
FORTY-SEVENTH
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2011-2012



HOFSTRA
UNIVERSITY®

TABLE OF CONTENTS

Foreword From President Rabinowitz

I. Introduction.....	1
II. Components of the Senate	
The Senate, 2011-2012.....	3
The Standing committees of the Senate, 2011-2012.....	4
The Subcommittees & Special Committees 2011-2012.....	5
The Senate, 2012-2013.....	6
The Standing committees of the Senate, 2012-2013.....	7
The Subcommittees & Special Committees 2012-2013.....	8
III. Responsibility, Structure and Bylaws of the University Senate.....	9
IV. Reports of the Committees of the Senate	
Senate Executive Committee.....	24
Undergraduate Academic Affairs Committee.....	25
Subcommittee on Academic Review.....	29
Graduate Academic Affairs Committee.....	30
Planning and Budget Committee.....	34
Subcommittee on the Library.....	37
Subcommittee on Academic Computing.....	39
Subcommittee on Environmental Priorities.....	39
Faculty Affairs Committee.....	40
Student Affairs Committee.....	41
Special Committee on Recruitment, Elections and Nominations.....	45
Special Committee on Athletic Policy.....	46
Special Committee on the Academic Calendar.....	48
Special Committee on Environmental Safety.....	48
V. Actions of the Senate.....	51
VI. Appendices	
A. Revisions to the Major GPA Requirement.....	53
B. 2013-2014 Academic Calendar.....	54
C. Revisions to Faculty Policies Series #42.....	60
D. Revisions to Faculty Statute VII.....	62
E. Revisions to Faculty Policies Series #36.....	63
F. Dean's List Recommendations.....	69
G. Revisions to the Course Completion Ratio.....	70
H. 2014-2015 Academic Calendar.....	72
I. Recommendation for Traffic Signal.....	79
J. Faculty Guidelines for E-mail.....	80
K. Report on Task Force on Integrity and Responsibility.....	81
L. Revisions to the Academic Records Committee bylaws.....	71
M. Revisions to the Probation Standards.....	88
N. Revisions to the Cumulative Grade Point Average.....	91

FORTY SEVENTH ANNUAL REPORT

of the

HOFSTRA UNIVERSITY SENATE

2011- 2012

FOREWORD

PRESIDENT STUART RABINOWITZ



STUART RABINOWITZ, PRESIDENT

June 2012

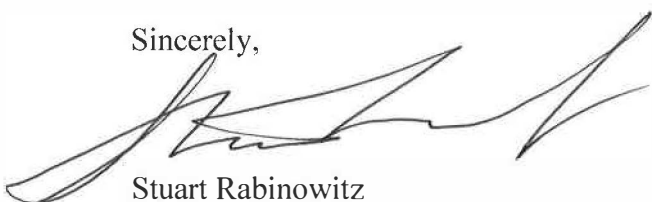
Professor Stuart Bass
Chair, University Senate Executive Committee
Hofstra University
Hempstead, New York 11549

Dear Professor Bass:

It is my pleasure to congratulate the University Senate on the success of the 2011-12 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
Stuart L. Bass, Chairperson
University Senate Executive Committee

The Hofstra University Senate has completed another productive year of passing and implementing new and revised policies and procedures affecting all aspects of university life. All of these accomplishments must be attributed to the highly successful system of shared governance within the university. The Senate's success, in large measure, is the result of the individuals who actively participate in the Senate deliberations as well as in their respective Senate committees. Both elected senators and senators-at-large are to be commended for their hard work and dedication. Through their efforts, followed by the support of the faculty and administration, the Senate Executive Committee has been able to develop policies and procedures that continue to enhance and strengthen the various functions and services of the University.

I wish to express my sincere personal thanks to the members of the Senate Executive Committee for their tireless efforts and dedication in the deliberative process by implementing a progressive and ambitious agenda. I wish to thank Dr. Herman Berliner, Provost & Senior Vice President for Academic Affairs; Vice Provost Liora Schmelkin; Dr. George Guiliani, Chair of the Faculty Affairs Committee; Dr. Elizabeth Venuti, Chair of Planning & Budget Committee; Professor Jonathan Lightfoot, Chair of Graduate Academic Affairs Committee; Dr. Paul Fritz, Chair of Undergraduate Affairs Committee and Etana Jacobi, Chair of Student Affairs Committee. We extend our deepest thanks to Professor Lightfoot, who is leaving the Senate, for his innovative ideas and dedicated service. To Etana Jacobi who set a new standard for effective and meaningful student representation and Dr. Paul Fritz, who will be on leave during the Fall 2012, for his dedicated work and counsel. We will miss these leaders and look forward to Professor Fritz' return in the Spring, 2013. I thank Caroline Schreiner, administrative assistant to the Senate, for her administrative support and patience in helping the Senate achieve and maintain effective operations.

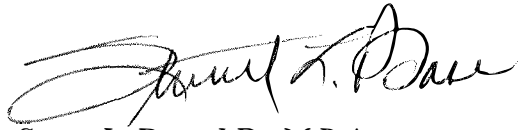
The SEC reports to the Senate and the full faculty making recommendations and proposals for new policies and revising current policies and practices. The SEC welcomes input from faculty, students and administrators to enhance and improve the university community. In addition, the Chair of the SEC serves as a delegate to the University's Board of Trustees reporting on the agenda and actions of the Senate. I wish to also thank the Board of Trustees for its continued support of the shared governance process which continues to contribute to the health, growth and welfare of the University.

Most of the ideas and proposals originate in the Senate committees or arise as a policy issue. These proposals are considered by the SEC and recommended to the Senate for thorough discussion and consideration. Upon Senate approval, the issues are sent on to the full faculty where discussion and debate ensue.

I take enormous satisfaction and am greatly encouraged by the meaningful dialogue

which occurs at full faculty meetings leading to transparency and accountability, strengthening policy and procedure, resulting in a strong, healthy governance process.

I look forward to serving as Chair of the SEC in the 2012-2013 academic year affording me the opportunity to collaborate and work with an exceptionally talented, bright and caring group of colleagues.

A handwritten signature in black ink, appearing to read "Stuart L. Bass". The signature is fluid and cursive, with a large initial "S" and "B".

Stuart L. Bass, J.D., M.P.A.,
Chair, University Senate Executive Committee

II

COMPONENTS OF THE UNIVERSITY SENATE

2011 – 2012

and

the 2012 – 2013 Senate

THE SENATE 2011 – 2012

Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: Stuart Bass
Ex-officio: President Rabinowitz; VP for Student Affairs, Sandra Johnson; Dean of Admissions and Financial Aid, Jessica Eads; Dean/HCLAS, Bernard Firestone; President SGA, David Zuniga

<u>Humanities:</u>	Elected: Giebel, Miller, Perry At Large: Chaleff, Cole, Curtiss, Harrison, Hart, Papper, C.; Pasupathi, Valerius
<u>Social Science:</u>	Elected: Davidow, Fritz, Moghadam At Large: Alexandrowicz, Davidow, Flaton, Gurevich, Mangino, Niedt, Pulis, Shih
<u>Natural Science</u>	Elected: Kamberova, Pillaipakkamnatt, Sarno At Large: Burke, R., Corkey, Clocksin, Eswarathasan, Fu, Greenwell, Huang, Hunter, Jenson, Krause, Lacey, Liang, Ozmen-Ertekin, Peterson
<u>HCLAS:</u>	Elected: Bhogal, Hewitt
<u>Business:</u>	Elected: Bass, Lopez, Venuti At Large: Binbasiglu, Chandra, Fonfeder, Kim, Lee, Sledgianowski, Spieler, Vogel, Weisel, Wilson
<u>SOEHHS:</u>	Elected: Elkis-Abuhoff, Giuliani, Lightfoot At Large: Askew, Jurasite-Harbison, Perkins, Plonczak, Stemn
<u>Communication</u>	Elected: Gennarelli At Large: DeSeife, Geyer, Goodman, Quinn, Smith
<u>Library</u>	Elected: Glasser At-Large: Bailin, Caniano, Catalano, Grafstein, Lopatin, Singh
<u>Law School:</u>	Elected: Sample At Large: Albert, Moore, Walker, Selby
<u>Medical School:</u>	Elected: Bergemenn
<u>Adjunct:</u>	Elected: Balson
<u>Chairperson:</u>	Elected: Papper, B.
<u>Staff:</u>	Elected: Brown
<u>Students:</u>	Elected: Finnegan, Gambord, Jacobi, Macy (graduate), Meredith At Large: Cordero-Rubinos (graduate), Simmons, Tariq, Vasquez
<u>Senior Support Specialist:</u>	Schreiner

THE COMMITTEES OF THE SENATE 2011 – 2012

THE STANDING COMMITTEES

Senate Executive Committee:

Faculty: Bass, Berliner, Lightfoot, Fritz, Giuliani, Jacobi, Venuti

Permanent Guest/Advisor: Schmelkin

Undergraduate Academic Affairs Committee:

Faculty: Fritz, Lopez, Moghadam, Sarno

At-Large: Alexandrowicz, Cole, Jurasite-Harbison, Lacey, Papper, C.

VP for Enrollment Services: Eads

Academic Dean: Firestone

Provost (or Designate): Bohannon

Guests: Brownell, Hickling

Graduate Academic Affairs Committee:

Faculty: Bhogal, Davidow, Lightfoot, Miller

At-Large: Fu, Kim, Plonczak, Niedt

Advisor (Provost or Designate): Schmelkin

Guests: Drummer, Brownell, Jean-Louis, Johnson, L.

Planning and Budget Committee:

Faculty: Elkis-Abuhoff, Glasser, Pillaipakkamnatt, Venuti

At-Large: Albert, Binbasioglu, Lee, K., Shih, Weisel

Staff: Brown, M.

Advisor (Provost or Designate): Apollo

Guests: Rubey

Faculty Affairs Committee:

Faculty: Balson, Bergemann, Gennarelli, Giuliani, Kamberova, Perry, Sample

At-Large: Askew, Chandra, Gurevich, Grafstein, Harrison,

Staff: Brown, M.

Advisor (Provost or Designate): Firestone, Schmelkin

President AAUP: Mazzocco

Student Affairs Committee:

Faculty: Hewitt, Wilson

Elected Senators: Finnegan, Gambord, Jacobi, Macy (graduate), Meredith

At-Large: Cordero-Rubinos (graduate), Simmons, Tariq, Vasquez

Dean of Students: Libman

Guests: Dougherty, Ellis, Hickling

THE SUB-COMMITTEES, 2011 - 2012

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Records

Chair: Skorzawski-Ross

Bohannon, Catalano, Flaton, Giminiani-Caputo, Greaney, Hickling, Libman, McCarey, Mimy, Oppenheim, Spencer, Unruh

OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bailin, Lopatin, Pasupathi, Rubey, Selby, Singh, Spieler, Stemn

On Academic Computing

Chair: Greenwell

Apollo, Bailin, Curtiss, Juckiewicz, Krause, Liang, Pulis, Quinn, Rubey, Sledgianowski, Tabron, Vogel, Wu

On Environmental Priorities

Chair: Burke, R.

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

THE SPECIAL COMMITTEES, 2011-2012

On Recruitment, Elections and Nominations

Chair: TBA

Eswarathasan, Krause, Nirode, Ozmen-Ertekin, Schmelkin, Schreiner

On Athletic Policy

Chair: Ingles

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

On Academic Calendar

Chair: Dougherty

Brown, Corkey, Fonfeder, Johnson, S; Nirode, Schmelkin

On Environmental Safety

Chair: Huang

Burke, D.; Chaleff, Greis, Kakoulidis, Ryan, D.; Walker

THE SENATE 2012 – 2013

Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: Stuart Bass

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

<u>Humanities:</u>	Elected: Miller, TBD*	
	At Large: Chaleff, Cole, Curtiss, Dresner, Harrison, Harshbarger, Lindgren, Papper, C.; Pasupathi,	
<u>Social Science:</u>	Elected: Davidow, Fritz, Silver	
	At Large: Alexandrowicz, Davidow, Flaton, Gurevich, Mangino, Niedt, Pulis	
<u>Natural Science</u>	Elected: Kamberova, Pillaipakkamnatt, TBD*	
	At Large: Aronson, Burke, R., Corkey, Clocksin, Eswarathasan, Farmer, Fu, Garuthara, Greenwell, Huang, Hunter, Jenson, Krause, Lacey, Liang, Novak, Ozmen-Ertekin, Vallier	
<u>HCLAS:</u>	Elected: Bhogal, Brinkmann	
<u>Business:</u>	Elected: Bass, Lopez, Venuti	
	At Large: Basile, Binbasioglu, Chandra, Fonfeder, Kim, Lee, K.; Maccarone, Sledgianowski, Spieler, Vogel, Wilson	
<u>SOEHHS:</u>	Elected: Elkis-Abuhoff, Giuliani, Goodman, D. Lightfoot	
	At Large: Askew, Jurasite-Harbison, Perkins, Plonczak, Seirup	
<u>Communication</u>	Elected: Gennarelli	
	At Large: DeSeife, Goodman, P. Quinn	
<u>Library</u>	Elected: Glasser	
	At-Large: Bailin, Caniano, Catalano, Grafstein, Lopatin	
<u>Law School:</u>	Elected: Sample	
	At Large: Albert, Moore, Walker, Selby	
<u>Medical School:</u>	Elected: Bergemenn	
<u>Adjunct:</u>	Elected: Balson	
<u>Chairperson:</u>	Elected: Papper, B.	
<u>Staff:</u>	Elected: Brown	<u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Cordero-Rubinos (graduate), Crosson, Finnegan, Flannery, Gianarkis	
	At Large: Balthazar, Esposito, Jaisinghani, Knowles, Lender, Madsen, Mpoy, Peace, Rivara	

*Nominations and Elections will be held in the Fall 2012 semester.

