 2009-2010. In particular, the Committee focused upon the following:

- (1) Classroom Code of Conduct (FPS# 50)**
- (2) Academic Progress (Student Responsibility to Monitor own Progress) (Guide to Pride)**
- (3) Course Unofficial Withdrawal Policy (Bulletin)**
- (4) Course Completion Guidelines (Bulletin)**
- (5) University Probation Standards (Bulletin)**
- (6) Graduate Courses Taken by Undergraduates**
- (7) Investigation into University Tutorial Center**
- (8) Investigation into the Drop Course Policy**

(1) Classroom Code of Conduct (FPS#50) addition of student appeal process

- Approved by Senate 4/12/10
- Approved by Faculty 3/18/10

The Classroom Code of Conduct was previously approved by the Senate, and Faculty but sent back to the UAAC by the Provost because it did not include a process for students to appeal a faculty decision of removal from the course. The revised Classroom Code of Conduct specifies the procedure for faculty, provost, and student. The faculty, within 24 hours must notify by the Department Chair, the Provost, and the Center for University Advisement. The Provost will then officially notify the student and delineate the appeal process. If the student wishes to appeal, s/he must notify the Provost within 5 business days to begin the appeal process.

(2) Academic Progress (Student Responsibility to Monitor own Progress) (Guide to Pride)

- Approved by SEC 3/22/10
- Approved by Full Senate 4/12/10
- Presented to Full Faculty on 5/3/10. No vote taken, sent back to UAAC

The UAAC drafted wording to be included in the Guide to Pride which highlights students' responsibilities to seek advisement and to keep track of their progress towards graduation. The paragraph describing students' responsibility was to follow the information on the Center for University Advisement. While the Academic Progress wording was approved by the SEC and the Full Senate, the Full Faculty had some issues regarding advisement. The Full Faculty sent the Academic Progress wording back to the UAAC. What wasn't clear was whether the Full Faculty had issue with the wording of the Academic Progress paragraph, or the information already included in the Guide to Pride regarding the Center for Academic progress.

Subsequently, the UAAC reviewed the process and questioned whether the wording was, in fact, informational and did not need to be voted on by shared governance. The Guide to Pride, as a handbook for students, informs students of university policies and practices. The wording is not, as a matter of course, approved by the shared governance process. **The UAAC will review the wording of the Academic Progress in the AY 2010-2011 and also clarify whether it needs to be put forth as an informational item or an action item.**

(3) Course Unofficial Withdrawal (UW) Policy (Bulletin)

- Approved by SEC 3/22/10
- Approved by Full Senate 4/12/10
- Approved by Faculty 3/18/10
- Approval of Provost 4/26/10
- Decision by President 4/29/10

The Unofficial Withdrawal Policy was revised in order to clarify for students and faculty the circumstances in which a UW should be given. Presently, there is an inordinate number (2,324 in 2008) of UW's University wide (undergraduate). The new policy specifies that the UW may not be given to students who attend the class after the official withdrawal deadline. Therefore a UW may not be used as a way for students who are doing poorly in the class to avoid getting their earned grade.

The Unofficial Withdrawal (UW) Policy was revised, voted on and approved by the SEC and the Full Senate, sent back to the UAAC by the Full Faculty for revisions. The revisions were made and approved by the Full Faculty, SEC, and Full Senate.

(4) Course Completion Guidelines (Bulletin)

During the AY 2007-2008 the Course Completion Guidelines were revamped by the UAAC and approved by shared governance. However, several concerns arose as the new guidelines were put into practice. Among the issues were the length of time a student could be in academic difficulty without officially being supported by The Center for Academic Advisement and not calculating UW's into the formula. The AY 2008-2009 UAAC revisited the probation criteria and course completion ratio at the request of Academic Records but did not come to consensus regarding a revised policy. Therefore, the AY2009 -2010 UAAC continued to work on revising the Course Completion Guidelines.

There are several key revisions to the current Course Ratio standard:

- The completion standards will include a term standard as well as a cumulative standard.
- The completion ratio will be stated in terms of what must be completed, rather than in terms of what students are permitted not to complete, to be in good standing.

- The completion ratio includes F grades in its calculation of attempted but not satisfactorily completed hours.
- The text for the completion ratio clarifies the treatment of various grades and credits in the computation of the ratio.
- The completion ratio begins from the point of entry rather than at 30 credits attempted, and the percentages expected for completion are higher. For students taking five 3-credit classes per term, this would require them to complete three or four of their attempted classes.

	Existing standard	New standard
0-29 credits	No expectation	60% completed
30-59 credits	60% completed	70% completed
60-89 credits	67% completed	80% completed
90 or more credits	74% completed	80% completed

The following revised guidelines were approved by the UAAC and will be sent to the SEC in September:

- Create a new academic action, termed *academic warning*.
 - Students on academic warning will be required to meet with a dean in University Advisement, but will not be automatically required to complete University 1. However, depending on the student's circumstances, an Advisement dean may recommend or require completion of University 1.
 - Students on academic warning are considered in good standing for external reporting purposes.
 - The criteria for academic warning are outlined below.
- Eliminate the current Course Ratio wording, and replace with the following:
 - Since both grades and degree progress are important, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed.
 - A student who does not meet the standards below in any single term will be placed on academic warning. A student whose cumulative completion ratio falls below this standard will be placed on academic probation.
 - 0-29 attempted hours: must satisfactorily complete at least 60% of attempted credits
 - 30-59 attempted hours: must satisfactorily complete at least 70% of attempted credits
 - 60 or more attempted hours: must satisfactorily complete at least 80% of attempted credits
 - To calculate a student's completion ratio:
 - Satisfactorily completed credits are made up of
 1. transfer credits
 2. credits completed with a passing grade of D or better
 3. credits completed with a passing grade of P.
 - Attempted credits are made up of
 1. satisfactorily completed credits, as defined above
 2. failures, withdrawals, unofficial withdrawals, incompletes,

and no reports (F, W, UW, I, NR)

- Repeated courses are included in both attempted and earned hour calculations.
- To return to good standing:
 - “Students will be on academic probation for low completion ratios as long as their completion ratios remain below the standards specified above ~~and they complete 75% or more of attempted semester hours.~~”

(5) University Probation Standards (Bulletin)

In an effort to offer sufficient support to students experiencing academic difficulties the University Probation Standards were revised. **The following revised standards were approved by the UAAC and will be sent to the SEC in September:**

- Keep the current cumulative GPA standard of 2.0 for probation.
- Add the following criteria to probation:
 - **A full-time or part-time student will be placed on probation at the end of a second consecutive semester with a term GPA below a 2.0.**
 - A student will be on academic probation for **a low cumulative grade point average** as long as **his/her** cumulative grade point average remains below 2.0 and is above the University’s minimum retention standards.
 - **A student who has a 2.0 or higher cumulative grade point average but has been placed on probation due to low term GPA performance will remain on probation until he/she has earned a term GPA of at least 2.0.**

(6) Graduate Courses Taken by Undergraduates (Bulletin)

The revised wording for undergraduates taking graduate courses make the policy consistent with the wording of existing and proposed programs that combine undergraduate and graduate course work (e.g., the newly approved BA/MA Combined Program in Spanish). The phrase *senior status* is flexible and fits a variety of these combined programs. **The revision below was approved by the UAAC and will go to the SEC September, 2010.**

- In appropriate cases, undergraduate students **with senior status** may be permitted to enroll in graduate courses for undergraduate credit. Written permission of the **major** adviser and the appropriate deans is required and should be obtained on the substitution/waiver form. Credit earned in this way will count only toward undergraduate degrees.
- To meet unusual cases, an undergraduate student **with senior status** may earn a maximum of 9 hours of graduate credit. Written permission from the appropriate dean’s office must be obtained on the substitution/waiver form.

- Visiting undergraduate students shall not be permitted to enroll in graduate courses at Hofstra.

(7) Investigation into University Tutorial Center

The UAAC was to discuss the University Tutorial Center in relation to the services provided and the use of the services by students. In light of other priorities, the UAAC tabled this discussion but will take it up in the fall of 2010.

(8) Investigation into the Drop Course Policy

The UAAC was to investigate the Universities policies on dropping courses in the beginning of the semester and the procedures for creating a Wait List of potential students for closed courses. The UAAC tabled this discussion, to be taken up in the fall of 2010.

SUBCOMMITTEE ON ACADEMIC RECORDS (ARC)

Chairperson Trudy Cucciniello

Appendix A is the timetable of the regular ARC meetings held throughout the year. Additional meetings are called, if necessary. The vast majority of cases that come before the Committee are appeals for reinstatements from students dropped for poor scholarship. Approximately 350 cases were reviewed. Statistical data reflecting dismissals and reinstatements for the June 2009 to May 2010 period is shown in **Appendix B**.

GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC)

Chairperson Jonathan Lightfoot

Committee members for the academic year included:

1. Liora Schmelkin, Senior Vice Provost for Academic Affairs and Dean of Graduate Studies
2. Carol Drummer, Dean of Graduate Admissions
3. Balbinder Bhogal, Associate Professor of Religion
4. Jayne Brownell, Assistant Vice President for Student Affairs
5. Laurie Johnson, Professor, CRSR
6. Irene Plonczak, Assistant Professor, Curriculum & Teaching
7. Jason Davidow, Assistant Professor, Speech-Language-Hearing Sciences
8. Steven D. Smith, Assistant Professor, Comparative Literature & Languages
9. Wi Saeng Kim, Associate Professor, Finance

Graduate Education Diversity Initiative

GAAC continued its focus on the theme of graduate education diversity. Our goal was to assess the current graduate program diversity climate at Hofstra. During the last academic year GAAC agreed to explore the issue of increasing diversity in graduate student enrollment. The graduate directors had already determined increased diversity recruitment should be a priority. Creating a strategic initiative for recruitment and retention of graduate

students of color, attracting and supporting social-economic diversity, and continuing the search for qualified international students were important topics of discussion. Tangential to this issue and arguably a critical aspect was the recruitment and retention of faculty of color to mirror the recruitment and retention of similarly situated students.

We referenced an early release of 'Diversity: Undergraduate & Graduate Analysis', a report issued by Institutional & Market Research. It was the result of Hofstra's participation in spring 2009 in the National Association of Student Personnel Administrators (NASPA) consortium survey focusing on multiculturalism and diversity. Data were collected via an online StudentVoice survey. This survey achieved a 25% response rate (636 responses from a random sample of 2543 undergraduates). The survey was also administered to a random sample of graduate students, which received a 27% response rate (387 responses from a sample of 1437). Further analysis is still being done prior to broad distribution throughout the university.

Such documents collectively create a context from which to view graduate education in general and at Hofstra in particular. Carole Drummer noted that Hofstra's greatest challenge is to attract local domestic underrepresented graduate students. We had rich discussions surrounding the challenges of recruiting and retaining such graduate students compared to international students. An interesting debate question asks whether predominantly white universities prefer to increase their diversity via domestic or international student means. Irene reported her recent attendance at a conference in a Middle Eastern country that treated women as subservient to men. The women were culturally conditioned to give deference to men in public places and not speak in the presence of men in public. She also noted that change in this practice was on the horizon and education through cross cultural contact was necessary to expedite such change. Sinan noted that he found it difficult to respect cultures that did not practice human rights for all humans. The saying "when in Rome, do as the Romans do" is hard to follow if it means women must refrain from speaking up in the presence of men.

During the academic year two focus group sessions were held with international and graduate students of color. The first one was held on December 2, 2009 in the library dean's conference room and the second one was held May 5, 2010 in the graduate residence hall conference room. Graduate directors were asked to submit names of graduate students of color and international students interested in participating in focus group sessions to discuss the diversity climate at Hofstra, diverse graduate student recruitment and retention, diverse faculty recruitment and retention, classroom experiences, and overall campus climate for intercultural relations. GAAC referenced the NASPA Diversity/Multiculturalism/Inclusivity Consortium Student Study used by Hofstra to survey undergraduate students about the diversity climate on our campus to help us develop focus group questions. Timing is an important consideration. Scheduling sessions during preparation for midterm or final exams has its challenges. Choosing times of the day or evening when particular programs tend to have common hour or other class meeting break periods may produce better attendance.

Data gathered from the focus group session held on Wednesday, December 2, 2009 were primarily in response the questions developed by GAAC, as was the session held on Wednesday May 5, 2010. Laurie Johnson and Jonathan Lightfoot facilitated both sessions with 8 graduate students in attendance at each session. Planning prior to the sessions included discussion about the wording and organization of the questions to be asked and how the social/political racial/ethnic identity of participants and facilitators could affect session dynamics. Questions were open ended so as to elicit more in-depth responses. Most

participants seemed eager to share their thoughts and experiences regarding graduate education at Hofstra. Each participant was given a printout of the questions which were posted on the smart board.

Participant's view of diversity on Hofstra's campus was interesting. While most admit to seeing a fair amount of skin color diversity on campus, some do not see evidence of a lot of cross color interaction. Others mentioned that the amount of diversity one sees depends on where you are on campus and what program is being observed. Some believe that there are less graduate students of color than undergraduate students of color. The fact that graduate student programs often cater to older working students who attend school in the evening somewhat limits their scope of the campus. Many graduate students are on campus only one or two times a week at night to attend class. Several students gauge diversity from the actual number of students who represent diversity in their individual classes. Being the only African American, Hispanic or Asian male or female is a common theme echoed by students of color. Involvement in activities outside of class, which may increase opportunities for cross cultural contact, is often limited for graduate students.

Attendance at the prior 3 focus groups was represented by multiple cultures, colors, genders, graduate schools and programs except the Law School. Prior to submitting a final report of the graduate diversity initiative, GAAC hopes to include qualitative data from Law School students. We will begin planning for a focus group session specifically for them during fall 2010. They follow a slightly different academic calendar than the rest of the university so we will make sure to involve a point person at the school to help us determine the best date to convene the session. Qualitative data from 4 focus group sessions can then be combined with quantitative survey data to produce a final report that promises to reveal helpful insight into the graduate climate for diversity at Hofstra.

Graduate Incomplete Policy

During spring 2010 GAAC also initiated a study of Hofstra's graduate incomplete policy. Trudy Cucciniello began meeting with GAAC to help update the current incomplete policy as was done with the undergraduate incomplete policy. The graduate program directors were also called upon to express their concerns regarding incomplete grades. Some of the issues raised were:

- Default grades issued when incompletes linger past deadline for completion
- Allowing students to graduate with outstanding incompletes
- Reasonableness of time to complete outstanding work
- How long incomplete grades appear on transcript, temporary or permanent (even when work is completed and a letter grade has been issued)
- Similarity of graduate incomplete policy to the undergraduate policy
- Worthiness of reducing the number of incompletes given as a goal
- Relationship of the repeat course policy and tuition payment to the incomplete policy

GAAC will resume its study of the graduate incomplete policy beginning in fall 2010

PLANNING & BUDGET COMMITTEE (P & B)

Chairperson Georgina Martorella

The Planning and Budget Committee (P&B) had several items on its agenda this academic year. The committee completed its report on the future directions and growth of Axinn

Library, presented a recommendation regarding requiring incoming freshmen to purchase laptop computers, undertook a review of the committee's charge, presented a ban on residential students parking on south campus during the day, organized the Annual Town Hall Meeting, and began looking into the current policy for compiling course packs. P&B had been asked to report to the faculty on the future directions and growth of the Joan and Donald E. Axinn Library. This report and an executive summary was completed and presented to the full faculty as an information item at the May 3, 2010 full faculty meeting. It will be presented as an action item in Fall 2010.

In academic year 2008/2009, P&B was charged with studying the feasibility of requiring incoming freshmen students to have laptop computers. P&B completed its study and recommended that there be no mandatory laptop requirement at this time. The final recommendation and rationale was presented to the full faculty as an action item at the September 23, 2009 full faculty meeting. The recommendation was passed unanimously. (See Appendix K). The committee was asked to consider a name change and with that, review its charge. The committee spent a good part of this year discussing both the charge and the role of the committee as well as meeting with various administrators. The committee decided not to make any changes to the name of the committee or to the charge at this time. Committee members strongly felt that the charge as it stands creates an important role for the committee in both the planning and budget processes of the University and is committed to making its role in the shared governance process more effective in these areas.

The committee also re-submitted a recommendation to ban residential students from parking on south campus during the hours of 7am to 3pm in order to alleviate crowded parking conditions. This recommendation was sent to Student Affairs Committee (SAC) for review. P&B and SAC worked together and made several revisions, however, the recommendation was defeated in the full Senate.

The Annual Town Hall Meeting, co-sponsored by P&B, SAC, and Student Government Association (SGA) was held on April 14, 2010. The event was heavily promoted and promotional activities this year included public service announcements on the Hofstra radio station, WRHU, and also a radio interview with committee representatives. Students who were unable to attend the event were encouraged to submit questions via the virtual suggestion box; however, no virtual submissions were received. Attendance was good and students raised various issues that were either addressed or directed to the appropriate offices for further consideration.

P&B was also asked to look at how course packs are compiled at the University. Currently, faculty must utilize the Hofstra bookstore to compile course packs as specified in the contract with the bookstore. The course packs compiled by the bookstore are expensive and there may be less expensive ways to achieve the same result. P&B learned that the contract was recently re-negotiated; however, P&B will begin to look into alternative ways to compile course packs in preparation for the next contract re-negotiation.

SUBCOMMITTEE ON THE LIBRARY

Chairperson AnnMarie Singh

The Library Senate Subcommittee twice during the Fall semester of the 2008-'09 academic year, and twice in the Spring semester of the 2009-'10 academic year. The meetings in the Fall were held on 09/25/09 and 10/16/09; the two meetings in the Spring were held on 02/26/10 and 10/12/10. The following is a summary of the main points discussed at the four meetings of the Committee for the period of this report.

Meeting: 09/25/09

- The first order of business was the election of a chair. Annmarie Singh was elected interim chair of the committee until a non-library faculty member on the committee could be elected.

The members of the committee were joined by Daniel Rubey, Dean of Library and Information Services, and Associate Professor Georgina Martorella, Chair of the Planning and Budget Committee. Prof. Martorella presented the Planning and Budget Library Report (PBLR) to the committee. Prof. Martorella submitted that the Library Sub-Committee would be expected to complete the Library Instruction section of this report with recommendations for initiatives that meet the expectations, learning objectives and assessment goals submitted by the University to the Middle States Commission on Higher Education for library instruction and information literacy.

An extensive discussion ensued, with the committee forming preliminary recommendations and planning the necessary action to formalize such recommendations. It was determined that additional information would be gathered and a preliminary draft of the Library Instruction section of the PBLR would be shared electronically among the committee membership prior to the next meeting wherein the committee would begin revising the document.

Meeting 10/16/09:

- The committee met and reviewed and revised the Library Instruction section of the PBLR. Prof. Singh committed to typing revision and the committee agreed to review and approve the final version via e-mail so the document could be submitted to Planning & Budget by the 10/23/2009 deadline fixed by Prof. Martorella. All was completed as planned and the Library Instruction section of the PBLR was submitted by the deadline.

Meeting 2/26/10:

- The committee met briefly to elect a new chair. Non-library faculty present were unable to stand for election and this matter deferred to the next meeting.

Meeting 3/12/10:

- The committee met briefly to elect a new chair. Non-library faculty present were unable to stand for election and this matter deferred to the next meeting.

The committee was joined by Dan Rubey, Dean of Library and Information Services. Dean Rubey distributed copies of *Report on the Future Directions of Axinn Library, Executive Summary and Recommendations*, the final report of the Planning & Budget Committee on the library. The committee reviewed the document and determined consulting with Prof. Martorella as to the role the report will play in the work of the Library Committee would be necessary. The committee needs to continue the discussion in the upcoming academic year.

SUBCOMMITTEE ON ACADEMIC COMPUTING

Faculty Member Raymond N. Greenwell

The Academic Computing Committee met once, on November 10, 2009. John Hardiman chaired the meeting, which was attended by several faculty committee members and Vice President for Information Technology Robert Juckiewicz. Numerous issues were discussed, including the recent change in the mail server, the login procedure on Windows machines, and Hofstra Online. The committee planned to meet again and follow up on these issues, but that never happened, nor were minutes produced from the meeting. John Hardiman assumed an administrative position in Spring 2010 and was no longer able to chair the committee.

ENVIRONMENTAL PRIORITIES COMMITTEE (EPC)

Chairperson Margaret Hunter

This was the third full year for the newly formed Environmental Priorities Committee (EPC) a subcommittee of Planning and Budget. We have met several times over the course of the year to improve environmental stewardship on campus.

The following is our progress towards some of our goals.

1. This year we surveyed the Hofstra community about environmental stewardship on campus. The survey was separated in three categories by population type; student, faculty, and staff. We had a 16 % response rate from the students, 30 % from faculty and 38 % from staff. We will be evaluating the responses to the survey in the next semester.
2. Candidates were interviewed by the members of University for a sustainability officer.

We look forward to furthering the goals of this committee in the 2010-2011 academic year.

FACULTY AFFAIRS COMMITTEE (FAC)

Chairperson Richard Pioreck

The Faculty Affairs Committee met regularly this year. First the committee completed its work on the Digital Measures Database so the database could begin to be used for the faculties' annual reviews. Next the Faculty Affairs Committee took up the subject of who is faculty member as defined in Faculty Statute #4, bringing the definition in line with the

CBA and the medical school's faculty bylaws. Faculty Statute #4 should be ready to present to the full faculty in Fall 2010. The Faculty Affairs Committee began a review of the Equal Employment Opportunity and Affirmative Action Policy with the goal of presenting a comprehensive policy document for the University.

Again this year the Faculty Affairs Committee reviewed the applications and made recommendations for the special and teaching leaves for 2010-2011.

STUDENT AFFAIRS COMMITTEE (SAC)

Chairperson Christiaan Perez

Over the past year the SAC has discussed a couple issues, such as passing the off campus policy resolution from the previous year's committee and proposing a resolution to support the rights of hikers in Iran. However, the Parking situation at Hofstra took up most discussion time in the committee. The SAC was able to narrow down the issues relating to parking to three major themes, visibility, enforcement and utilization.

- **Visibility:** Ensuring that all current and incoming students are made aware of the rules and regulations that are in effect at the time. One such example of this was the creation and distribution of color coded maps to all registered car owners outlining where parking areas are, how many parking spots are in that area and what restrictions may apply to specified areas. Visibility also included the ensuring that signs for each parking area are clearly labeled and visible to drivers.
- **Enforcement:** Emphasizing a consistency of enforcement of parking regulations so that drivers do not obtain a false understanding that the rules only apply on certain days. This also goes to the idea of ensuring that drivers are continually reminded about what regulations on parking are in effect.
- **Utilization:** Encouraging the full use of parking spots that are available before considering expansion of current parking spots. Recognizing the previous use of shuttle services to maximize parking spots other options should be considered before-hand. After further discussion of the other options then the committee could review how the previous shuttle service was implemented (how was it advertised? How much did the shift cost? How many people used the shuttle? Etc.). If possible then the shuttle service might be able to simply adjust for "commute" times to have a more direct route between parking spots and classes instead of funding another bus for another route.

This issue will need to be addressed under the leadership of the new chair as the chair sees fit, hopefully the above comments can help to guide the new chair in this difficult and contentious issue.

SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)

Chairperson, Mira Bhargava

In 2008/2009 SCREAN was comprised of faculty members Laurie Lopatin (chair), William Nirode (SEC chair), Krishnan Pillaipakkamnatt, and Mira Bhargava. The committee also included Caroline Schreiner representing Hofstra staff and Liora Schmelkin as advisor.

SCREAN met once during the 2009/2010 academic year. Emails had been sent to all faculty directing them to a survey on Blackboard which indicated their interest on serving as Senator-at-large on various Senate committees. Thirty-four forms were returned. Eighteen appointments were made as well as sixteen reappointments affecting ten committees.

Via Blackboard, nominations were solicited and elections were held for:

- HCLAS, Division of Social Sciences
Jason Davidow was re-elected for a three-year term
- HCLAS, Division of Humanities
Daisy Miller was elected for a three-year term
- School of Education, Health and Human Services
George Giuliani was elected for a three-year term
- Zarb School of Business
K.G. Viswanathan was re-elected for a three-year term
- Library
Sarah Glass was elected for a three-year term
- Local 153
Maureen Brown was re-elected for a three-year term

A comprehensive database which includes committees, committee members, their terms, and their constituencies continues to be maintained and updated by Caroline Schreiner.

SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)

Chairperson Ed Ingles

During the 2009-2010 academic year, the Athletic Policy Committee acted on the following:

- 1) Chairperson and committee had 3 meetings with Athletic Director Jack Hayes to review updated Athletic Department/Student Athlete policies.
- 2) Hayes notified committee that Hofstra successfully completed its NCAA Certification.
- 3) Athletic Director updated APC on one-on-one exit interviews with senior student-athletes following completion of their athletic careers.
- 4) Updated on Colonial Athletic Association change in athletic playoff schedule to reduce missed class time for Student-Athletes and revisited policy for missed coursework by Student-Athletes.

- 5) Reviewed ongoing Athletic Department facility project renovations and enhancements.
- 6) Reviewed student/athletes strength and conditioning program, training room operation, and study halls.
- 7) Discussed message from University President to closely monitor Gender/Equity numbers.
- 8) Discussed patterns emerging from sport to sport in support areas from year to year.
- 9) Updated on efforts from the Director of Student-Athlete Services to make athletes visible on campus: examples include teams offering assistance on move-in-days and participating in university blood drives.
- 10) Interviewed out-of-state Men's Lacrosse player on his experiences at Hofstra and received a highly favorable report.
- 11) Athletic Department updated committee on relocation of former Hofstra student/athlete football players. Hayes reviewed football/winter and spring athletic competition
- 12) Hayes reviewed football/winter and spring athletic competition

SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR

Chairperson Mark McEvoy

The Academic Calendar Committee met once during the academic year 2009-2010. Several versions of the calendars for the 2012-2013 academic year, prepared by Gertrude Cucciniello, were reviewed.

The calendar most favored by the committee starts the Fall 2012 semester after Labor Day, with only one Snow/study/reading day, and the Spring 2013 calendar on the last week of January. Summer Session III ends on August 23. The committee allowed for January session classes in 2013 to last for two or three weeks.

The calendars recommended by the committee were approved by the Senate. The faculty approved the calendars, but noted that it needs to revisit the issue of religious holidays. The faculty also noted that if a change in that policy was approved, the academic calendar committee might be requested to alter the calendar.

SPECIAL COMMITTEE ON ENVIRONMENTAL SAFETY

Chairperson Ling Huang

The Special Committee on Environmental Safety met four times during the 2009 / 2010. In the 11/17/2009 meeting, Russell Burke was elected Chair for Fall 2009. Because of Dr. Burke's sabbatical absence in Spring 2010, Ling Huang served as interim Chair for Spring 2010. Russell Burke will resume his Chair position when he is back in Fall 2010. Current faculty members on the committee are Dennis Ryan (Chemistry), Ling Huang (Chemistry), Myla Aronson (Biology), Vern Walker (Law School), Dennis Burke (Biology), Russell Burke (Biology), Richard Jensen (Engineering), and Laurie Fendrich (Fine Arts). Bill Sollin is the new Fire Safety Officer, who works closely with ESC.

The committee made several major revisions and amendments to the Chemical Hygiene Plan (CHP): 1. An on-line training system was added to the refresher training requirement.