THE COMMITTEES OF THE SENATE 2012 – 2013

THE STANDING COMMITTEES

Senate Executive Committee:

Faculty: Bass, Berliner, Cordero-Rubinos, Davidow, Lopez, Giuliani, Venuti

Permanent Guest/Advisor: Schmelkin

Undergraduate Academic Affairs Committee:

Faculty: Lopez, Moghadam, Sarno, Silver

At-Large: Alexandrowicz, Cole, Lacey, Maccaronne, Papper, C.

VP for Enrollment Services: Eads

Academic Dean: Firestone

Provost (or Designate): Bohannon

Guests: Brownell, Hickling, Koegl

Graduate Academic Affairs Committee:

Faculty: Bhogal, Davidow, Goodman, Miller

At-Large: Fu, Plonczak, Niedt, Vallier

Students: Mandel

Advisor (Provost or Designate): Schmelkin

Guests: Drummer, Brownell, Jean-Louis, Johnson, L.

Planning and Budget Committee:

Faculty: Elkis-Abuhoff, Glasser, Pillaipakkamnatt, Venuti

At-Large: Albert, Basile, Caniano, Lee, K.; Weisel

Staff: Brown, M.

Advisor (Provost or Designate): Apollo

Guests: Dean of the Library

Faculty Affairs Committee:

Faculty: Balson, Bergemann, Gennarelli, Giuliani, Kamberova, Sample

At-Large: Chandra, Gurevich, Grafstein, Harrison,

Staff: Brown, M.

Advisor (Provost or Designate): Firestone, Schmelkin

President AAUP: Mazzocco

Student Affairs Committee:

Faculty: Brinkmann, Dresner

Elected Senators: Cordero-Rubinos (graduate), Crosson, Finnegan, Flannery, Gianarkis

At-Large: Balthazar, Esposito, Jaisinghani, Knowles, Lender, Madsen, Mpoy, Peace, Rivara

Dean of Students: Libman

Guests: Dougherty, Ellis, Hickling

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OF UNDERGRADUATE ACADEMIC AFFAIRS

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Chair: Skorzawski-Ross

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OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bailin, Glasser, Lopatin, Pasupathi, Selby, Spieler, Stern

On Academic Computing

Chair: Greenwell

Apollo, Juckiewicz, Krause, Liang, Pulis, Quinn, Selby, Sledgianowski, Tabron, Vogel, Wu

On Environmental Priorities

Chair: Burke, R.

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

THE SPECIAL COMMITTEES, 2012-2013

On Recruitment, Elections and Nominations

Chair: TBA

Eswarathasan, Krause, Nirode, Schmelkin, Schreiner

On Athletic Policy

Chair: Ingles

Barnes, Carpenter, Clocksin, Davidow, DeSeife, Eads, Filbry, Hayes, Johnson, S.; Lewis, McCabe, O'Malley, Perkins, Peterson, Seirup, Schmelkin

On Academic Calendar

Chair: Dougherty

Brown, Corkey, Fonfeder, Johnson, S; Nirode, Schmelkin

On Environmental Safety

Chair: Huang

Aronson, Burke, D.; Chaleff, Farmer, Garuthara, Greis, Kakoulidis, Ryan, D.; Walker

****For more information about the University Senate, including updated committee membership, can be found on the University Senate website: <http://www.hofstra.edu/Faculty/senate/>**

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, one from the adjunct 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, Health and 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 nine successive years. Student senators shall serve for one academic year. No student senator shall serve more than three successive academic years.

- 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, 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; additional terms will be subject to the confirmation of the Senate Executive Committee. Student Senators at-large shall serve one year terms; additional terms will be subject to the confirmation of the Senate Executive Committee.

- 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 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 Committee¹

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 Review Committee (ARC)

A. Academic Review Committee¹

The responsibility of the Academic Review Committee (ARC) shall be to assure that standards regarding academic probation, dismissal from the university for academic performance, and readmission to the university following dismissal for academic performance are maintained. The Committee shall be chaired by the Provost's designee, and shall include as voting members one member of the UAAC, two faculty appointed by the chairperson of the UAAC, and the Dean of University Advisement or designee. During the

¹ In an effort to represent properly all faculty constituencies in the University Senate, unless specifically called for in the bylaws, faculty representation should be opened to all faculty constituencies.

summer sessions or intercessions, the Provost shall have the authority to appoint two faculty to serve as voting members of the ARC as necessary.

III. Graduate Academic Affairs Committee¹

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 Committee¹

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 Library¹

The Library Subcommittee of the Planning and Budget Committee shall consist of nine members: three from the University Library, including a senator or 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, Health and 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 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 Computing¹

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, Health and 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 Committee¹

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, Health and 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 Senate¹

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 Grievances¹

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, Health and 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,

1. 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 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;
2. perform, when required, the role stipulated for it under FPS #41 - Policy for Dealing With and Reporting Possible Misconduct in Research;
3. investigate other non-tenure related faculty complaints or charges referred by the Committee on Faculty Affairs;
4. request of the Committee on Faculty Affairs, proposed interpretative rulings on the Faculty Statutes, Faculty Policy Series and other regulations binding on faculty members;
5. 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 Policy¹

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:

1. report to the Senate through the Executive Committee its recommendations for Hofstra's policies concerning intercollegiate athletics;
2. advise the President directly concerning the University's policies concerning intercollegiate athletics;
3. receive reports from the Director of Intercollegiate Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
4. annually review the academic performance and graduation rates of all student athletics and report its findings to the Senate and the President;
5. at the request of the Director of Intercollegiate Athletics, review student athlete eligibility;
6. every three years evaluate the intercollegiate athletics program's rules and compliance program and report its findings to the Senate and the President;
7. receive and review periodic reports from the Faculty Athletic Representative;
8. receive and review annual reports from athletic department staff regarding gender equity and minority representation;
9. 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;
10. annually review the Student Athletic Handbook;
11. annually review the results of questionnaires administered to student athletes.

D. Special Committee on the Academic Calendar¹

The Special Committee on the Academic Calendar prepares and reviews the Academic Calendar. The Committee shall consist of the Registrar, one designate appointed by 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. In addition, an elected senator from the Planning and Budget Committee will sit on the committee.

E. Special Committee on Environmental Safety¹

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.

****ANY REVISIONS TO FACULTY STATUTE VII AND THE UNIVERSITY SENATE BYLAWS CAN BE FOUND ON THE UNIVERSITY SENATE WEBSITE**

<http://www.hofstra.edu/Faculty/senate/>

IV

REPORTS OF THE COMMITTEES OF THE SENATE

NOTE: Rosters for all committees' 2011-2012 memberships can be found on pages 3, 4, and 5 of this Annual Report.

SENATE EXECUTIVE COMMITTEE

Chairperson Stuart Bass

The SEC reviews and considers the activities and proposals of the standing, special and ad hoc committees and directs any new business to the appropriate committee. The Chair of the SEC reports to the full Senate and to the full faculty.

In what was a productive academic year, the Senate undertook and considered several issues, which after thorough discussion and debate, were recommended to the full faculty. We are proud to report that most of the issues approved by the Senate were brought to the full faculty by the Speaker of the Faculty. This clearly indicates a healthy and vibrant shared governance process recognized and valued by the university community.

The Senate addressed and acted on many issues affecting academic, student and campus life. The Senate approved a Course Completion Ratio policy assuring first year students term completion ration is equal to their cumulative completion ratio, placing the student on “academic warning” rather than “academic Probation.” Further, changes were made to FPS No. 42 revising procedures for the Grade Appeal Policy.

Of significant importance was the passage of an information item approving the recommendation of the Task Force on Academic Integrity & Responsibility. This was approved by the faculty as well.

The Senate, in recognizing a major safety issue, passed a resolution calling on the Administration to petition the Town and Village of Hempstead to install a traffic/pedestrian control signal at the intersection of California Avenue at Weller and C.V. Starr Halls.

The Faculty Affairs Committee has been working on and will make recommendations for criteria and procedures for evaluations of academic administrators, including Chairs, Deans, the Provost and President.

- **Among other actions taken by the Senate include;**
- **A change to the Academic Records Committee bylaws**
- **Revised Faculty Statute VII for term limits for the Senate not to exceed nine (9) years**
- **Negotiated the “time out” log in with the V.P. for IT to be extended by faculty request from 15 to 30 minutes**
- **Approved a revision to the composition of the Academic Calendar Committee and approved the Academic Calendar for 2014-2015**
- **Revised procedure for calculation of cumulative grade point average**
- **Passed a resolution to increase funding to maintain and update classroom technology**

- **Senate commenced discussions with the V.P. for Development to study the possibility of offering scholarship assistance to outstanding student Leaders.**
- **Discussion have also been commenced to address the issues of student budgeting and budget equity for student clubs and organizations. Further discussions will continue with the Office of the V.P. for student Affairs.**

As we look to the future, the Senate will address the representational issue for the new School of Engineering and Applied Sciences, Further, while the Senate awaits recommendations from Faculty Affairs on the evaluation of chairs, deans and other academic officers, it will revisit the issue of evaluating non-academic administrators as well.

The Senate anticipates and looks forward to the challenges and issues of the 2012-2013 academic year.

UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)

Chairperson Paul Fritz

The Undergraduate Academic Affairs Committee (UAAC) had many issues on its agenda for the Academic Year (AY) 2011-2012. The Committee saw through to passage by the full faculty the following issues that were initiated in the 2010-2011 AY: 1) revisions to Dean's List criteria; 2) revisions to Course Grade Appeal Policy; and 3) minor revisions to the Course Completion Ratio Policy.

In addition, the UAAC focused on the following new issues during 2011-2012 AY: 4) revisions to the Academic Records Committee; 5) Student Assignments over Breaks in the Academic Calendar; 6) revisions to Bulletin wording on Probation Standards (GPA and Completion Ratio); 7) revision to Bulletin wording on Cumulative Grade Point Average; 8) Academic Credit for Significant Student Service and Leadership on Campus; and 9) revisions to FPS #11 (Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University).

1. Dean's List Policy

- Approved by UAAC April 11, 2011
- Approved by the SEC May 2, 2011
- Approved by the Senate May 9, 2011
- Approved by Full Faculty October 24, 2011

The UAAC undertook a review of the University's Dean's List policy in AY 2010-2011. The issue was brought to the committee's attention because of problems/issues arising from the "sliding scale" used for inclusion on the Dean's List (3.3 for Freshman and 3.4 GPA for all others). With data provided by Academic Records, the UAAC found that under the existing policy Hofstra has seen a significant increase in the number of student included on the Dean's List over the last nine years (approaching one-third of the student body). Moreover, after reviewing a list of peer/aspirants and their Dean's List policies, it was clear that Hofstra was significantly out of the norm: only 2 of 32 possible comparisons had a "sliding scale" and nearly all comparisons had higher GPA

requirements for inclusion on the Dean's List. As such, the UAAC passed a resolution to increase the grade point average requirement for inclusion on the Dean's List to 3.5, regardless of class standing. This resolution was approved by the SEC and Senate in Spring 2011 and by the Full Faculty in Fall 2011. **(See Appendix F).**

2. Course Grade Appeal Policy (FPS #42)

- Approved by UAAC May 9, 2011
- Approved by SEC September 6, 2011
- Approved by Senate September 12, 2011
- Approved by Full Faculty December 2, 2011

The university-wide Course Grade Appeal Policy (FPS #42), revised in the past several years, was reviewed by the UAAC in AY 2010-2011 because of wording that suggests a Dean is required to empanel an appeals committee even if the case is clearly unsubstantiated. Because of this issue, the UAAC proposed revisions to the relevant sections of FPS #42. Most importantly, the new language makes clear that Deans may dismiss a course grade appeal without empanelling an appeals committee but retains the language that allows a student to further pursue a course grade appeal to the Office of the Provost after dismissal by a Dean. All other provisions of FPS #42 remain. The revised FPS #42 was approved by the SEC and Senate in September 2011 and by the Full Faculty October 24, 2011. **(See Appendix C).**

3. Course Completion Ratio (Minor revisions)

- Approved by UAAC May 9, 2011
- Approved by SEC September 6, 2011
- Approved by Senate September 12, 2011
- Approved by Full Faculty December 2, 2011