2. The waste treatment section was deleted and replaced with a reference to the updated (04/2010) version of the Hazardous Waste Management Plan (HWMP) at Hofstra University. Besides these, a few minor revisions have been made during the four meetings. The HWMP was also updated during 2009-2010 to reflect the addition of the medical school and the changes in current practices at Hofstra University, in line with state and federal regulations. The revised and finalized HWMP and CHP were unanimously approved by the committee on 4/14/2010. Dennis Ryan, the Chemical Hygiene Officer, has sent the Provost a finalized copy of the approved CHP for signature.

The committee had made three recommendations to the University Administration in 2008-2009. The committee again forwarded the same recommendations in 2009-2010. Due to budgetary concern from the administration, however, the first two recommendations (setting up a centralized Environmental Safety Office and hiring a full-time CHO) were not supported by the Provost's Office. The third suggestion (setting up online safety training modules for annual refresher training) was supported by the Administration and executed by Dennis Ryan, the CHO with the help from the Faculty Computer Service. Several modules are ready on the Blackboard system and being tested by multiple departments. The online-training program, with video and other multimedia contents, will be implemented at Hofstra in Fall 2010. A paper-based quiz, to be taken after the online training, will serve as a paper record for the online refresher training.

The committee reviewed departmental safety concerns. There were no major violations reported by the CHO. The committee also discussed the ongoing renovation in the medical school and the Biology Department. The committee was able to communicate with the medical school faculty members on safety issues and future practices. The committee will contact the safety officer at LIJ to discuss any future biohazard concerns at the medical school in Fall 2010.

The committee also discussed laser safety issues. Steve Campolo, lab director of the Physics Dept., along with the Plant Department, initiated a draft Laser Safety Plan for Hofstra University. The committee also discussed the safety training program for summer students and high school visiting students.

V

ACTIVITIES OF THE SENATE

2009 – 2010

MATTERS PENDING FROM THE 2007-2008 SENATE:

December 10, 2007 (Senate Agenda)

The Senate approved the creation of Faculty Policy Series #50 - Classroom Code of Conduct for Students. This item was amended and approved by the Full Faculty (December 14, 2007) & (May 12, 2009) by the Provost (July 30, 2009) and by the President (August 17, 2009). ***See 2009-2010 Senate Activities**

MATTERS PENDING FROM THE 2008-2009 SENATE:

March 9, 2009 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #99 – A Code of Professional Responsibility For Faculty. This item was approved by the Full Faculty (March 16, 2009), amended and approved by the Provost (September 4, 2009) and by the President as modified by the Provost (September 8, 2009). (Appendix C)

March 9, 2009 (Senate Agenda)

The Senate approved the revisions to the definition of class standing by credit hours. This item was approved by the Full Faculty (March 16, 2009), by the Provost (July 30, 2009) and by the President (August 17, 2009). (Appendix D)

March 9, 2009 (Senate Agenda)

The Senate approved the revisions to the Calculation of Latin Honors. This item was approved by the Full Faculty (March 16, 2009), by the Provost (July 30, 2009) and by the President (August 17, 2009). (Appendix E)

April 13, 2009 (Senate Agenda)

The Senate approved the 2011-2012 Academic Calendar. This item was amended and approved by the Full Faculty (May 1, 2009), by the Provost (July 30, 2009) and by the President (August 17, 2009). (Appendix F)

2009 – 2010 SENATE ACTIVITIES

1. CHANGES TO THE FACULTY STATUTES AND FACULTY POLICY SERIES

March 18, 2010 (Faculty Agenda)

The Senate approved the revisions to Faculty Policy Series #50 - Classroom Code of Conduct for Students. This item was approved by the Full Faculty (March 18, 2010), by the Provost (April 26, 2010) and by the President (April 29, 2010). (Appendix G)

2. CHANGES TO THE HOFSTRA BULLETIN

November 9, 2009 (Senate Agenda)

The Senate approved the 2012-2013 Academic Calendar. This item was approved by the Full Faculty (November 20, 2009), by the Provost (January 4, 2010) and by the President (January 4, 2010). (Appendix H)

November 9, 2009 (Senate Agenda)

The Senate approved the Medical School Representation recommendation. This item was approved by the Full Faculty (November 20, 2009), by the Provost (January 4, 2010) and by the President (January 4, 2010). (Appendix I)

March 18, 2010 (Faculty Agenda)

The Senate approved the revisions to the Unofficial Withdrawal. (April 14, 2010).

This item was approved by the Full Faculty (March 18, 2010), by the Provost (April 26, 2010) and by the President (April 29, 2010). (Appendix J)

3. OTHER ACTIONS

September 14, 2009 (Senate Agenda)

The Senate approved the Laptop Resolution. This item was approved by the Full Faculty (September 23, 2009), by the Provost (October 5, 2009) and by the President (October 5, 2009). (Appendix K)

November 9, 2009 (Senate Agenda)

The Senate approved the Proposal regarding Off Campus Behavior. This item was approved by the Full Faculty (November 20, 2009), but has not yet been approved by the Provost or President. (Appendix L)

December 7, 2009 (Senate Agenda)

The Senate approved the resolution regarding the reallocation of funds from intercollegiate football to academic priorities and need-based scholarships. This item was approved by the Provost (December 9, 2009) and by the President (December 10, 2009). (Appendix M)

May 3, 2010 (Faculty Agenda)

The Full Faculty approved the Budget Transparency Resolution (May 3, 2010). This item was approved by the Provost (June 4, 2010) and by the President (June 7, 2010). (Appendix N)

VI

APPENDICES

APPENDIX A

ANNUAL TIMETABLE

ACADEMIC RECORDS COMMITTEE

<i>Month</i>	<i>Purpose of Meeting</i>
January	<p>Review cases from the English Language, NOAH, and University Studies programs.</p> <p>Review January students from summer meetings for continuance or dismissal.</p> <p>Miscellaneous appeals are also heard.</p>
June	<p>Review current year cases from the English Language, NOAH, and University Studies programs to determine dismissal/continuation of students in these programs.</p> <p>Review all students reinstated from past summer meetings for continuance or dismissal.</p> <p>Miscellaneous appeals are also heard.</p>
July - August	<p>Review appeals for reinstatement from students who were dropped for poor scholarship in June or previous years.</p> <p>Miscellaneous appeals are also heard.</p>

Please note: Periodically, special meetings are called as needed.

APPENDIX B

Appendix A is the timetable of the regular ARC meetings held throughout the year. Additional meetings are called, if necessary. The vast majority of cases that come before the Committee are appeals for reinstatements from students dropped for poor scholarship. Approximately 350 cases were reviewed. Statistical data reflecting dismissals and reinstatements for the June 2009 to May 2010 period is given below.

		<i>Totals</i>
<i>Dropped for Poor Scholarship</i>		
Automatic Drop (end of Spring 2009 semester) (includes New College and SUS)	139	139
ARC Drops		36
End of Fall semester	21	
End of Spring semester	15	
Total Drops		175
<i>Reinstated/Readmitted</i>		
Total Reinstated by ARC		80
End of Fall semester	2	
End of Spring semester	78	
Total Readmitted - all meetings		24
Total Reinstated/Readmitted		104
Net Dropped		71

A Code of Professional Responsibility For Faculty

The standards set forth in the following paragraphs are the professional standards to which every faculty member is expected to subscribe.

I. General Responsibilities of the Faculty Member

- A. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it.
- B. Faculty members have the responsibility of constantly expanding their understanding of their field by keeping abreast of developments in that field and in closely allied fields through a critical, independent and thorough inquiry.
- C. Faculty members shall participate in activities of professional societies relevant to their fields, including not only those having to do with subject matter, but also those concerning matters of general interest to all faculty.

II. Responsibilities of the Faculty Member to the Student

- A. Faculty members have the responsibility of providing students with rigorous and challenging instruction, using pedagogy that is appropriate both to the subject matter and to the level of knowledge of the student; it is the faculty member's obligation to remain current in relevant pedagogical developments.
- B. Faculty members shall meet all classes and keep all announced office hours promptly and regularly. They shall not take on extra teaching or research assignments or outside work that might interfere with the performance of their teaching responsibilities at Hofstra.
- C. Faculty members shall strive to make prompt, just and unprejudiced appraisals of student work in terms of the prevailing grading system. They owe students the right to have their work and their grades reviewed, and, in cases of serious grievances, the right of responsible appeal.
- D. Faculty members shall not take advantage of their special position by discouraging student expression of opinion that conflicts with their own, or by threatening – whether openly or by implication – to penalize students who reject their favored concepts, causes or activities. In the spirit of critical inquiry that is central to a liberal education, faculty have the right to

challenge students by requiring them to be exposed to views and appropriate materials with which they may be uncomfortable.

E. Faculty members shall secure permission and give credit for the use of original student contributions in their lectures and publications. At the same time, they shall not compel their students to choose research subjects that supplement or assist their own research projects.

F. Faculty members shall encourage responsible behavior among their students and shall follow the pertinent administrative regulations in dealing with instances of student dishonesty or misconduct.

G. Faculty members shall treat the ideas, needs, weaknesses and failures of every student in a confidential manner, revealing them to others only to the extent mandated by the professional relationship between faculty and student. Faculty members should not discuss confidential student information, including information about student performance, with other students.

H. Faculty members shall be aware of University services offered to students with financial, emotional, and academic problems and shall direct students to such services as needed, and may, additionally or alternatively contact the appropriate University office.

I. Faculty members shall be well informed about the academic requirements of Hofstra University so that they can advise responsibly.