After the Full Faculty passed the UAAC resolution revising the Course Completion Ratio in December 2010, an issue with the new policy regarding the introduction of the new term course completion ratio standards was brought to the attention of the committee. Specifically, a first-term Hofstra student's term completion ratio is equal to their cumulative completion ratio. This means that a first term student that falls below the new course completion ratio standards would automatically be placed on "academic probation" and not "academic warning" as the new policy intended. As such, the UAAC passed a resolution in Spring 2011 to insert new language to the policy to make clear that first-term Hofstra students can only be placed on academic warning (not academic probation) for failing to meet the required completion ratio (academic probation would be applicable for failing to meet course completion ratio standards in all subsequent terms). This minor addition/revision was passed by the SEC and Senate in September 2011 and by the Full Faculty on October 24, 2011. **(See Appendix G).**

4. Revisions to the Academic Records Committee (ARC)

- Approved by UAAC November 14, 2011
- Approved by SEC November 28, 2011
- Approved by Senate December 5, 2011
- To be presented as an Information Item to the Full Faculty Fall 2012

According to Senate Bylaws, the UAAC is responsible for overseeing the work of the Academic Records Committee (ARC). Up to this point, the Dean of Academic Records chaired the ARC. With the elimination of this position, the bylaws governing the composition of the ARC required revision. Thus, the UAAC worked to update the Senate bylaws pertaining to the ARC. Most importantly, the chair of the committee was changed from the Dean of Academic Records to the designate of the Provost. Other revisions to the bylaws included revisions to the charge of the ARC to more accurately reflect what it does in practice, revisions to the composition of the voting members of the committee in an effort to ensure the ARC is firmly tied to the academic side of the university, and changing the name of the committee to more accurately reflect its mission. The resolution was passed unanimously. (See Appendix L)

5. Student Assignments over Breaks in the Academic Calendar

- Discussed by UAAC October-December 2011
- Tabled by the UAAC December 5, 2011

After Cornell University's Senate passed a guideline suggesting that faculty avoid assigning major additional work (that is, work not already listed in the syllabus) just before a break in the academic calendar which would necessitate students completing this work over that break, the Provost asked the UAAC to investigate the need for and possibility of implementing a similar guideline at Hofstra. After preliminary discussions in October and November 2011 regarding this issue as one of student mental health and wellbeing, the committee contacted Cornell's Chair of the Senate University Educational Policy Committee in an effort to further understand the impetus for and rationale behind the Cornell policy. Among other things, this discussion made clear that the actions at Cornell were driven by a significant number of student complaints (over 300) regarding faculty members assigning additional work over breaks.

While the committee recognized the potential importance of this issue, after further investigation it became clear that this was not a problem at Hofstra. UAAC members from University Advisement and the University Writing Center noted that, at least from these bodies, there was no evidence suggesting professors assigning additional work before breaks was widespread on campus. In addition, other members of the UAAC in positions on campus that would have likely encountered such a problem noted that it had never surfaced.

Because the committee concluded that this is not a problem on campus, the issue was tabled indefinitely. However, the committee agreed that should it appear as a problem on campus in the future there are multiple ways to address the problem, including a Cornell-like resolution or within FPS #99 "A Code of Professional Responsibility for Faculty".

6. Revisions to Bulletin Wording on Probation Standards

- Approved by UAAC March 12, 2012
- Presented as an Information Item to the SEC April 2, 2012
- Presented as an Information Item to the Senate April 16, 2012
- Presented as an Information Item to the Full Faculty May 4, 2012

Multiple revisions to Probations Standards over the course of a number of years (including those passed AY 2010-2011 and the minor revisions passed AY 2011-2012) have strengthened Hofstra's standards and mechanism to reach students having academic difficulties. However, because the process of revising these standards left the Bulletin language quite difficult to understand, the UAAC undertook the task of clarifying this language.

The revised Bulletin wording on Academic Probation for Low GPA and Low Completion Ratio were passed by the UAAC on March 12, 2012. Since the revised wording did not alter any existing policy, the resolution was presented as an Information Item to the SEC, Senate, and Full Faculty. **(See Appendix M).**

7. Revisions to Bulletin Wording on Cumulative Grade Point Average

- Approved by UAAC March 12, 2012
- Presented as an Information Item to the SEC April 2, 2012
- Presented as an Information Item to the Senate April 16, 2012
- Presented as an Information Item to the Full Faculty May 4, 2012

To clarify Bulletin language on how Cumulative Grade Point Average is calculated, the UAAC passed a resolution on March 12, 2012. Because the changes did not alter any university policy, the resolution was presented as an information item to the SEC, Senate, and Full Faculty. **(See Appendix N).**

8. Academic Credit for Significant Student Leadership and Service on Campus

- Approved by UAAC May 7, 2012
- To be presented to the SEC Fall 2012

Recognizing the importance of student service and leadership on campus and hoping to encourage additional students to engage in such activities, the UAAC took up the issue of students earning academic credit for significant on-campus service and leadership. After investigating multiple potential mechanisms to achieve this, the UAAC decided that existing off-campus internship models through the Office of Off-Campus Education and departmental internship course(s) provide both the academic rigor and work/service requirements necessary to qualify for academic credit.

The UAAC passed this resolution and will present it to the SEC in Fall 2012.

9. Revisions to FPS #11 (Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University)

- Approved by UAAC May 7, 2012
- To be presented to the SEC Fall 2012

The (amended) recommendations of the Task Force on Integrity and Responsibility Report were passed at the March 26, 2012 full faculty meeting. Since the recommendations include a new Honor Board to deal with academic honesty issues, Faculty Policy Series # 11 (Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University) required revisions must to be consistent with the new Honor Board. As such, the UAAC revised FPS #11 to reflect the following changes: minor alterations throughout the document to create consistency with the new Honor Board; clarification on the processes (Sections III and IV); small additions in Section II (Violations) so as to update statements of policies/violations involving new technology used by students; and under Section I (Statement of Principles) Paragraph B (Students' Responsibility) the addition of "unauthorized" in line 3 so as to make clear that faculty authorizing assistance is not a violation of academic honesty.

The revised FPS #11 passed the UAAC on May 7, 2012 and will be presented to the SEC in Fall 2012.

SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)

Chairperson Jennifer Skorzawski-Ross

Formerly the Academic Records Committee (ARC), a reconceptualization of ARC was proposed in January 2012 by the new Chair, Assistant Provost Jennifer Skorzawski-Ross, in consultation with the Chair of the UAAC, Dr. Paul Fritz. The UAAC reviewed the proposal and voted to rename the ARC to the *Academic Review* Committee to more accurately reflect the Committee's scope and purpose. In addition to the renaming, the UAAC revisited the by-laws and reconstituted the Committee's voting members to exclude a representative from the Dean of Student's Office and include the Dean of University Advisement or designee. **(See Appendix L).**

A great deal of effort was invested in updating the Committee's processing, making it more efficient and less manual. For example, ARC has integrated Banner into the processing of appeals. Other offices can now view Committee decisions in Banner and accurate reports can be generated by Academic Records. These reports also support the appropriate registration of students required to take/retake UNIV 001. Unlike past practice, the Committee is now keeping files on each student so that future student-specific decisions can be made with the Committee's rationale for prior decisions in mind. In addition, the Committee has also discontinued full-year reinstatements. Reinstatements, if permitted, will only be issued for one semester (e.g., June reinstatements will be reevaluated in January). SUS, NOAH and ELP continue to bring their special population dismissals to ARC.

ARC typically meets several times during the Summer and in January. Ad Hoc decisions have also been made via email. The primary goal of each meeting is to review all

appeals; consider students who, as per the Dismissal Policy, are brought to ARC out of concern; assess requests from students who were mandated to successfully complete UNIV 001, but did not; and to automatically review students who had been reinstated at prior meetings. Students who reach a 2.0 cumulative GPA are released from the conditions of ARC and are sent notification of this. Academic Records is notified to release the ARC related hold on their student accounts and the Center for University Advisement is copied for notification purposes.

In the Summer of 2011, ARC met numerous times and reviewed approximately 110 students, some being reviewed more than once. In January 2012, approximately the same number of students were reviewed. However, not all students reinstated in the Summer of 2011 were rereviewed in January. As noted previously, ARC permitted many students a full-year of reinstatement with ARC conditions. At the end of the 2011/2012 academic year, 70 students were dismissed (first dismissal; never before on ARC) from the University. As of July 1, 2012, the Committee has met twice and has already reviewed 88 students. The Committee is working more efficiently this summer in part because of the automation that has recently been built into the process and we anticipate seeing at least another 100 appeals during our scheduled July and August meetings.

GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC)

Chairperson Jonathan Lightfoot

Members attending one or more meetings during academic year:

1. Balbinder Bhogal, Associate Professor of Religion
2. Jayne Brownell, Assistant Vice President for Student Affairs
3. Jason Davidow, Assistant Professor, Speech-Language-Hearing Sciences
4. Carol Drummer, Dean of Graduate Admissions
5. Xiang Fu, Assistant Professor of Computer Science
6. Laurie Johnson, Professor, CRSR
7. Jonathan Lightfoot, Assistant Professor of Teaching, Literacy and Leadership
8. Evan Koegl, Director of Academic Records
9. Daisy Miller, Assistant Professor of Writing Studies and Composition
10. Christopher Niedt, Assistant Professor of Applied Social Research
11. Liora Schmelkin, Senior VP for Academic Affairs & Dean of Graduate Studies

Professional Development Plan for Hofstra Faculty

The fall 2011 and spring 2012 agendas were devoted to planning a faculty professional development series designed to improve faculty's level of sensitivity, awareness and competence around diversity issues inside and outside of the classroom. GAAC was able to open up lines of communication between and among several units across campus. Through emails, telephone conversations and as invited guests to GAAC meetings, these units contributed to the Faculty Professional Development Series planning efforts. These units included representatives from the Center for Teaching and Scholarly Excellence (CTSE), Faculty Affairs Committee (FAC), Multicultural and International Student Programs Office (MISPO), Center for Civic Engagement (CCE), Hofstra Cultural Center (HCC), Services for Students with Disabilities (SSD) and the Graduate Directors. The

GAAC, of course, already includes representatives from various academic and administrative departments throughout the university. We are confident that with such a broad spectrum of ideas and interests, we can work towards building a structure through which new and veteran faculty can embrace institutional diversity.

The representatives from the collaborating units were as follows:

Balbinder Bhogal (GAAC, Religion), Gerard Brogdon (MISPO), Jayne Brownell (GAAC, Student Affairs), Monica Byrne-Jimenez (TLL, Graduate Director) Athelene Collins (Hofstra Cultural Center), Jason Davidow (GAAC, SLHS), Susan Martin (Law, CTSE), Nancy Kaplan (RTVF, CTSE), Evan Koegl (GAAC, Academic Records), Jonathan Lightfoot (GAAC, TLL), Greg Maney (Sociology, CCE), Christopher Niedt (GAAC, Sociology), James Sample (FAC, Law), Tiffany Steele (Grad Student Rep), Julie Yindra (Student Affairs, SSD)

All representatives brainstormed ideas on what it would take to institutionalize diversity at Hofstra and why such an effort should center on engaging faculty. We continued prior committee discussions regarding GAAC not accepting full responsibility for piloting the faculty professional development series (FPDS) to address the need to improve faculty sensitivity to and proficiency with social and cultural diversity issues. We further discussed how we should define our role in moving this agenda forward. The fact that we conducted the research with international and domestic graduate students of color which found a need for improvement in this area is clear. Our decision to initiate the FPDS was based on the graduate student focus group research data. GAAC therefore considers its our role is to assist in making a recommendation to pursue this as a university project with buy-in and leadership to be shared among particular structures designed to share governance such as the University Senate and the Provost's Diversity Advisory Board. Brainstorm Bullets:

- How can we mandate faculty attendance to assure all faculty, new and veteran, demonstrates attention to the diversity PD curriculum (Chris)
- Diversity PD is good for the environment of the university; part of the planning should include collecting additional data from faculty to see how they perceive their grad students; involve AAUP; (Nancy)
- Consider archiving graduate student interviews online (Chris & Balbinder)
- Student interviews are already archived online under the heading of "True Life at Hofstra" where students talk about topics such as what it is like to be gay at Hofstra (Jayne & Gerard)
- Student life division is planning a professional development program for student workers, staff, etc.; It can be tailored to faculty needs (Gerard)
- SSD gets calls from faculty about individual students; non-apparent disabilities; Recommends Rick Lavoie's "How difficult can this be" (Julie)
- Film should be followed with discussion; need buy-in from deans, departments (Nancy)
- Faculty most in need of it these types of programming are often the least likely to participate; GAAC should assume ownership with other's support (Jayne)

- PD Design plan should be shared among campus groups; Diversity events must acknowledge GAAC's spearheading efforts (Balbinder)
- Administration tends to be impressed by peer institutions who have done similar things and have assessment data for us to be convinced it is would be a good fit for Hofstra; Use at faculty orientations to let them know this is our culture (a work in progress?) and we expect them to embrace it too; How do we incentivize faculty (particularly veterans); Resources are more beneficial when they used to encourage faculty to participate; Diversity advisory conduit; balkanization of diversity (they handle diversity stuff; should be framed for inclusive buy in; Must recognize how the concept and practice of shared governance works at Hofstra (Greg)
- Diversity in curriculum areas must be addressed; Cannot assume all deans and chairs understand and believe in importance of diversity; Some must be convinced; Communications School had dean who was not gender friendly (Nancy)
- A framework for moving forward may be sending out a survey to determine what the predominant concerns are; Consider having an annual (diversity)event (Chris)
- Faculty affairs committee is designing an administrative evaluation metric that could reduce (departmental ?) balkanization (James)
- How do you distinguish between various PD formats such as workshops, (seminars), and academic classes? Explore the universal design used by Frank Bowe; His approach could be answer to how we can move forward (Julie)
- Offer faculty options as to how they can address diversity issues (Jason)
- Pursue grant monies to develop assessment mechanisms; is what we're doing making a difference? Gives us more information to enrich our discussions and evidence (Greg)
- external speaker may not be the best way to launch PDFS (Nancy)

Diversity Initiative

The Graduate Academic Affairs Committee continued to spend a good deal of time this year as it has over the last 2 years working on diversity issues, particularly related to domestic and international graduate students of color. Our first focus group session was held in May 2009, the second in December 2009, the third in May 2010 and the fourth and final one in November 2010. The first three included graduate students representing various graduate programs from the School of Education, Health and Human Services, College of Liberal Arts and Sciences, School of Business and the School of Communication. The fourth session was held only for Law students. The committee is interested in using the data collected from these focus groups to create a professional development series for Hofstra University faculty with a goal of increasing knowledge, skills and dispositions necessary to improve cross cultural pedagogy and relations with domestic and international students of color. A formal proposal will be made to the University to outline the need for ongoing training and development of faculty resulting

in greater awareness, sensitivity and capacity among faculty to make Hofstra University a more welcoming place for all students with actual or perceived differences.

We identified existing campus structures with the best resources and recognition through which to carry out our faculty professional development plan. The Center for Teaching and Scholarly Excellence headed by Susan Martin is one such organization. The Provost's Diversity Committee is another group with the potential to help expand our diversity work beyond the race/ethnicity/culture construct to include disability, gender identity expression and religious groups. Various formats considered include live sessions with internal or external expert instructional delivery, archived taped sessions made accessible via the web and embedded presentations on blackboard. Such sessions could be catalogued around various themes and updated as needed. We also thought the university should seriously consider using a monetary or completion certificate incentive structure to strongly encourage faculty and staff participation. Using the tools of modern technology to develop and implement the professional development series is certain to yield far reaching benefits.

Random Notes

Our Dean of Graduate admissions reminded us of the continued rising trend in international graduate student applications year to date from 360 to 780. This should challenge us to develop new strategies to do a better job of recruiting domestic graduate students.

GAAC and graduate directors need to share ideas and strategies for recruiting and retaining all graduate students.

Continue to think of new schools (Medical, Engineering, Health) and restructured programs within schools as an opening to create new opportunities for graduate program enrollment for those seeking dual degrees.

Establish more collaboration and exchange with other institutions such as HBCU Claflin. It can open doors to possibilities of creating a ready pipeline to our graduate programs.

Graduate programming can benefit from Hofstra strengthening its faculty mentoring program to better match junior faculty with senior faculty according to research, teaching and service interests.

As we look forward to the new 2012-2013 academic year GAAC will continue to promote faculty professional development around diversity. We concluded our rich discussion on this important issue by comparing the lack of professional preparation of higher education faculty with the more abundant preparation required of K-12 faculty. Many K-12 professionals must take cultural diversity and foundations coursework, methodology classes, have background checks, be fingerprinted, and pass various certification and licensure exams all before they enter a K-12 classroom. College and University faculty, however, are often only required to complete their terminal degrees. Somehow this is enough to qualify them for higher education teaching. This results in a difficult on-the-job training and learning curve that can take several years to master well. We further consider post-service professional development to be less effective than pre-

service education and training, but nevertheless still worthy of pursuit. Hofstra can adopt a number of policies and programs to professionally develop new and veteran faculty to become more sensitized to the need for increased knowledge, skill and awareness of diversity issues. GAAC believes Hofstra stands to benefit from embedding cultural diversity into our institutional structure, particularly at the level of faculty competence.

PLANNING & BUDGET COMMITTEE (P & B)

Chairperson Elizabeth Venuti

Members of the Committee: Miriam Albert, Richard Apollo, Meral Binbasioglu, Maureen Brown, Deborah Elkins-Abuhoff, Jean Giebel, Sarah Glasser, Stana Jacobi, Keun Lee, Krishnan Pillaipakkamnatt, Daniel Rubey, Joanna Shih, Elizabeth Venuti (Chair)

University Task Force on Parking and Transportation

In order to develop long-range plans to address the pressing issues of parking and transportation, the Senate Planning & Budget Committee proposed the formation of a University Task Force on Parking and Transportation. The University Senate formally approved the creation of the task force. The Task Force is comprised of the following people.

- Richard Apollo Provosts's Office and P&B Committee
- Maureen Brown P&B Committee
- Anita Ellis Off-campus Living and Commuting students
- Charles Forrest Public Safety
- Dom Lavin Facilities and Operations
- Christiaan Perez Student (Student Affairs Committee)
- Jean Anne Smith Residential Programs
- Sher Tariq Student (Student Affairs Committee)

The task force is charged with establishing goals, identifying resources, evaluating data, and proposing changes in order to ensure that adequate parking facilities are available to all students, faculty and staff and to ensure that the shuttle bus provides convenient access to public transportation shopping.

The P&B Committee will continue to monitor the activities of this committee and report to the Senate.

Smoking Ban

The committee discussed the persistent problem of people smoking within the Smoking Buffer Zone. The committee considered calling for a faculty and student referendum calling for an all-campus smoking ban. The majority of the committee, however, decided to defer this proposal. There is a great deal of concern that a whole campus ban will force smokers to move beyond the perimeter of campus, which could create a safety issue. Instead, the committee recommended calling upon Public Safety to more actively enforce the existing Smoking Buffer Zone and Facilities and Plant to improve signage

and move ashtrays away from buildings. The chair spoke with the Director of Public Safety, Karen O'Callahan, who indicated that she is reluctant to have her officers write tickets, since it is better to have more of a collegial and protective role with the students, and not an adversarial role. She will have her officers speak to people who are violating the ban, not necessarily write up tickets. The Director of Public Safety will work with Facilities and Plant to improve signage and move ashtrays. The committee will take up this discussion at during the 2012-2013 session to evaluate whether the changes have been successful.

Traffic Control on California Avenue

The committee passed a resolution, which was approved by the full senate, calling upon the administration to petition the appropriate offices of the Town of Hempstead and the County of Nassau to immediately undertake a traffic analysis at the pedestrian crosswalk on California Avenue between Weller Hall and C.V. Starr, Berliner and Monroe Halls. Committee members and others have observed a significant increase in the number of motorists who fail to comply with the stop sign and speed limits at the crosswalk. The resolution also requests that the administration call upon the appropriate law enforcement agencies to more aggressively monitor and enforce the current stop sign and speed limits. In addition, at certain times of day, the rate of pedestrian traffic causes major vehicle congestion as far north as Hempstead Turnpike. The goal of the committee is to have a traffic control signal installed at the site.

The chairs of the Senate Executive Committee and P&B Committee met with the Director of Public Safety, Karen O'Callahan to discuss the resolution. Director O'Callahan will discuss the issue with the appropriate officials and discuss what the next steps are. A traffic control device, such as a traffic light, is unlikely to be approved, since there is no intersection. However, additional traffic control measures may be explored, such as grooves in the street, more brightly painted street markings, and additional signage. During 2012-2013, the committee will follow up on the progress toward addressing this serious safety issue.

Undergraduate Scholarships

The committee discussed complaints from students and faculty regarding the possible replacement (swapping) of scholarships, when students win new scholarships and also the possible reallocation of scholarships contrary to the donor's wishes. The chair met with VP of Enrollment Management, Jessica Eads

VP Eads provided the following information. The Development Office seeks to raise capital for endowed scholarships that are unrestricted, which is better for admissions and financial aid. Students receive notification of a general scholarship upon admission. At a later date the general scholarship (which is part of the operating budget) is replaced with a named scholarship (which is drawn from the endowment). Outside scholarships do not affect merit awards; however, financial awards may be affected to the extent that the total scholarship money cannot exceed tuition. Restricted endowed scholarships that are

awarded to students for excellence in a subject area and/or those where the donor selects the recipient are incremental to other merit scholarship money, as long as the total scholarship money does not exceed tuition. Other restricted endowed scholarships, such as those awarded to students studying a certain discipline, are awarded according to the donor's restrictions and are not incremental awards, but are rather part of the student's overall scholarship package. VP Eads has created a detailed summary of all the endowed scholarships. Faculty and students should notify the office of enrollment management immediately if they become aware of exceptions to any of this information. The P&B Committee was satisfied with the information provided and will revisit this issue only if it becomes necessary.

Financial Condition of University and Five Year Plan

VP of Finance, Catherine Hennessy, and VP for Legal Affairs and General Counsel, Dolores Fredrich, presented "Summary of Financial Condition Year Ended August 31, 2011." The report summarizes the net asset levels, debt levels, liquidity, investments in capital renovations, tuition, grant activity, endowment growth, fundraising, etc. It compares Hofstra to peer institutions in terms of size, location and ambition. The report shows significant growth in the endowment, growth in long-term investments related to postretirement benefits, prudent debt levels, strong liquidity and significant planned investments in capital renovations, as a result of a recent bond. The university, however, continues to be very tuition dependent, and declining enrollments place strains on the annual operating budget.

In 2008, when the University announced its plans to discontinue the football team and reallocate the savings to student scholarships, the P&B Committee took on the role of ensuring that annual amount allocated to student scholarships were augmented by the amount of the savings. There has been a substantial increase in the amount allocated to student scholarships each year over the past four years.

The P&B Committee and the Senate Executive Committee jointly reviewed and approved the Provost's Five Year Plan, which outlines the tasks, requested resources and metrics for evaluation for the 2012-2017 period.

Town Hall

The P&B Committee hosted the 9th Annual Town Hall Meeting on Wednesday, March 28, during common hour. The format for this Town Hall differed from prior years. Students were invited to submit questions and discussion topics prior to the Town Hall using the Virtual Suggestion Box. Instead of having an open forum with members of the administration seated on the podium, the room was divided into focus groups, with members of the administration present in each group. Members of the P&B Committee and SGA were also present at each table and reported a summary of discussion points during the wrap-up portion of the Town Hall. The new format provided for greater participation by students and more topics to be discussed in a short period of time. The questions that remain unaddressed by administrators at the Town Hall will be dispersed to the appropriate Senate committees for follow up during the 2012-2013 session.

Subcommittee on the Library

In October 2012, the Library Subcommittee and the P&B Committee issued the “Report on the Future Directions of the Joan and Donald E. Axinn Library of Hofstra University.” The objective was to report on the future directions and growth of the Hofstra University Library.” Goals and recommendations were proposed in the report, which has a scope of five years, and the P&B Committee will continue to monitor progress toward their completion. Many of these proposals are already in the process of being address.

Subcommittee on Academic Computing

The P&B Committee discussed the growing problem of aging and poorly functioning classroom technology and the number of classrooms on campus that are not technology-enhanced.

The Subcommittee on Academic Computing brought forward a resolution, which was unanimously approved by the P&B Committee and the full Senate, to increase the provost’s budget for classroom technology by \$300,000 per year.

Subcommittee on Environmental Priorities

The Subcommittee on Environmental Priorities would like to improve Hofstra’s communication with the Hofstra community regarding Hofstra’s green initiatives. Hofstra’s During the 2012-2013 session, the P&B Committee will continue to work with the Subcommittee on Environmental Priorities to accomplish this objective.

SUBCOMMITTEE ON THE LIBRARY

Chairperson Peter Goodman

Library as place:

managing collections to maximize space:

- **Process is ongoing.** Budget is being adjusted by library faculty to better meet needs; deselection of hard copy duplicates and outdated titles by library faculty is continuing in order to make room for new titles.
- **Physical space:** Honors College space on ground floor given to University Relations, not to library as hoped.
- **Govt. Documents Depository:** GDP has been converted to an online depository; many books moved to general stacks. Rm. 201 being remade into collaborative learning space, with IT staff present to assist students. Awaiting furniture.
- **Upper floor renovations:** to rearrange seating, improve security, remove carrels from perimeter, add couches, chairs, better lighting, increase security walkthroughs.
- No money available now. Requested in Library’s Five Year Plan, along with renovations of Group Study Rooms and bathrooms.. Rm. 411 will become the university bulletin office.
- **Ground floor renovations:** Monitor and assess use of group study rooms. Study rooms and group study space popular. Library 5-Year Plan requests funds to

duplicate Reference Reading Room on the first floor on the ground floor, directly below the 1st floor room. The draft of University's Plan calls for the maximizing of space for student study and collaborative learning.