J. Faculty members shall not require or exert pressure on students to use particular outside vendors or services such as particular academic support service providers.

III. Responsibilities of Faculty Members to their Colleagues

A. Faculty members shall give their colleagues active cooperation and encouragement in their individual development as members of the profession.

B. Faculty members shall avoid disparaging their colleagues. They owe their colleagues and the profession reasonable tact, both as to content and place, in the utterance of criticism. They shall not enhance their own standing by using unfair practices or methods with regard to their colleagues. Notwithstanding the above, faculty members owe the institution a duty of candor and shall not restrain themselves from giving an honest and thoughtful appraisal of a colleague nor from their duty to submit to appropriate authorities any substantial evidence they may possess concerning the unfitness of a colleague.

C. Faculty members shall acknowledge any contributions of colleagues that they use in their professional presentations.

D. Faculty members shall not attempt to compel other faculty to use any written or electronic material they have produced.

IV. Responsibilities of Faculty Members to their Institution

- A. Faculty members shall be governed by the principles and procedures of this institution. If they believe that a change in any such principle or procedure is advisable, they shall work for a change through appropriate channels.
- B. Faculty members shall perform a reasonable amount of the service/work in support of their department and of the institution.
- C. Faculty members shall maintain as privileged those departmental or University matters not appropriate for open discussion.

APPENDIX D

Class Standing

Change in bulletin (p52)from:

An undergraduate student credited with 24 semester hours will be ranked as a sophomore; with 58 semester hours, a junior; and 88 semester hours, a senior.

To

An undergraduate student credited with 30 semester hours will be ranked as a sophomore; with 60 semester hours, a junior; and 90 semester hours, a senior.

APPENDIX E

Baccalaureate Degrees With Distinction

Change in bulletin (p48) from:

Averages for the levels of distinction are:

- * summa cum laude: 3.90
- * magna cum laude: 3.80
- * cum laude: 3.60

To

Minimum Grade Point Averages for the levels of distinction are:

- * summa cum laude: 3.85
- * magna cum laude: 3.75
- * cum laude: 3.60

PROPOSED 2011 – 2012 - ACADEMIC CALENDAR**FALL SEMESTER 2011**

September 6	Tuesday	All classes begin; Convocation from 11:20-12:35 Classes during this time meet for 10 minutes TODAY only
September 27	Tuesday	Conversion Day - ALL classes follow a Thursday schedule
September 28	Wednesday	Conversion Day – ALL classes follow a Friday schedule; No p.m. classes
September 29 -30	Thursday & Friday	Classes not in session
October 7	Friday	No p.m. classes
October 8	Saturday	Classes not in session
November 24 - 25	Thursday & Friday	Thanksgiving Recess No classes
December 12	Monday	Snow/study/reading day for Under-graduate classes only . Graduate classes meet
December 13 - 19	Tuesday – Monday	Final exams for ALL classes
December 19	Monday	Classes end
December 20	Tuesday	Commencement (subject to change)

JANUARY SESSION 2012

January 2	Monday	New Year's Holiday observed
January 3	Tuesday	Classes begin
January 16	Monday	Martin Luther King, Jr. Day observed NO classes
January 17	Tuesday	Classes end for 2 week session
January 24	Tuesday	Classes end for 3 week session
January 25	Wednesday	Snow/study/reading for Undergraduate classes only if needed.

SPRING SEMESTER 2012

January 26	Thursday	ALL classes begin
February 20 -21	Monday & Tuesday	President's Day, Spring Break Classes not in session
April 4	Wednesday	Conversion Day, ALL classes follow a Friday schedule
April 6 -14	Friday - Saturday	Spring Recess Classes not in session
May 10 - 11	Thursday & Friday	Snow/study/reading days for Undergraduate classes only. Graduate classes meet
May 12 - 18	Saturday - Friday	Final exams for ALL classes
May 18	Friday	Classes end
May 20	Sunday	Commencement

SUMMER SESSION I - 2012

May 23	Wednesday	Classes begin
May 28	Monday	Memorial Day Holiday – NO classes
June 26	Tuesday	Classes end

SUMMER SESSION II – 2012

June 28	Thursday	Classes begin
July 4	Wednesday	July 4 th Holiday – NO classes
August 1	Wednesday	Classes end

SUMMER SESSION III – 2012

August 6	Monday	Classes begin
August 24	Friday	Classes end

Highlights

Fall 2011

1. Classes begin on Tuesday, September 6. Convocation to be held 11:20 – 12:35. Classes during this time period must meet for 10 minutes **TODAY** only.
2. Conversion Day, Tuesday, September 27, **ALL** classes follow a Thursday schedule.
3. Conversion Day, Wednesday, September 28, **ALL** classes follow a Friday schedule.
4. No p.m. classes on Wednesday, September 28.
5. No classes on Thursday, September 29 or Friday, September 30.
6. No p.m. classes on Friday, October 7.
7. No classes on Saturday, October 8.
8. No classes Thursday, November 24 and Friday, November 25, Thanksgiving Holiday.
9. Snow/study/reading day Monday, December 12 is scheduled for Undergraduate classes only. **Graduate classes meet.**
10. All finals begin on Tuesday, December 13 and end on Monday, December 19.
11. Semester ends on Monday, December 19.
12. Commencement: Tuesday, December 20 (subject to change).

January 2012

1. Classes begin on Tuesday, January 3.
2. No classes on Monday, January 16, Martin Luther King, Jr. Day.
3. Semester ends for 2 week session on Tuesday, January 17.
4. Semester ends for 3 week session on Tuesday, January 24.
5. Snow/Study/Reading Day for Wednesday, January 25, for Undergraduate classes only if needed.

Highlights

Spring 2012

1. Classes begin on Thursday, January 26.
2. No classes on Monday, February 20 and Tuesday, February 21, Spring Break.
3. Conversion Day, Wednesday, April 4th, ALL classes follow a Friday schedule.
4. No classes on Friday, April 6 through April 14, Saturday, Spring Recess
5. Snow/study/reading days are scheduled for Thursday, May 10 & Friday, May 11. These are for Undergraduate classes only. **Graduate classes meet.**
6. **ALL** finals begin on Saturday, May 12, and end on Friday, May 18.
7. Semester ends, Friday, May 18.
8. Commencement: Sunday, May 20.

Summer Session I, II and III 2012

1. **SS I** classes begin on Wednesday, May 23. No classes on Monday, May 28, Memorial Day Holiday. Classes end on Tuesday, June 26 .
2. **SS II** classes begin on Thursday, June 28 . No classes, Wednesday, July 4th. Classes end on Wednesday, August 1.
3. **SS III** classes begin Monday, August 6. Classes end on Friday, August 24.

FALL 2011
LAB prefer 1 SNOW Comm Tues

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
28-Aug	29	30	31	1-Sep	2	3	Final Enrollment Services Days - TBA
4	No classes 5	Classes begin 6 Convocation	7	8	9	10	Classes begin Tuesday, September 6; Convocation 11:20 - 12:35 Classes will meet for 10 minutes during this time period TODAY only
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	Conversion Day 27 →	No pm classes 28; Conversion Day →	No Classes 29	No Classes 30	1-Oct	Conversion Day, Tuesday, September 27, ALL classes follow Thursday schedule. Conversion Day - Wednesday, Sept 28, ALL classes follow Friday schedule. NO pm classes. NO classes Sept 29 & Sept 30, Thursday & Friday
2	3	4	5	6	No pm classes 7	No classes 8	No pm classes Friday, Oct 7, NO classes Saturday, October 8
9	10	11	12		14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	1-Nov	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	Thanksgiving Holiday - Nov 24-25, Thursday & Friday
27	28	29	30	1-Dec	2	3	
4	5	6	7	8	9	10	
11	Snow/Study/Reading 12	FINALS 13	FINALS 14	FINALS 15	FINALS 16	FINALS 17	Snow/Study/Reading Days, December 12, Monday; FINALS Tuesday, December 13 - Monday December 19
18	FINALS 19	Commencement 20 (subject to change)	21	22	23	24	Commencement, Tuesday, December 20 (subject to change)
25	26	27	28	29	30	31	

13 UG 15 GR

13 UG 14 GR
12 UG 11:20-12:35 only

13 UG 14 GR

* 13 UG * 14 GR

* 13 UG * 14 GR

13 UG 14 GR

COMPLIANCE INFORMATION:

(*Includes Conversion Day)

By State Law : UG 2,250 minutes required for three (3) credit course (over a 15 week semester).

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute Final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute Final

Saturday UG classes require a minimum of 13 meetings + 120 minute Final

Graduate classes require a minimum of 14 meetings @ 110 minutes each (1,540 minutes).