Library Services:

- This covers reference and circulation, reserves, department liaisons, library instruction, virtual tours, etc.
- **Passport tutorial sessions:** to familiarize students with library materials and access. Program run successfully in Netherlands. More planned in other dormitories.
- **Virtual tours:** IT staff hired to post virtual tours, provide specialized web-based tutorials. These expected to go up soon.
- **Fill existing open faculty lines:** Not in the University's Five Year Plan draft. Line opened by recent retirement has not been filled.
- **Create additional classrooms for teaching:** Not likely to happen. The Library currently has a 45-seat electronic classroom, and the dean believes usage statistics do not support need for another electronic classroom.
- **Government Document Depository:** Move to virtual depository almost completed; web page available Question: Who uses the depository?

Information Resources:

- **Five Year Plan [2005-2010]** included goal to increase funding to improve electronic resources to match competitor schools. Current draft of University Five Year Plan for 2012-2017 calls for additional electronic resources and subscription to an e-book aggregator such as OverDrive.
- **Funding for one-stop searchable platform:** Set up Discovery Platform to search books, articles, websites in a single search. Included in University's Five Year Plan.
- **Keeping up with inflation:** Price increases for electronic journals and databases will erode gains from first Five Year Plan. Library will have to cut subscriptions if no increased funding. Inflation increase requested in Library's Five Year Plan; the University's Plan draft calls for continued enhancement of digital resources but there are no specific numbers included at this point.
- **Grad Programs, New Programs:** New funds will be needed to support news programs. Waiting to hear requirements for new Engineering School.
- **Access Technology:**
- Twelve workshops were held for faculty on plagiarism, Library Literature Resources, ArtSTOR, Business Resources, Zotero and Education Resources during the academic year 2009-2011. No workshops were held in January and August and none are planned.
- Passport program in Netherlands provided open house information session for students. To be held in other dorm areas.
- Online tutorials being created.
- Expanded federated search capabilities: See Discovery Platform.

Faculty Survey:

Members of the Library Committee noted that faculty have not been consulted on their needs and requirements. As a result, a survey is being prepared to be submitted in fall, 2012, to deans and department chairs.

SUBCOMMITTEE ON ACADEMIC COMPUTING

Chairpersons Raymond Greenwell

The Academic Computing Committee met twice during 2011-2012. In our fall meeting, we discussed ways to increase funding to maintain and update classroom technology, and we decided to pass a resolution to increase funding by \$300,000. This resolution was discussed further and passed at our spring meeting, and then forwarded to the Planning and Budget Committee, who also passed the resolution. We also decided that we needed to know to what extent faculty want technology-enhanced classrooms, and what type of technology they want. We therefore decided to survey the faculty on this issue. The survey was discussed further at our spring meeting. It was finalized too late to carry out in Spring 2012, and so the faculty will be surveyed in Fall 2012.

ENVIRONMENTAL PRIORITIES COMMITTEE (EPC)

Chairperson Russell Burke

Members: Ralph Acampora, Alan Bailin, Robert Brinkmann, Russell Burke, Neil Donahue, Kathleen Dwyer, Emma Farmer, Patrick Gannon, Teresa Greis, Margaret Hunter, Sandra Johnson, Marie Leuci, Serge Martinez, Irene Plonczak, Victoria Semple, Elizabeth Venuti, & Kathleen Wallace

The EPC has dealt with numerous issues in the 2011-2012 academic year, including

Early in the year we continued our work from the previous year on the development of a Green Fee. Students from the organization Students for a Greener Hofstra (SGH) were told by administration that thus far proposals for funding for sustainability projects not been turned down and therefore additional funding through a fee was not needed. The option of opt out fee was not available.

The Department of Global Studies and Geography has developed BS/BA programs in Sustainability Studies, expected to be approved by the state and available for students by Fall 2012. This would include four new courses: General Sustainability, Urban and Suburban Sustainability, and a year long sequence of theory and methods followed by hands on community project based work, essentially a studio course.

Sustainability day was October 26th 2011. Next year there are plans to combine Day of Dialogue with Sustainability Day.

We discussed summer storage for move out days. More communication is needed and perhaps a better location.

In August 2011 solar panels were installed on the Rensselaer House in Netherlands. The panels are expected to pay for itself in 12 years and the whole system in 25 years. The live website <http://datareadings.com/client/moduleSystem/Kiosk/site/bin/kiosk.cfm?k=9kuLX65S> shows the system in operation.

Serious improvements to the coverage of sustainability issues on Hofstra webpage are needed, and were discussed at each meeting this year. We discovered that many other universities do a much better job of this. For example, Adelphi University's 100% natural and organic energy and sustainability is on the main page. Despite a meeting with HU web developers and numerous emails exchanged, we have had no success enlisting assistance from University Relations to improve the visibility and centralization of sustainability topics on campus. This could be a great method of recruitment of students.

Dr. Brinkmann has produced a Sustainability Newsletter to help spread news about the EPC, Physical Plant and Departmental Programs. He is also spearheading a Meatless Monday program.

Hofstra hosted the highly successful Long Island Small Farm Summit April 14th 2012, sponsored by North Shore Land Alliance. Fred Soverio gave Bird Sanctuary tours. Most people attended in the morning. There were no complaints, and the organizers loved the campus setting. About 1000 people attended. HU may be chosen to host next year's conference. Earth week celebrations were organized by the Center for Civic Engagement. There were three days of events including panel discussions, movies, a clothing swap, and an e-cycle drop off. Next year we should consider a panel discussion next year for the status of sustainability at Hofstra. Some of the ED events weren't well attended, some furniture arrangements gave the unintended impression of private gatherings. There seemed to have been too many evented, interested people were spread too thinly.

In our last meeting of the 2011-2012 year we elected a new chair, Bob Brinkmann.

The Sustainability Office has undertaken publicity events. They have a new advertising poster and a new slogan: Blue and Gold make Green.

Sustainability Officer Teresa Greis discussed the STARS (Sustainability Tracking Assessment & Rating System), created by AASHE (Association for the Advancement of Sustainability in Higher Education). STARS is supported by HU administration, the goal is to complete the data collections by February 2013 to be featured in STARS

FACULTY AFFAIRS COMMITTEE (FAC)

Chairperson George Giuliani

The Faculty Affairs Committee (FAC) met regularly this year. The FAC focused much of its attention on the formation of faculty evaluations of academic administrators. The FAC began its work by working on a Dean's Evaluation. Evaluation forms used by other universities throughout the country were reviewed, and there was an extensive discussion

regarding what specific areas of focus to address on the Dean's evaluation form to be created. It was determined that the following headings would best serve our interests in a Dean's Evaluation form:

1. Leadership
2. Faculty and Program Development
3. Resource Allocation
4. Personnel Issues
5. Communication
6. Resource Development
7. Overall Impressions

Several drafts of the evaluation were written over the course of the year. At the last FAC meeting of the year (5/16/12), one was approved for consideration to be voted on and to be brought to the SEC in the fall.

The FAC also discussed the procedures that would be in place for the uploading of tenure materials to Blackboard under the new CBA. The FAC met with the Psychology department (who already uses this system) as well as with Paul Carson to address the logistics of the process. It was emphasized that for the upcoming year, this uploading of materials would only be for those candidates up for tenure. Others going for promotion would use the current system in place.

The FAC also completed a cover sheet for special leaves. The purpose of this cover sheet was to provide the readers of each proposal with a summary of the proposal and an overall explanation as to the purpose of the work to be done.

Finally, this year the FAC reviewed the applications and made recommendations for the special and teaching leaves for 2012-2013.

STUDENT AFFAIRS COMMITTEE (SAC)

Chairperson Etana Jacobi

The Student Affairs Committee focused its attention for 2011-2012 Academic Year on the following items:

1. Smoking
2. Shuttles
3. Parking
4. Town Hall
5. Recruitment
6. Student Chair Compensation
7. Trusteeship
8. Identifying Other Issues of Concern

In order to free up space on the agenda and address new issues, the SAC created subcommittees to tackle smoking, shuttles, and parking. Unfortunately, while the subcommittees were designed to create additional space for productive conversation, most issues were not addressed this academic year. The goal was to have smaller, more constructive meetings on these issues, with the subcommittee drafting resolutions to come back to the entire SAC for additional conversation before passing. Largely due to a lack of commitment and scheduling conflicts, most of the subcommittees only met once or twice over the course of the academic year. While delegation to subcommittees has been successful with other committees on the University Senate, it will definitely require active student senators if the SAC wants to continue to use them. Additionally, the subcommittees' success is reliant on the oversight and leadership of both the chair of the subcommittee as well as the SAC Chair.

1. Smoking

While the smoking subcommittee only met once, some groundwork was laid for the future. The Student Government Association (SGA) did some footwork by polling students on their opinions of smoking. Although the polling was a great starting point, the pollers were not trained professionals, making it difficult to say whether or not the results accurately portray the full student body's sentiments. In addition, the Hofstra community affected by the smoking policy is not limited to just students, and future polling would require input from faculty, staff, and administration as well.

The full SAC discussed the idea of a resolution that called upon a collaborative effort to adequately enforce the university's current policy before recommending a new one but no resolution was produced as a result of these discussions. It was felt by the committee, that an identical resolution should be passed by SGA, P&B, as well as SAC on the matter, as all three bodies have spent a great deal of time discussing the issue. The proposed resolution would call upon the Health and Wellness Center to promote the cessation programs available to the Hofstra community, Plant to move all of the ashtrays at least 20 feet away from all buildings accompanied by appropriate signage, and Public Safety to fully enforce the policy. The committee felt strongly that whatever smoking policy is held by the university must be enforced by Public Safety to be successful, and believed the resolution should read as such.

2. Shuttle

While the shuttle committee also met infrequently, it did discuss the proposal of a midweek shuttle to the grocery store so students would not have to wait until the weekend to go food shopping. Despite no formal passing of a resolution, Public Safety said that a Wednesday shuttle was in the works and would most likely begin next fall after conversations with SGA and SAC representatives. There was also some discussion of enlisting SGA's help to survey students while they are on the shuttle as a means of collecting data on students' level of satisfaction with the shuttle service.

3. Parking

As parking issues were often discussed in both P&B as well as SAC, the SAC Chair suggested that the SEC create a joint subcommittee of sorts with additional representation from Plant, Public Safety, Commuting Students, and the Provost's Office. The Task Force on Parking and Transportation was created and finally brought together all of the appropriate actors. The task force began having much more productive conversation towards the end of the semester and more information on this committee can be found in the P&B report.

4. Town Hall

The Town Hall has traditionally been run by P&B, with more recent contributions by the SAC and SGA. This year, upon recommendations by Sandy Johnson, V.P. of Student Affairs, the format of the Town Hall was changed to a roundtable arrangement. Unfortunately, this format did not allow for a real Town Hall meeting, as issues were not discussed or heard as a collective. In addition, this new format did not allow for university wide issues to be discussed that did not fit into a particular category (ex. budget transparency, questions on the 5 year strategic plan, etc.). Despite the formatting setbacks, there was a substantial number of students in attendance due to aggressive advertisement.

After debriefing the Town Hall Meeting, the committee began discussing proposals for a new Town Hall framework. The committee's recommendations called for the implementation of a State of the University, in which the President addresses the entire Hofstra community at the start of the second semester each year. The SAC hopes to collaborate with the School of Communications and host a press conference following the address, utilizing students' skills to promote civic engagement (ie. having film /tv production students film the event, WRHU and Chronicle reporters conduct interviews, etc.) We also felt that two Town Halls in the traditional format, one per semester with the first concerning non-academic concerns, the latter for academic concerns would be best. Finally, the committee found that additional break out forums to discuss hot issue topics that come out of the Town Hall meetings and the virtual suggestion box would be the best way to move forward following this year's attempt at restructuring the Town Hall.

5. Recruitment

Recruiting active and self-motivated students was incredibly important to ensure the future success of the committee. Through a combination of general canvassing, specific outreach to organizations that work with motivated students on campus, and one-on-one pitches, the most robust student senator election in the history of University Senate took place at the close of this academic year. With 11 students running for 4 undergraduate senator positions and 2 graduate students running for the singular graduate position, 5 students were elected. The other graduate student already agreed to sit on the Academic Affairs committee as a senator-at-large and several other students who were not elected have expressed an interest in serving on the SAC as senators-at-large as well.

The SAC felt it was important to publicize the work that the committee is doing and has done in The Chronicle, so students are aware of the existence of the Senate and its work. For decades, the SAC yearly reports have included attempts to reach out to The Chronicle but nothing came to fruition. A reporter from The Chronicle has agreed to act as the University Senate liaison to The Chronicle, and regularly report on its work in the paper beginning next fall.

6. Student Chair Compensation

It came to the SAC Chair's attention that faculty chairs receive a three-credit class release for their service to the University Senate as it is deemed not only worthy work, but a large time commitment. This type of reimbursement however, is not extended to students academically or financially. After bringing up this disparity in treatment to the SEC, the AAC began discussing the possibility of student chairs earning academic credit for their work on Senate. This conversation then expanded into a resolution on academic credit for student leaders in general and will be presented to the full senate in September. As for financial compensation, the chairs of the SEC, the AAC, and SAC met with Alan Kelly, V.P. of Development and Alumni Affairs, to discuss the possibility of providing a scholarship for chairs of University Senate committees. This conversation then turned into a scholarship for student leaders on campus more generally. While both directions this conversation has diverged into are wonderful new opportunities/rewards for students' hard work, neither has adequately addressed the structural inequality that exists within the Senate in terms of student chair work versus faculty chair work, and the SAC will continue to discuss the issue next year.

7. Trusteeship

While researching the shared governance system at Hofstra, the SAC Chair discovered that the university bylaws do not mention the University Senate once. In fact, it says quite specifically "the governing body of the University shall be the Board of Trustees. The Board of Trustees shall make University policy and shall have *sole responsibility for the management of the affairs of the University.*" In the spirit of true shared governance, the SAC began researching institutions that have student and faculty trustees and discussing the possibility of expanded trusteeship at Hofstra. As this conversation only began at the close of the academic year, only the groundwork was laid for future discussion and resolutions to be drafted and brought to the entire Senate.

8. Identifying Other Issues of Concern

The committee invited Stephanie Boushey, V.P. of Institutional Research, to present results of Hofstra's annual student satisfaction survey to better understand what issues concerned Hofstra students. It came to the attention of the committee that there is much room for improvement in the area of students feeling safe on campus. Many committee members felt this was mostly tied to students' lack of connection with the surrounding community and only interactions with said community coming from CANN updates. The Center for Civic Engagement is currently working to develop stronger community partnerships and has created a list of community organizations and local places students can go on foot/by bike/by car for recreational purposes. The hope is that if students feel

more invested in and connected to the local community, they will feel more comfortable here. While no resolution was passed, it was felt that future discussion should be had with the CCE and SGA in hopes of drafting a resolution to assist in this effort.

Other issues of concern identified by the committee were the high cost of food on campus and the poor treatment of students in administrative departments, particularly by Student Financial Services. It was felt by the committee that students are often treated with little sensitivity, despite the sensitive nature of their financial concerns. The high cost of food was also discussed as a major concern for the entire Hofstra community. Both issues will be discussed further in the coming academic year.

SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)

In 2010/2011 SCREAN was comprised of faculty members Mira Bhargava (chair), Arulappah Eswarathan, Maureen Krause, William Nirode (SEC chair), and Dilruba Ozmen-Ertekin. The committee also included Caroline Schreiner representing Hofstra staff and Liora Schmelkin as advisor.

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. Nineteen forms were returned. Eight appointments were made as well as fourteen reappointments affecting eight committees.

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

- HCLAS General Population
Bob Brinkman was elected for a three-year term
- HCLAS, Division of Social Science
Marc Silver was elected for a three-year term
- HCLAS, Division of Natural Sciences
Gerda Kamberova was elected for a three-year term
- School of Education, Health and Human Services
Debra Goodman was elected for a three-year term
- Zarb School of Business
Victor Lopez was re-elected for a three-year term

The committee is still searching for a nominee for a two-year term and one for a three-year term for HCLAS, Division of Humanities as well as a nominee for a one-year term for HCLAS, Division of Natural Sciences. This search will resume in the fall semester.

Through the Student Affairs Committee, information went out to the entire student body, via the Hofstra Portal, soliciting nominations for students to serve on the University Senate. Thirteen undergraduate students and two graduate students applied. As per the Senate bylaws, four undergraduate students and one graduate student were elected. The remaining nine undergraduate students and one graduate student will be appointed to one of the Senate standing committees.

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 2012-2013 academic year, the Athletic Policy Committee acted on the following:

1. Chairman had 2 meetings with Athletic Director Jack Hayes and Interim Athletic Director Dan McCabe to review updated Athletic Department/Student Athlete policies
2. Committee reviewed Athletics Department Strategic Plan detailing short and long-term goals and objectives which had been distributed in the spring of 2011. As of March of 2011, much progress has been made.
 - **Academic Achievement:**
Three Academic All-Americans in 2010-11; Four CAA Scholar Athletes of the Year; the percentage of student-athletes with a GPA of 3.0 or higher climbed from 57% to 65%.
 - **Student-Athlete Welfare:**
We continue to receive positive feedback from student-athletes regarding the various programs that are offered. We invite one guest speaker to campus each semester based on input from the Student Athlete Advisory Council.
 - **Competitiveness:**
In 2010-11 we had three CAA Players of the Year, three Coaches of the Year and one Rookie of the Year; there were 20 student-athletes who received First-Team All-CAA recognition. Three teams advanced to NCAA post season play.
 - **Athletic Facilities:**
Several of our short-term (2011-15) projects were addressed in 2011. They include indoor practice facility replacement, installation of lights at the Hofstra Softball Stadium, sound system upgrade at Stuart Stadium, and a scoreboard upgrade in the Physical Education Building.
 - **Gender Equity, Compliance, Minority Issues:**
We continue to follow the plans that came from the NCAA Certification Review in 2009. We are working to ensure that there is a diverse makeup on department-wide committees and we recommend student-athletes for campus-wide committees. We continually review issues such as facility usage, resource allocation, and methods of travel to ensure equality.
3. Committee reviewed the Hofstra Health and Safety Committee implementation of a concussion management plan.
4. Committee reviewed and continued to receive positive comments from student-athletes regarding effectiveness of the Student-Athlete Academic Center

5. The Committee was gratified to hear that 257 Student-Athletes achieved 3.0 or better GPA averages in 2011, including 24 who earned a 4.0 which was the highest total in more than six years.
6. The graduation and retention rates of student-athletes continue to improve. Efforts to provide academic support in recent years have included personnel in the area of advisement and a facility with the construction of the Fried Center for Student-Athlete Development. These enhancements along with a study hall program have been extremely beneficial.
7. Jack Hayes revealed the Athletic Department had received a pledge of 1.5 million dollars to Hofstra Athletics from James Metzger '83. The gift is the largest in the history of the athletic program and will be directed to the men's lacrosse program and to the capital improvements fund.
8. Jack Hayes reported the University replaced the practice facility, known as "The Bubble." The facility is now managed by Athletics, which includes scheduling rentals. Hayes says we have provided our teams with ideal practice times in an effort to be cognizant of their academic schedules.
9. The Athletic Department also has worked with small groups of student-athletes to review various aspects of the day-to-day management of the athletics program. Hayes says getting their input has been valuable to the department and appreciated by the student-athletes. As a result of those conversations, the Athletic Department began opening the Fried Center on Sundays from noon – 5pm. Student-athletes had requested this time for study halls and group study.
10. The Athletic Department met with representatives from the fall sports to review the dining options for the pre-season, which August 8th until the start of the fall semester. As a result of that discussion the department changed some of the options in order to provide variety and flexibility to the student-athletes during that three-week period.
11. Head Men's Basketball Coach Mo Cassara attended the May APC meeting as a guest and addressed the process of bring in a potential student-athlete (PSA) on a recruiting visit, signing him to a National Letter of Intent and then assisting the student-athlete as he matriculates through Hofstra University.
12. Dan McCabe reported that the department has received the athletic evaluations for the winter sports and there were no major negative trends that were highlighted. The spring sports are completing the evaluations as they finish their playing seasons. We will evaluate that date with assistance of Institutional Research, once all of the evaluations are complete.
13. McCabe also discussed the search process for a new athletic director. Interviews will probably take place later this month and the process should be completed in about six weeks.

SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR

Chairperson Lynne Dougherty

The Academic Calendar Committee met once during the academic year 2011-2012. A version of the calendar for the 2014-2015 academic year, prepared by Lynne Dougherty, was reviewed. Minor edits were suggested by the committee and the revised version was approved via email. The Spring semester calendar included a change in terminology of the breaks from "Spring Break" & "Spring Recess" to "Presidents' Break" & "Spring Break". The committee discussed possible future adjustments in the Summer Sessions from 5/5/2 weeks to 4/4/3 weeks. The committee also discussed possible future changes to the standard time periods. The committee recommended the calendar in appendix X. The calendars recommended by the committee were approved by the Senate and the full faculty. (See Appendix H).

SPECIAL COMMITTEE ON ENVIRONMENTAL SAFETY

Chairperson Ling Huang

The Special Committee on Environmental Safety (ESC) met twice during the 2011 -2012 academic year. After Prof. Dennis Ryan's retirement as a member of ESC and the Chemical Hygiene Officer (CHO), Mr. Richard O'Dell from Fine Arts was appointed as the new CHO. The ESC saluted Dr. Ryan for his 20+ years of service to the University and to ESC committee in particular. The committee will work with the new CHO, Mr. O'Dell to maintain the safe work environment with effective training, inspection and consultation. Current faculty members on the committee are Ling Huang (Chemistry), Myla Aronson (Biology), Vern Walker (Law School), Richard Jensen (Engineering), and Paul Chaleff (Fine Arts).

As always, ESC activities are greatly supported by our staff/administrator members from various departments. They attend all meetings to providing helpful comments and suggestions with their expertise in their home departments. Particularly, our Fire and Life Safety Officer, Mr. William Sollin and Assistant Director of Public Safety and Emergency Management Office, Erika Schaub also worked closely with ESC and CHO on completing a revised 200-page Hofstra University Chemical Hygiene Plan (CHP) that reflects the current teaching and research needs, as well as the latest and effective safety practice. Other ESC consultants include Cira Peragine from the School of Medicine, Robert Cerro and Seth Rosenberg from the Engineering Dept., Sofia Kakoulidis from the Provost's office, Dennis Burke (Biology), Christine Anderson (Chemistry), James Hart (Drama & Dance), and Steve Campolo (Physics). Most of them work at the frontline in student labs with hazardous materials and sophisticated instrumentations and they often present insights on safety issues to the committee so environmental safety hazards could be minimized and protection needs can be addressed promptly. With the growth of our Medical School and the upcoming Engineering School, the ESC expects that more safety issues will have to be addressed.

In our Fall 2011 meeting Erika Schaub and William Sollin reported the status of CHP. After three intensive sessions with ESC, CHO and other concerned faculty members from several departments of Science, Engineering and Fine Arts, the final draft has been

delivered to our legal department for review. At the end of Spring 2012 semester, Assistant General Counsel, Ms. Lisa Ross started to work with ESC, CHO, Ms. Schaub and Mr. Sollin to finalize the draft so the administration will approve it in time to replace the outdated version of 2005 since when Hofstra has experienced a dramatic increase in Science enrollment and undergraduate research programs. The implementation of an updated CHP is urgent to ensure the safety of our employees and students and to ensure our compliance with federal or state regulations. The ESC will continue to work with our Legal Counsel to improve the CHP so it can be implanted quickly.

In the Fall 2011 meeting, William Sollin made a comment on the review of ChemTrack, a chemical inventory software mentioned in our last meeting. It is being used by several neighboring institutions such as Columbia University and St. John's University. It requires a central warehouse to inventory the chemicals with barcode system, which is not the practice here at Hofstra as chemicals are shipped to individual departments. There are logistical and financial hurdles for adopting a centralized chemical inventory system and the software itself is very costly (>20k). So it was not recommended at this time.

Mr. Sollin reported that Inspector Mr. Abdul Jabbar from EPA visited Hofstra campus in Fall 2011 to audit the chemical and environmental safety practice. After the touring, he was satisfied by the practice at Hofstra and our on-going effort to implement more measures to enhance safety and comply with federal and state regulations. He provided comments and suggestions on the minor problems to help us strengthen our position of safety practice. *e.g.* he recommended the disposal of 100's of gallons of old paints/thinners at the Plant department. The ESC is pleased to hear that Hofstra's practices on Environmental Safety is on the right track, according to comments from Mr. Jabbar.

For employee safety training, Mr. Odell along with the ESC strongly supports the implementation of online safety training courses by following existing good examples from Oklahoma State University and other institutions. It was suggested that a centralized Environmental Health and Safety website should be developed with Hofstra IT support and the support from administration. The CHO continues to inspect Hofstra labs for chemical safety practice and provide advices or comments, in addition to new employee and annual refresher training.

The committee also briefly discussed the safety supervision in Fine Arts and Engineering machine shops in lieu of the Yale student machine shop accident in 2011. The consensus is to always have faculty or staff supervision when students use machine shop. Safety glasses will be required in Chemistry department on top of prescription glasses to provide additional protection of eyes from chemical spill. In Spring 2012, ESC also discussed the UCLA chemistry technician death due to pyroactive reagent fire and potential preventative measures that can be used to ensure the safety of research students. With the increased Science enrollment, several accidents that happened in Chemistry teaching labs during 2011-2012 academic year were brought up by the committee for discussion. Lessons were learned from the discussion and preventative measures were suggested to avoid the unsafe practices from happening again. The future implementation of CHP will hopefully provide guidance to all affected departments.

In February 2012, ESC Chair Ling Huang met with Dr. Nanette Wachter, the director of Hofstra University Summer Science Research Program (for high school students), Dean Steve Costenoble and several Science department chairs to discuss safety practices that should be utilized to ensure the safety of High School researchers. After the communication with our Legal Counsel, more safety monitoring measures and site-specific training programs were suggested and will be implemented in this year's program.