OF FALL 2011 MEETINGS:

Undergraduate : MWF meetings 39 @ 55 minutes + 120 minute final = 2,265 minutes

TuTh 26 meetings @ 85 minutes + 120 minute final = 2,330 minutes

(11:20-12:35 time slot: 25 meeting @ 85 minutes + 10 minutes first day of classes + 120 final = 2,255 minutes

MW 26 meetings @ 85 minutes + 120 minute final = 2,330 minutes

MF 26 meetings @ 85 minutes + 120 minute final = 2,330 minutes

Graduate - class meetings - Mondays 15, Tuesdays 14, Wednesdays 14, Thursdays 14, Fridays 14

Saturdays 14

ALL classes begin September 6, Tuesday, Convocation from 11:20 - 12:35, Classes will meet for 10 minutes during this period TODAY or

Conversion Day, Tuesday, September 27, ALL classes follow a Thursday schedule

Conversion Day, Wednesday, September 28, ALL classes follow Friday schedule, No pm classes

No classes September 29 - September 30, Thursday & Friday

No pm classes, October 7, Friday

No classes, October 8, Saturday

Thanksgiving Holiday, November 24 - November 25, Thursday & Friday

Snow/Study/Reading days December 12, Monday, for Undergraduate classes only, Graduate classes meet as scheduled

FINALS, December 13, Tuesday to December 19, Monday

Commencement, Tuesday, December 20 (subject to change)

Classes end SSIII August 26, 2011

*pm classes are ANY classes in session after 4:30 pm. Classes starting before 4:30 should end
at 4:30. NO classes begin after 4:30.

January 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	Classes begin 3	4	5	6	7	NEW YEAR'S Observed 1/2; Classes begin Tuesday, January 3
8	9	10	11	12	13	14	
15	16	2 week session 17 classes end	18	19	20	21	M.L.K., Jr Day Observed, Monday, January 16; Classes end for 2 week session Tuesday, January 17
22	23	3 week session 24 classes end	snow/study/reading 25	26	27	28	Classes end for 3 week session Tuesday, January 24; Snow/Study/Reading day Wednesday, January 25
29	30	31	1-Feb	2	3	4	

COMPLIANCE INFORMATION:

Monday - Fridays required

Spring 2012
Early Start

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
1	22-Jan	23	24	25	Classes begin 26	27	28	Classes begin, Thursday, January 26
	29	30	31	1-Feb	2	3	4	
2	5	6	7	8	9	10	11	
3	12	13	14	15	16	17	18	
4	19	No classes 20	No classes 21	22	23	24	25	Spring Break, Monday, February 20 & Tuesday, February 21, NO classes
5	26		27	28	29	1-Mar	2	3
6	4	5	6	7	8	9	10	
7	11	12	13	14	15	16	17	
8	18	19	20	21	22	23	24	
9	25	26	27	28	29	30	31	
10	1-Apr	2	3	Conversion Day 4	5	Good Friday 6	Passover begins 7	
11	Easter Sunday 8							Conversion Day, Wednesday, April 4, ALL classes follow Friday schedule; Spring Recess NO classes Friday, April 6 - Saturday, April 14
12								
13	15	16	17	18	19	20	21	
14	Earth Day 22	23	24	25	26	27	28	
15	29	30	1-May	2	3	4	5	
16	6	7	8	9	Snow/Study/Read 10	Snow/Study/Read 11	FINALS 12	Snow/Study/Reading Days May 10 -May 12, Thursday - Saturday are for UG only. Grad classes meet
17	13	FINALS 14	FINALS 15	FINALS 16	FINALS 17	FINALS 18	19	FINALS May 12, Saturday - May 18, Friday
18	Commencement 20 (subject to change)	21	22	23	24	25	26	Commencement, Sunday, May 20 (subject to change)
	27		28	29	30	31	1-Jun	2
								May 28 - Memorial Day

COMPLIANCE INFORMATION:

(*Includes conversion day)

By State Law - UG 2,250 minutes required for three (3) credit course (over a 15 week semester)

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 Final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 Final

Saturday UG classes require a minimum of 14 meetings.

Graduate classes require a minimum of 14 meetings @ 110 minutes each (1,540 minutes)

OF SPRING 2012 MEETINGS:

Undergraduate - MWF 40 meetings @ 55 minutes + 120 minutes final = 2,320 minutes

MW 26 meetings @ 85 minutes + 120 minutes final = 2,330 minutes

TUTH 27 meetings @ 85 minutes + 120 minutes final = 2,415 minutes

MF 27 meetings @ 85 minutes + 120 minutes final = 2,415 minutes

Graduate - class meetings - Mondays 14, Tuesdays 14, Wednesdays 15, Thursdays 16, Fridays 16

Saturdays 14

NOTES:

All classes begin Thursday, January 26

Monday & Tuesday February 20 -February 21 Spring Break - No classes

Conversion Day, Wednesday, April 4; ALL classes follow Friday schedule

Spring Recess, Friday, April 6 to Saturday, April 14

Snow/Study/Reading Days May 10 -Thursday to May 12, Saturday are for UG classes only Grad classes meet

Finals, Saturday, May 12 - Friday, May 18

Good Friday is April 6. Passover starts evening of April 7. Easter Sunday is April 8.

Commencement, Sunday, May 20

Earth Day is Sunday, April 22

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES	MTG TIMES
20-May	21	22	SSI Classes begin 23	24	25	26	Final Enrollment Services Days - TBA; SS I begins May 23, Wednesday	
27	28	29	30	31	1-Jun	2	May 28, Mon, Memorial Day Holiday- NO classes	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	SSI Classes end 26	27	SSII Classes begin 28	29	30	SSI ends June 26, Tuesday; SSII begins June 28, Thursday	
1-Jul	2	3	No classes 4	5	6	7	July 4th Holiday - No classes	
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31-Jul	SSII Classes end 1Aug	2	3	4	SS II ends August 1, Wednesday	
5	SS III Classes begin 6	7	8	9	10	11	SS III begins August 6, Monday	
12	13	14	15	16	17	18		
19	20	21	22	23	SSIII Classes end 24	25	SS III ends, August 24, Friday	
26	27	28	29	30	31	1-Sep	Final Enrollment Services Days - TBA	
2	3	4	5	6	7	8	September 3, Labor Day	
9	10	11	12	13	14	15		
	UG & GR	UG & GR	UG & GR	UG & GR	UG & GR	UG & GR		

COMPLIANCE INFORMATION;

Minimum 24 Monday - Friday classes SS I & SS II

Minimum 15 Monday - Friday classes SS III

SUMMER SESSION I AND II

Monday to Friday - 24 classes scheduled SS I; Monday to Friday - 24 classes scheduled SS II

FPS #50 - Classroom Code of Conduct for Students

Expectations and Obligations

As written in our Statement of Mission and Goals, “Hofstra University is a private institution whose primary mission is to provide a quality education to its students in an environment that encourages, nurtures, and supports learning through the free and open exchange of ideas, for the betterment of humankind.” Environments favorable to learning require civility and consideration of students and faculty. In all their conduct, members of the University community are expected to follow the Pride Principles stated in the Guide to Pride, the Faculty Policy Series, and other documents establishing standards of behavior (for a full listing see “Rights and Responsibilities of Hofstra University Community Members” http://www.hofstra.edu/Faculty/senate/senate_rights_responsibilities.html).

Class sessions, and class related activities such as Blackboard discussions, field trips, and programs abroad, create specific requirements for responsible and mature behavior. Students are expected to come to class prepared. Prior to coming to class, students should check their Hofstra email accounts for course-related announcements, complete all assignments, and bring course-relevant materials to class. Once in the classroom, students should avoid disruptive and disrespectful conduct. Certain activities can disrupt a class session and impede learning. Other activities unrelated to the class also work against learning environments. Both types of behaviors implicitly communicate that the course and other students’ contributions are of little value.

Behaviors that may be disruptive or disrespectful include but are not limited to: shouting at the instructor or at students, physically menacing or verbally threatening the instructor or students, entering late or leaving the room during a class session, allowing one’s cell phone to ring, sending or reading text messages, side-conversations, sleeping, listening to music unrelated to the class, surfing the web, playing video games, and reading material unrelated to the class.

Importantly, intellectual disagreements that arise normally in academic discussion are not in themselves disruptive or disrespectful. Intellectual disagreements can be valuable, and class participants should respect and value them. Yet, expressions of disagreement can become disruptive. Course participants must recognize, then, that when instructors judge that a class must move on to address other important subjects, they are not thereby stifling opinion.

Prevention and Responses

Accordingly, this policy explicitly forbids disruptive or disrespectful behaviors as prohibited by the Pride Principles stated in the Guide to Pride, the Faculty Policy Series, and other documents establishing standards of behavior and as communicated by faculty in their syllabi or orally.

Faculty may reasonably insist during class that students stop behaving in ways that faculty judge to be disrespectful or to interfere with others’ learning. Faculty are encouraged to consult materials on how to prevent and effectively respond to disruptive classroom conduct. Some of these materials are available at: http://www.hofstra.edu/Faculty/CTSE/ctse_resources.html

When faculty deem disruptive or disrespectful behaviors to be serious or repeated, they may reasonably elect to remove students from the classroom for the class period, or for the most serious cases, to remove students permanently from the course and assign a grade. If necessary, they may summon a Public Safety Officer for assistance. Instances of permanently removing students from the classroom must always be reported by faculty within 24 hours through email to the Department Chair, Dean of the School, the Provost, and the Center for University Advisement. The Provost through both email and telephone will officially notify students of their right to appeal. If students choose to appeal, they must begin the process by sending an email to Provost@Hofstra.edu as soon as possible, but no later than 5 business days after being officially notified by the Provost of the appeal process.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
	26-Aug	27	28	29	30	31	1-Sep	SSIII ends 8/24. Final Enrollment Svcs. Days - TBA
1	2	Labor Day	Classes begin 4	5	6	7	8	9/4 Convocation @ 11:20. Classes meet for 10 mins.
2	9	10	11	12	13	14	15	
3	16	No Classes 17	No Classes 18	19	20	21	22	No classes 9/17 and 9/18.
4	23	24	No pm class 25	No Classes 26	27	28	29	No PM classes 9/25. No Classes 9/26
5	30	1-Oct	2	3	4	5	6	
6	7	8	9	10	11	12	13	
7	14	15	16	17	18	19	20	
8	21	22	23	24	25	26	27	
9	28	29	30	31	1-Nov	2	3	
10	4	5	6	7	8	9	10	
11	11	12	13	14	15	16	17	
12	18	19	20	21	Thanksgiving 22	No classes 23	No classes 24	No classes 11/22 - 11/25
13	25	26	27	28	29	30	1-Dec	
14	2	3	4	5	6	7	8	
15	9	10	11	S/S/R Day 12	Finals begin 13	Finals 14	Finals 15	Snow/Study/Reading Day 12/12.
16	16	Finals 17	Finals 18	Finals 19	Commencement 20	21	22	Commencement - 12/20 - subject to change.
	UG 13 GR 14		UG 14 d GR 14		UG 13 GR 15		UG 13 GR 14	
			UG 13 e				Sat - 14 mtgs	

COMPLIANCE INFORMATION:

By State Law : UG 2,250 minutes required for three (3) credit course (over a 15 week semester).
 MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 minute Final
 TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 minute Final
 Saturday UG classes require a minimum of 13 meetings + 120 minute Final
 Graduate classes require a minimum of 14 meetings @ 110 minutes each (1,540 minutes).

of Fall 2012 Meetings

Undergraduate
 39 MWF meetings @ 55 minutes + 120 final = 2265
 26 TUTH Day meetings @ 85 minutes + 120 final = 2330
 26 TUTH Evening meetings @ 85 minutes + 120 final = 2330
 11:10 - 12:35 time slot: 25 meetings @ 85 minutes + 10 min first day of classes + 120 final = 2255
 26 MW meetings @ 85 minutes + 120 final = 2330
 26 MF meetings @ 85 minutes + 120 final = 2330

Graduate Class meetings: Monday 14, Tuesday 14, Wednesday 15, Thursday 14, Friday 14 (day classes)

Notes:

All classes begin on Tues., 9/4. Convocation on 9/4 @ 11:20 - 12:35. Classes during this time period must meet for 10 mins. this day only.
 No classes Monday and Tuesday, Sept. 17 and 18.
 No pm classes on Tuesday, Sept. 25.
 No classes Wednesday, September 26.

No conversion day required

One Snow/Study/Ready Day on Wednesday, December 12.

Finals to run from Thursday, December 13, through Wednesday, December 19

Commencement - Thursday, December 20

PM classes are ANY classes in session after 4:30 pm. Classes starting before 4:30 should end at 4:30.
 NO PM classes begin after 4:30.

January 2013 (Proposed)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
		New Year's 1	Classes 2 Begin	3	4	5	NEW YEAR'S DAY, January 1. Classes begin Wednesday, January 2.
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	Classes end Tuesday, January 15, for two-week session.
20	No classes 21	22	23	24	25	26	MLK holiday observed on Monday, 1/21. Classes end Wednesday, 1/23 for three-week session.
27	28	29	30	31			

Note1: The regular January 2013 session is a two-week session from Wednesday, January 2, through Tuesday, January 15.

Note 2: For selected courses that need to meet longer than the two weeks indicated in Note 1 (e.g., Distribution courses, some graduate courses), a three-week window can be used beginning Wednesday, January 2, through Wednesday, January 23. On Monday, January 21, the University is closed for Martin Luther King, Jr. Day.

Spring 2013 Proposed

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
	20-Jan	No classes 21	22	23	24	25	26	MLK holiday, 1/21. No classes. Jan X ends on 1/23.
1	27	Classes begin 28	29	30	31	1-Feb	2	
2	3	4	5	6	7	8	9	
3	10	11	12	13	14	15	16	
4	17	No Classes 18	No Classes 19	20	21	22	23	Spring Break, Monday, February 18 & Tuesday, February 19 - NO classes
5	24	25	26	27	28	1-Mar	2	
6	3	4	5	6	7	8	9	
7	10	11	12	13	14	15	16	
8	17	18	19	20	21	22	23	
9	24	No classes 25	No classes 26	No classes 27	No classes 28	No classes 29	No classes 30	Spring Recess Monday, 3/25- Monday 4/1 - NO classes
10	31	No classes 1-Apr	2	Conversion Day 3	4	5	6	Conversion Day, Wed. 4/3. All classes follow a Monday schedule.
11	7	8	9	10	11	12	13	
12	14	15	16	17	18	19	20	
13	21	22	23	24	25	26	27	
14	28	29	30	1-May	2	3	4	
15	5	6	7	8	S/S/R 9	S/S/R 10	11	S/S/R Days -May 9-10 are for UG only. Grad classes meet.
16	12	Finals 13	Finals 14	Finals 15	Finals 16	Finals 17	Finals 18	Finals Monday, May 13 - Saturday, May 18
17	Commencement 19	20	21	22	23	24	25	Commencement, Sunday, May 19 (subject to change)
	26	Memorial Day 27	28	29	30	31		Memorial Day, May 27.
	12*UG & 14* Gr		13 UG & 14 GR	13 UG and 14 GR	13 UG & 15 GR	13 UG & 15 GR	14	

COMPLIANCE INFORMATION:

(*Includes conversion day)

By State Law - UG 2,250 minutes required for three (3) credit course (over a 15 week semester)

MWF @ 55 minutes require a minimum of 39 meetings (2,145 minutes) + 120 Final

TuTh,MW,MF @ 85 minutes require a minimum of 26 meetings (2,210 minutes) + 120 Final

Saturday UG classes require a minimum of 14 meetings.

Graduate classes require a minimum of 14 meetings @ 110 minutes each (1,540 minutes)

of SPRING 2013 Meetings

Undergraduate - 39 MWF meetings @ 55 minutes + 120 minute final = 2265 minutes

26 MW meetings @ 85 minutes + 120 minute final = 2330 minutes

26 TUTH meetings @ 85 minutes + 120 minute final = 2330 minutes

26 MF meetings @ 85 minutes + 120 minute final = 2330 minutes

Graduate Class meetings - Mondays 14*, Tuesdays 14, wednesdays 14, Thursdays 15, Fridays 15 (day classes)
Saturdays 14

NOTES:

All classes begin on Monday, Jan. 28.

Monday & Tuesday, February 18 & 19, Spring Break - No classes

Spring Recess - Monday, March 25 through Monday, April 1.

Conversion Day - Wednesday, April 3 - all classes follow a Monday schedule.

S/S/R Days - Thursday and Friday, May 9 and 10, are for UG classes only. Graduate classes meet.

Finals - Monday, May 13, through Saturday, May 18.

Commencement, Sunday May 19 (subject to change)

Passover starts evening of March 26. Good Friday is March 29. Easter Sunday is March 31.

Summer 2013 Proposed

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
19-May	20	21	Classes begin 22	23	24	25	Sp classes end 5/18. Final Enr.Serv. Days TBA. SSI begins on Wed. 5/22.
26	No Classes 27	28	29	30	31	1-Jun	Monday, May 27, Memorial Day Holiday - NO classes
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	Classes end 25	26	Classes begin 27	28	29	SSI classes end Tuesday, 6/25. SSII begins Thurs. June 27.
30	1-Jul	2	3	No Classes 4	No Classes 5	6	No Classes July 4 and July 5.
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	Classes end AUG 1	2	3	SSII classes end Thursday, August 1.
4	Classes begin 5	6	7	8	9	10	SSIII begins Monday, August 5
11	12	13	14	15	16	17	
18	19	20	21	22	Classes end 23	24	SSIII classes end Friday, August 23
25	26	27	28	29	30	31	Final Enrollment Service TBA
1-Sep	No Classes 2	3	4	5	6	7	Labor Day, Mon. Sept. 2. Classes begin Tues., Sept. 3

COMPLIANCE INFORMATION:

Minimum 24 Monday - Friday classes SS I & SS II

Minimum 15 Monday - Friday classes SS III

SUMMER SESSIONS I AND II: Monday to Friday - 24 classes scheduled.

SUMMER SESSION III: Monday to Friday - 15 classes scheduled.

APPENDIX I

Medical School Representation

The University Senate recommends that the Medical School have one representative on the University Senate and 5 faculty representatives (voting members) at full faculty meetings

APPENDIX J

UW: The student has not officially withdrawn. The faculty has reported to the Office of Academic Records by his/her indicating on the Last Date of Attendance form that, as of the end of the 10th week of the course, the student has stopped attending or never attended the course. Failure to maintain a full-time load of 12 s.h. or more may negatively affect financial aid and visa status.

New UW:

The UW may be assigned only if the student stopped attending prior to the official withdrawal deadline and, in the judgment of the faculty member, on the last date of attendance, the student either had the potential to pass the course or there was insufficient graded work to allow for such an evaluation. Note: The UW is always the appropriate grade for the student who is registered for the course but has never attended.

University Senate Planning and Budget Committee: Recommendation regarding a laptop requirement

Background:

The Computer Center estimates that approximately 92% of the 2007 Hofstra incoming freshman students own laptops and approximately 8% do not own or have access to a laptop. Universal student access to laptops would reduce the number of students currently at a competitive disadvantage. Use and access to laptops, whether required by faculty or not, would further enable the University to adjust to and take advantage of emerging computer technology and prepare students for an ever changing work and global market place.