In summary, during 2011-2012 academic year, the ESC worked more closely with the new CHO, lab directors from various departments, and related consultants from Public Safety and the Plant Administration to review our safety practices, to promote good protocols and, to amend or correct insufficient ones. Hofstra University continues to be a safe working and studying environment. With the sustained increase of Science enrollment and increasing participation in research programs, the ESC is hoping that the timely implementation of CHP will ensure our safety track record and prevent tragedies like the ones in Yale or UCLA from happening here.

V

ACTIVITIES OF THE SENATE

2011 – 2012

MATTERS PENDING FROM THE 2010-2011 SENATE:

March 14th, 2011 (Senate Agenda)

The Senate approved the revisions to the Major GPA Requirement. This item was approved by the Full Faculty (May 6th, 2011), by the Provost (August 22nd, 2011), by Legal Counsel (August 21st, 2011) and by the President (August 23rd, 2011). (Appendix A)

April 11th, 2011 (Senate Agenda)

The Senate approved the 2013-2014 Academic Calendar. This item was amended and approved by the Full Faculty (May 6th, 2011), by the Provost (August 22nd, 2011), by Legal Counsel (August 21st, 2011) and by the President (August 23rd, 2011). (Appendix B)

2011 – 2012 SENATE ACTIVITIES

1. CHANGES TO THE FACULTY STATUTES AND FACULTY POLICY SERIES

September 12, 2011 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #42 - Course Grade Appeal Policy. This item was approved by the Full Faculty (December 2, 2011), by Legal Counsel (February 28th, 2012), by the Provost (April 16th, 2012), and by the President (April 17th, 2012). (Appendix C)

February 13th, 2012 (Senate Agenda)

The Senate approved the revisions to Faculty Statute VII – Senate terms. This item was approved by the Full Faculty (March 26th, 2012), by Legal Counsel (May 9th, 2012), by the Provost (May 9th, 2012), and by the President (May 14th, 2012). (Appendix D)

February 13th, 2012 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #36 – The Use of Human Subjects in Research. This item was approved by the Full Faculty (March 26th, 2012), by Legal Counsel (May 9th, 2012), by the Provost (May 9th, 2012), and by the President (May 14th, 2012). (Appendix E)

2. CHANGES TO THE HOFSTRA BULLETIN

May 9th, 2011 (Senate Agenda)

The Senate approved the Dean's List Recommendations. This item was approved by the Full Faculty (October 24th, 2011), by Legal Counsel (November 1st, 2011), by the Provost (December 5th, 2011), and by the President (December 7th, 2011). (Appendix F)

May 9th, 2011 (Senate Agenda)

The Senate approved the revisions to the Course Completion Ratio. This item was approved by the Full Faculty (December 2nd, 2011), by Legal Counsel (February 28th, 2012), by the Provost (February 28th, 2012), and by the President (February 29th, 2012). (Appendix G)

April 16th, 2012 (Senate Agenda)

The Senate approved the 2014-2015 Academic Calendar. This item was approved by the Full Faculty (May 4th, 2012), by Legal Counsel (May 7th, 2012), by the Provost (May 7th, 2012), and by the President (May 7th, 2012). (Appendix H)

3. OTHER ACTIONS

May 9, 2011 (Senate Agenda)

The Senate approved the Recommendation for Traffic Signal. This item was approved by the Full Faculty (October 24th, 2011), but has not been approved by Legal Counsel, the Provost or the President (Appendix I)

May 9, 2011 (Senate Agenda)

The Senate approved the Guidelines for Faculty Email. This item was approved by the Full Faculty (October 24th, 2011), by the Provost (November 3rd, 2011), by Legal Counsel (November 8th, 2011), and by the President (November 15th, 2011). (Appendix J)

October 10th, 2011 (Senate Agenda)

The Senate approved the Report on Academic Integrity Student/Faculty Survey with Recommendations. This item was approved by the Full Faculty (May 4th, 2012) but has not been approved by Legal Counsel, the Provost or the President (Appendix K)

VI

APPENDICES

APPENDIX A

University-wide Major GPA Requirement Resolution

With the intent of creating a university-wide major grade point average requirement, the UAAC unanimously passed the following resolution to be added to the University Degree Requirements section of the Bulletin:

“At least a 2.0 cumulative grade point average in work completed at Hofstra and required for the major as specified by the major department.”

APPENDIX B

FINAL PROPOSED 2013 – 2014 ACADEMIC CALENDAR

FALL SEMESTER 2013

September 3	Tuesday	All classes begin. Convocation from 11:20-12:35
September 4	Wednesday	No PM classes.
September 5 - 6	Thursday & Friday	Classes not in session.
September 13	Friday	No PM classes.
September 14	Saturday	Classes not in session.
November 25	Monday	Conversion Day – ALL classes follow a Friday schedule.
November 26	Tuesday	Conversion Day – ALL classes follow a Thursday schedule.
November 27 – 30	Wednesday - Saturday	Thanksgiving Recess
December 12 – 13	Thursday & Friday	Snow/study/reading days for Undergraduate classes only . Graduate classes meet.
December 16 - 21	Monday – Saturday	Final exams for ALL classes.
December 21	Saturday	Semester ends.
December 22	Sunday	Commencement (subject to change)

JANUARY SESSION 2014

January 1	Wednesday	New Year's Holiday
January 2	Thursday	Classes begin.
January 15	Wednesday	Semester ends for 2 week session.
January 20	Monday	Martin Luther King, Jr. Day observed. NO classes.
January 23	Thursday	Classes end for 3 week session.
January 24	Friday	Snow/study/reading day for Undergraduate classes only , if needed.

SPRING SEMESTER 2014

January 27	Monday	ALL classes begin.
February 17	Monday	President's Day. Classes not in session.
March 16 – 22	Sunday - Saturday	Spring Recess Classes not in session.
April 14	Monday	Conversion Day - ALL classes follow a Friday schedule. NO PM classes.
April 15	Tuesday	Classes not in session.
April 16	Wednesday	Conversion Day – ALL classes follow a Monday schedule.
April 18 – 19	Friday – Saturday	Classes not in session.
May 8 - 9	Thursday & Friday	Snow/study/reading days for Undergraduate classes only . Graduate classes meet.
May 12 - 17	Monday - Saturday	Final exams for ALL classes.
May 17	Saturday	Classes end.
May 18	Sunday	Commencement (subject to change)

SUMMER SESSION I - 2014

May 21	Wednesday	Classes begin.
May 26	Monday	Memorial Day Holiday – NO classes.
June 24	Tuesday	Classes end.

SUMMER SESSION II – 2014

June 26	Thursday	Classes begin.
July 4	Friday	July 4 th Holiday
July 30	Wednesday	Classes end.

SUMMER SESSION III – 2014

August 4	Monday	Classes begin.
August 22	Friday	Classes end.

Fall 2013 Proposed Calendar - Start after Labor Day (Final Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
	Aug 26	27	28	29	30	31		
1	1-Sep	LABOR DAY 2	Classes begin 3	No PM classes 4	No classes 5	No classes 6	7	Convocation - First day of classes @ 11:20 AM. Classes meet for 10 minutes.
2	8	9	10	11	12	No PM Classes 13	No classes 14	
3	15	16	17	18	19	20	21	
4	22	23	24	25	26	27	28	
5	29	30	1-Oct	2	3	4	5	
6	6	7	8	9	10	11	12	
7	13	14	15	16	17	18	19	
8	20	21	22	23	24	25	26	
9	27	28	29	30	31	1-Nov	2	
10	3	4	5	6	7	8	9	
11	10	11	12	13	14	15	16	
12	17	18	19	20	21	22	23	
13	24	Conversion Day 25	Conversion Day 26	No classes 27	No classes 28	No classes 29	No classes 30	Thanksgiving Break- Wed.-Sat..Nov. 27-30. Convers. Day, Mon., 11/25. Classes follow a Fri. schedule. Convers. Day, Tues., 11/26. Classes follow a Thurs. schedule.
13	1-Dec	2	3	4	5	6	7	
13	8	9	10	11	Snow/Stdy/Rdg 12	Snow/Stdy/Rdg 13	14	Snow/Study/Reading Day for UGs only - Thursday & Friday, Dec. 12 & 13.
13	15	Finals 16	Finals 17	Finals 18	Finals 19	Finals 20	Finals 21	
13	Commncmt 22	23	24	25	26	27	28	Commencement, Sun. 12/22 (subject to change)
	13 UG 14 GR	14 UG 15 GR	D UG 14 14 GR	*13 UG *15 GR	*13 UG 14 GR	13 UG		

COMPLIANCE INFORMATION:

(*Includes Conversion Day)

By State Law: UG 2250 minutes required for three (3) credit course (over a 15 week semester).

MWF @ 55 minutes require a minimum of 39 meetings (2145 minutes) + 120 minute Final

TuTh, MW, MF @ 85 minutes require a minimum of 26 meetings (2210 minutes) + 120 minute Final

Saturday UG classes require a minimum of 13 meetings

Graduate classes require a minimum of 14 meetings @ 110 minutes each (1540 minutes).

of Fall 2013 Classes

Undergraduate: MWF 40 meetings @ 55 minutes + 120 minute final = 2320 minutes

TuTh 27 meetings @ 85 minutes + 120 minute final = 2415 minutes

(11:10 - 12:35 time slot: 26 meetings @85 minutes + 10 minutes first day of classes + 120 minute final = 2340

MW Day 27 meetings @ 85 minutes + 120 minute final = 2415 minutes.

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

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

Saturday - 13 meetings + final

Graduate Class meetings: Monday 14, Tuesday 15, Wednesday 14, Thursday 15*

NOTES:

All classes begin Tuesday, September 3. Convocation held at 11:20 AM. Tuesday 11:10-12:35 classes meet for 10 minutes on this Tuesday only.

No PM classes Wednesday, September 4.

No classes Thursday and Friday, September 5 and 6.

No PM classes Friday, September 13.

No classes Saturday, September 14.

Conversion Day, Monday, Nov. 25. All classes follow a Friday schedule.

Conversion Day, Tuesday, Nov. 26. ALL classes follow a Thursday schedule.

Last day of classes for SSIII 2013 is Friday, August 23.

**PM classes are ANY classes in session after 4:30 PM. Classes starting before 4:30 PM should end at 4:30 PM.

NO classes begin after 4:30 PM.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
			1-Jan	Classes begin 2	3	4	New Year's Day, January 1; Classes begin January 2
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	CLASSES END Wednesday, January 15, for 2-week session
19	No classes 20	21	22	23	24	25	MLK Jr. Day Observed Monday, January 20; CLASSES END Thursday, January 23, for 3-week session
26	27	28	29	30	31		

Note 1 The regular January 2014 session is a two-week session from Thursday, January 2, through Wednesday, 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 Thursday, January 2, through Thursday, January 23.

Note 3 On Monday, January 20, the University is closed for Martin Luther King, Jr. Day.

Final Spring 2014 Final Spring 2014 Proposed Calendar with March Recess

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
	26-Jan	Classes begin 27	28	29	30	31	1-Feb	Classes begin, Monday, January 27
1	2	3	4	5	6	7	8	
2	9	10	11	12	13	14	15	
3	16	No classes 17	18	19	20	21	22	Presidents' Day - Mon, 2/17 - No classes
4	23	24	25	26	27	28	1-Mar	
5	2	3	4	5	6	7	8	
6	9	10	11	12	13	14	15	
7	16	17	18	19	20	21	22	Spring Recess; Sunday through Saturday, March 16 - 22
8	23	24	25	26	27	28	29	
9	30	31	1-Apr	2	3	4	5	
10	6	7	8	9	10	11	12	
11	13	Conversion Day 14 No PM Classes	No Classes 15	Conversion Day 16	17	No Classes 18	No Classes 19	No eve classes, Mon 4/14; Conversion day; Monday classes follow Friday schedule; Wed 4/16 conversion day; all classes follow Monday schedule
12	20		22	23	24	25	26	
13	27	28	29	30	1-May	2	3	
14	4	5	6	7	S/S/R Day 8	S/S/R Day 9	10	Snow/Study/Reading Days for UGs only - Thursday and Friday, May 8 and 9
15	11	Finals 12	Finals 13	Finals 14	Finals 15	Finals 16	Finals 17	FINALs - Monday through Saturday, May 12 - 17
16	Commencement 18	19	20	21	22	23	24	Commencement - Sunday, May 18 (subject to change)
17	25	Memorial Day 26						
	*13 UG & 14 GR	13 UG & 14 GR	13 UG & 14 GR	13 UG & 15 GR	*13 UG	14		

COMPLIANCE INFORMATION:

(*Includes conversion day)

By State Law: UG 2250 minutes required for three (3) credit course (over a 15 week semester)

MWF @ 55 minutes require a minimum of 39 meetings (2145 minutes) + 120 Final

TuTh, MW, MF @ 85 minutes require a minimum of 26 meetings (2210 minutes) + 120 Final

Saturday UG classes require a minimum of 13 meetings + Final

Graduate classes require a minimum of 14 meetings @ 110 minutes each (1540 minutes)

of SPRING 2014 MEETINGS

Undergraduate - MWF 39 meetings @ 55 minutes + 120 minute final = 2265 minutes
 MW 26 meetings @ 85 minutes + 120 minute final = 2330 minutes
 TUTH 26 meetings @ 85 minutes + 120 minute final = 2330 minutes
 MF 26 meetings @ 85 minutes + 120 minutes final = 2330 minutes
 Saturday meetings - 13 meetings + final

Graduate Class Meetings - Mondays 14, Tuesdays 14, Wednesdays 14, Thursdays 15

NOTES:

All classes begin Monday, January 27

Monday, February 17 - Presidents' Day

Spring Recess - Sunday through Saturday, March 16-22

Conversion Day - Monday, April 14 - All classes follow a Friday schedule

Conversion Day - Wednesday, April 16 - All classes follow a Friday schedule

Snow/Study/Reading Days - Thursday and Friday, May 8 and 9. Graduate classes meet.