The committee solicited input from faculty, department chairs and deans and did not receive any positive endorsements from deans or chairs and very little positive feedback from faculty. In carefully and thoroughly reviewing all relevant data, consisting of input received from faculty, chairs and deans and descriptions of the experiences of other institutions, the Committee has considered the following points:

- A mandatory laptop policy would impose a financial burden on the 8% of students who do not presently own a laptop;
- The University provides computer access to students via labs and computer-equipped classrooms;
- Many faculty feel that student use of laptops in classrooms is often distracting and can be difficult to control;
- Given the rapid pace of technological change, it is foreseeable that other devices will replace laptops in the near future;
- In departments that utilize specialized, expensive software it would be necessary to secure these software licenses for each individual student;
- There are few studies indicating pedagogical advantages of a mandatory laptop requirement. Anecdotal experiences at other universities have been mixed. A number of universities that implemented laptop requirements have rescinded them;
- Feedback received from faculty and the chairs caucus indicates that they do not see a pedagogical advantage in requiring laptops and recommended against a mandatory requirement;
- The University assists students who wish to purchase laptops to secure financial aid where appropriate;
- The University has negotiated educational discounts on computer purchases for current Hofstra students.

Therefore:

The Committee recommends that there be NO university-wide mandatory laptop requirement for students at this time. Rather, students are encouraged to own or use a laptop upon entry into the University. This recommendation, however, does not preclude an individual department or program from instituting its own requirement.

For students who do not own a laptop, the Committee recommends that the Computer Center make available a small number of laptops and related equipment on a “loaner” basis for specific class sessions where such laptops are required by the faculty member. The availability of loaner laptops would reduce the number of students who would incur a competitive disadvantage. Given the number of students who already own laptops, a large scale loaner program would not be necessary. As an advantage, the existence of a loaner program in combination with an already high student laptop ownership percentage would reduce demand on the existing computer classrooms and labs. Thus, the proposed policy should not require a major new financial commitment by the University.

The Committee recommends this policy be reviewed periodically.

APPENDIX L

In the Fall semester 2008, a number of faculty who live in the surrounding communities to Hofstra University expressed strong concerns regarding the behavior of some of Hofstra's students who reside off campus. Faculty members cited examples of behavior that would seem to violate the Hofstra code of conduct if the student(s) resided in the residence halls. These faculty members asked the administration to consider the implementation of a code of conduct that would apply to students residing off campus. In turn, the administration asked the University Senate (as part of the shared governance process) to address this issue. The Student Affairs Committee (SAC), which was comprised of students, faculty (including some of the faculty who initially raised the issue), and administrators, was asked to look at this issue and also address five important questions that were posed (Please see below for the answers to these questions). After much deliberation and discussion, the SAC made a series of recommendations which can be found at the end of this report.

Summary of Questions Posed Regarding Off-Campus Behavior

1. When dealing with off campus behavior, is there a specific role for the University and what should that role be?

Yes, there is a specific role for the University. As one of our University's defined goals, Hofstra University 'strives to cultivate students' social and ethical responsibility,' and we believe this applies to the behavior of Hofstra students regardless of their physical location – whether they are on campus, off-campus, or across the world. The University's fundamental responsibility to its students is to properly educate them as learners and empower them as individuals, making them aware of both their rights and responsibilities as adults in a community. The Dean of Students Office, along with the Offices of Student Leadership and Activities and Commuting Student Affairs, has extended itself to reach out to students who live off campus in order to educate them about their rights and responsibilities, make them aware of how they can better get along with their neighbors, and remind them that they are responsible to the laws of the community in which they reside. We see this as one of the important roles for Hofstra as a neighbor to Hempstead and Uniondale, but not the only one.

Hofstra has an important role within the Hempstead and Uniondale communities. In order to amplify the concerns of our neighbors and students so that they are attended to, we think Hofstra should use its influence to bring members of the community and the respective government agencies together to discuss and address issues that are of concern to the University and its neighbors. There should be an ongoing conversation amongst all parties in order to achieve these ends.

2. Is it to set expectations or should we also be involved in the adjudication and setting of consequences for such behavior?

There are federal, state, and local laws that set reasonable expectations and limitations on the behavior of any individual within the jurisdiction of those laws. As Hofstra's jurisdiction does not extend beyond its borders, we do not feel it necessary at this time to recommend using Hofstra Public Safety or Office of Community Standards to enforce laws and expectations outside of our campus.

However, we do recognize that Hofstra's neighbors and students have serious complaints about the safety of our surrounding communities. We do not diminish in any way the gravity of the circumstances and the effects these concerns have on the quality of life in the community.

After careful consideration, we think that the University should not be held responsible for setting consequences for behavior off-campus any more than we already do. We recognize there are complicated issues with extending our jurisdiction's reach and that by defining expectations for students' behavior, we are equally raising the expectations of our University to be responsible for adjudicating our students. At this time, this is not feasible and the unintended consequences could be severe for our students, neighbors, surrounding communities, and for Hofstra University.

3. Does the University's involvement with off-campus behavior of students have civil liberties consequences and how do we make sure not to infringe on the civil liberties of students who reside off-campus.

Hofstra's current involvement with the off-campus behavior of students does not infringe on the civil liberties of our students. Our current programs are rooted in education and engagement, and as such inform students of their civil liberties and responsibilities. If Hofstra ever were to establish a judicial capacity to adjudicate off-campus behavior any more than we already do, there could potentially be some civil liberties-related issues that would need to be evaluated by appropriate legal experts.

The Guide to Pride and the Faculty Policy Series (particularly #12) address the expectations of students and of the University with regards to behavior, adjudication and corrective action, and the protection of civil liberties and an individual's privacy.

4. In addition to possibly regulating the behavior of students in the community, should we also develop a code of conduct for other members of the community?

We think it is appropriate for the University to set reasonable expectations for the behavior of its community – the Hofstra community – members.

It is not Hofstra's responsibility – especially because we lack the authority to enforce – to articulate expectations or rules off our campus. There are already prescribed expectations and legal mechanisms – federal, state and local government agencies – in place to regulate and enforce laws and proper behavior of all individuals within communities surrounding Hofstra. The University's defined expectations do not exceed the expectations of local laws and therefore should not be extended off-campus with the responsibility of enforcing them.

5. And how are we defining community? Is it by proximity to the University or is it a wider universe?

The Hofstra University community is a global community made up of individuals who are connected to each other through their tenure at Hofstra, whether as a student or member of the faculty, staff, or administration. Therefore, regardless of physical location, any individual of the Hofstra community remains a member of that community.

In addition, the Hofstra community, as a member of the Hempstead and Uniondale communities, has a responsibility to these communities as it does to their members. The goal for this semester's dialogues regarding off-campus behavior has been to evaluate the best ways possible for Hofstra to be a responsible neighbor to the communities of which it is a part. With that, we offer the following recommendations:

Out of the discussions from the SAC these are the recommendations we bring forth:

1. Recommend that we not extend our jurisdiction to enforce rules or laws off our campus any more than we already do
 - There are law enforcement agencies and representatives in place to enforce the rule of law off campus. The University should do everything in its power to make sure those laws are being enforced by the proper authorities.
2. Create a community coalition council
 - We strongly recommend that the university create a community coalition of students, local residents and community members, representatives of the Hofstra administration, and representatives from the proper authorities within the jurisdiction of the adjacent neighborhoods to promote dialogue about issues in the community. While Hofstra is not and can not be held responsible for the actions of its students off campus, the actions of its students and actions taken against its students contribute to unrest in the community and Hofstra does have a responsibility to be a good neighbor and work to address these types of issues. Hofstra can, and should, use its unique role within the Hempstead and Uniondale communities to bring law enforcement, property inspectors, fire marshals, and any other authority responsible to uphold the laws and standards of our communities to the table with our neighbors and students in order to enforce the laws and promote social tranquility.
3. Develop new off campus programs and expand current off campus programs
 - The University should continue to develop and expand its off-campus educational programs that are currently directed by the Office of Off-Campus Living and Commuting Student Services (in the Dean of Students Office.)
4. Create repository for complaints
 - In keeping with our current protocol, the Office of Off-Campus Living and Commuting Student Services (in the Dean of Students Office) should serve as the repository for complaints made about off-campus behavior and issues should be addressed as the office sees fit, in accordance with University procedure.

APPENDIX M

The University Senate, in spirit and in principle, fully supports President Rabinowitz's and the University Trustees' decision to reallocate funds from intercollegiate football to academic priorities and need-based scholarships.

The University Senate also supports the decision to honor the scholarship commitments to our student-athletes and the commitments to our football coaches.

APPENDIX N

Whereas Hofstra University has a longstanding and deep commitment to shared governance, whereby administrators, faculty, staff, and students work together as stakeholders to develop policies in the best interests of the university;

Whereas disclosure of relevant information promotes effective shared governance and builds trust among all stakeholders;

Whereas members of the Hofstra University community, through previous petitioning and campaigning, have identified concerns among students regarding rising tuition and fees as well as a desire for greater participation in decisions with major consequences for the university

THEREFORE BE IT RESOLVED that the faculty join with students in supporting the Planning & Budget Committee of the University Senate in developing recommendations for the Annual Report that are consistent with the goals of budget transparency.