Finals - Monday through Saturday, May 12 - May 17

Commencement - Sunday, May 18 (subject to change)

Summer 2014 Proposed Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
May 18	19	20	SSI begins 21	22	23	24	May 18 - Commencement SSI classes begin Wednesday, May 21
25	No Classes 26	27	28	29	30	31	Monday, May 26, Memorial Day Holiday - NO classes
June 1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	SSI ends 24	25	SSII begins 26	27	28	SSI classes end Tuesday, June 24; SSII classes begin Thursday, June 26
29	30	July 1	2	3	No Classes 4	5	NO classes - Friday, July 4th Holiday
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	SSII ends 30	31	Aug 1	2	SSII classes end Wednesday, July 30
3	SSIII begins 4	5	6	7	8	9	SSIII classes begin Monday, August 4
10	11	12	13	14	15	16	
17	18	19	20	21	SSIII ends 22	23	SSIII classes end Friday, August 22
24	25	26	27	28	29	30	
31	Sept 1						September 1 - Labor Day

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

**COURSE GRADE APPEAL POLICY
(Excluding the Law School and Medical School)**

It is the right and responsibility of the faculty to determine student grades at Hofstra University. An instructor's right to determine a final grade assigned in his or her class shall be abrogated only if it is demonstrated (through the procedure below) that the final course grade was not based on the student's academic performance in the course.

Each School and College at Hofstra shall adopt procedures consistent with the policy for appeals of final course grades given within that unit. Within these procedures a student shall appeal in writing first to the instructor (unless the instructor is no longer in residence or is otherwise unreachable). If this appeal does not resolve the issue, the student may then appeal to the Chair of the Department. The student shall be required to submit a written statement to the Chair detailing an argument for a change of final grade. The chair shall attempt to mediate a resolution, but can not change a grade. If no satisfactory resolution is achieved, the student has a right to continue the appeal process by making a formal written appeal to the Dean of the unit involved. ~~The Dean may choose to mediate, or to immediately empanel an Ad Hoc Appeals Committee.~~ The Dean will review the issues and merits of the case. The Dean may choose to dismiss the case if there is no material basis for the appeal, to mediate a resolution or to empanel an Ad Hoc Appeals Committee according to the timeline as appropriate.

The Ad Hoc Appeals Committee shall be composed of three to five tenured faculty. The student must submit a written statement to the committee detailing an argument for a change of grade. The committee shall have the authority to investigate the matter fully and request material from the student and the instructor. The committee, however, proceeds from the presumption that the course grade was justified; the burden of proof shall lie with the student. If the committee members find that the grade was not based on academic performance, they may determine a new grade and submit a change of grade through the Dean's office.

Both a faculty member and a student have the right to request a review by the Provost of the decision by the Dean (in the event that an ad hoc committee is not convened) or by the Ad Hoc Appeals Committee. In such instances, the Provost shall begin with the presumption that the Dean's or the Ad Hoc Appeals Committee's determination is correct. The Provost determines if the proper procedure was followed. If he or she determines that there is cause for reconsideration, the Provost shall convene (or reconvene) the Ad Hoc Appeals Committee for further consideration of the matter. In all cases the Ad Hoc Appeals Committee's decision shall be forwarded to the student who made the appeal, the instructor involved, and the Dean and Provost.

To ensure a fair and expeditious processing of appeals, the following deadlines should guide the entire appeals process.

- Students must contact their instructor with a formal appeal in writing about their final grade no later than three (3) weeks into the subsequent fall or spring semester following the issuance of the grade.
- The instructor must then reply in writing within two (2) weeks.
- If the student wishes to appeal to the Chair, he or she must submit a formal appeal within two (2) weeks of receiving the instructor's reply. If the student does not get a response from the instructor within two (2) weeks, the student may proceed directly to the Chair, also within a two (2) week period.
- The Chair will have two (2) weeks to mediate a resolution.
- If the student wishes to appeal further, he or she must submit an appeal in writing to the Dean within two (2) weeks of hearing from the Chair.
- The Dean shall have three (3) weeks to *dismiss, begin a mediation or* empanel an Ad Hoc Appeals Committee and investigate the appeal.
- By the end of the semester in which the appeal process began, the Ad Hoc Appeals Committee should notify the student, instructor, Chair, Dean, and Provost of its decision.
- The student and instructor then have two (2) weeks to ask for a review by the Provost.

This timetable should be uniform across all units of the University, (other than the Law School and the Medical School). All deadlines should hold except for unforeseeable circumstances or emergencies. If such circumstances arise, the Dean or Provost may adjust dates accordingly.

VII. THE UNIVERSITY SENATE

B. Membership

2. Elected Members

- 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~~nine successive years. Student senators shall serve for one academic year. No student senator shall serve more than three successive academic years.

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;~~ additional terms will be subject to the confirmation of the Senate Executive Committee. Student Senators-at-large shall serve one year terms; additional terms will be subject to the confirmation of the Senate Executive Committee.

THE USE OF HUMAN SUBJECTS IN RESEARCH

I. Objectives

Hofstra University requires assurance that research investigations involving human subjects meet standards set by the Department of Health and Human Services (HHS). Accordingly, the following Policy is intended to insure that all such projects conducted under the auspices of Hofstra University, on campus or elsewhere, are in full compliance.

II. Coverage

All research projects conducted under the auspices of Hofstra University, which involve human subjects, are covered by this Policy.

III. Organization

A. Membership

The President shall appoint an Institutional Review Board (IRB) consisting of:

1. Two administrators, including the Associate Provost for Research and Sponsored Programs.
2. Two full-time faculty members selected from Hofstra College of Liberal Arts and Sciences (one from Psychology, and one from Biology); one from School of Education, Health, and Human Services, and one from School of Medicine.
3. One “outside” (non-University) member from medicine, dentistry, or clinical psychology. Committee members normally will serve a three-year term but may be reappointed. The President also may appoint additional ad hoc members to deal with specific issues that might arise.

B. Quorum

The “outside” member and two faculty members will constitute a quorum.

IV. Procedures

When a research project requires human subjects, the Principal Investigator (PI) will use the following procedure:

- A. Following pertinent internal (departmental) review, the research protocol will be submitted to the appropriate IRB representative (or his/her designee) or the appropriate liaison. Investigators affiliated with the Department of Psychology, Department of Biology, School of Education, Health and Human Services, and School of Medicine – those academic units with faculty representation to the IRB – will normally submit their protocol to the IRB representative or designee from their academic unit for review. Investigators from units who do not have direct IRB representation will submit their protocol to the IRB liaison assigned to his/her unit for initial review. The liaison will present the protocol to the IRB Chair for further review.
- B. The IRB will be responsible for assuring Hofstra University that the welfare and rights of individuals used in research projects will be protected. Additionally, the IRB also will review the consent forms and arrange for their proper filing.
- C. Following acceptance of a proposal (original or revised) by the IRB, the Principal Investigator will not be permitted to make changes in protocol without clearance from the IRB.
- D. The PI should refer to *Procedures for Implementation of FPS #36* for further guidance.

Procedures for Implementation of FPS #36

- I. Representation on the University's Institutional Review Board (IRB) shall include two full-time faculty members selected from Hofstra College of Liberal Arts and Sciences (one from the Department of Biology and one from the Department of Psychology), one from School of Education, Health, and Human Services, and one from School of Medicine, as prescribed in FPS #36; two University administrators, including the Associate Provost for Research and Sponsored Programs; and one "outside" (non-University) member selected by the other members of the IRB.

The membership of the IRB shall annually select from among its membership a Chair. The Associate Provost for Research and Sponsored Programs shall serve as IRB Administrator, providing assistance to the IRB and IRB Chair in maintaining appropriate IRB records and assuring prompt communication of IRB actions.

The IRB Chair shall make every reasonable effort to arrange for the committee to meet as a whole body at least once during each academic semester. Among the tasks to be performed at this meeting is the formal approval of proposals previously acted upon under the Expedited Review process. Other Full Board meetings will be called by the IRB chair as needed, e.g., to conduct a review of those protocols that by Federal standards would require approval by the Full Board.

- II. The Associate Provost for Research and Sponsored Programs shall ensure the University's eligibility for a Federal-wide Assurance (FWA) from the Office of Human Research Protections. Possession of an FWA is required for the University to receive Federal grant support for research involving humans as subjects. In applying for FWA, the University will certify that:
 - (1) All University research involving humans as subjects will be guided by the principles of the Belmont Report, and
 - (2) All externally-sponsored research, both Federal and non-Federal, shall be conducted in full compliance with Federal Policy, which can be found at 45 CFR 46.
- III. All persons conducting sponsored research involving humans as research subject shall participate in a formal education/training program before project approval may be granted. Persons conducting research without external sponsorship shall also participate in such a training program if their research requires Expedited or Full Board review. Such training shall be overseen by the IRB Chair or appropriate IRB representative. Several education/training options have been identified for investigators including:
 - (1) An online tutorial developed by the National Institutes of Health (located at phrp.nihtraining.com/).

- (2) The viewing of a videotape series entitled “Protecting Human Subjects,” published by the Office of Human Research Protections, and
 - (3) The signing of a statement attesting to the fact that the investigator has read a full copy of the Belmont Report or the APA (American Psychological Association) publication, Ethics in Research with Human Participants.
 - (4) Alternative education/training programs may be developed or overseen by the IRB representatives of the different academic units for their respective disciplines (Biology, Education, Psychology, and School of Medicine) and may include professional ethics/research courses that cover professional standards in respect to research with human subjects; however, such programs are subject to the review and approval of the IRB.
- IV. Investigators shall develop a research protocol in sufficient detail to meet the IRB’s need for information.
 - V. Investigators shall submit their research protocols for initial review to an appropriate IRB representative (or his/her designee) or the appropriate liaison. Investigators affiliated with the Department of Biology, School of Education, Health and Human Services, Department of Psychology, and School of Medicine – those academic units with faculty representation to the IRB – will normally submit their protocol to the IRB representative or designee from their academic unit for initial review. Investigators from units who do not have direct IRB representation will submit their protocol to the IRB liaison assigned to his/her unit for initial review. The liaison will present the protocol to the IRB Chair for further review.
 - VI. IRB representatives and/or their designees shall make initial determinations on each protocol they receive. Options include:
 - (1) Research is Exempt from Further Review; project may proceed.
 - (2) Research is approved under Expedited Review; project may proceed.
 - (3) Research is considered to be of greater than minimal risk and, therefore, is referred to the IRB Chair who will arrange for Full Board Review.
 - (4) Additional information needed before any action may be taken. IRB representative then must contact the investigator or refer the protocol to the IRB Chair for handling.
 - (5) Refer to IRB Chair for handling, for any other reason.

The IRB representatives from designated faculty disciplines shall be responsible for assuring that proposals given exemption or expedited review by him/her or his/her designee are in compliance with the guidelines and shall address issues raised regarding such proposals at IRB meetings. The membership of the IRB, including the designee in any unit assigned to make initial determinations on protocols, shall be announced each academic year.

- VII. IRB representatives will promptly communicate determinations/decisions to the IRB Administrator and provide the IRB Administrator with copy of all materials reviewed and approved, including informed consent forms.
- VIII. Upon completion of IRB review, the IRB Administrator shall prepare a formal letter of approval to be sent to the investigator and other appropriate parties, e.g., external grant providers.
- IX. The IRB Chair, with the assistance of the IRB administrator, shall be responsible for assuring the continuous review of sponsored research through use of a letter (copy attached) to be sent annually. At minimum, projects shall be reviewed at least annually. The actual frequency of continuous review will be determined based on level of risk. Because projects approved via Expedited Review are considered low risk, it would not be expected that such projects would be reviewed more often than annually.
- X. On a monthly basis, the IRB Administrator shall notify all IRB members of protocols received that have been deemed Exempt and actions taken via Expedited Review. Generally, this report shall contain: (1) A descriptive project title; (2) Names and academic affiliation of lead investigators; (3) The name of the IRB representative authorizing the research. In the case of protocols approved via Expedited Review, this report shall also include a brief description of approved research projects.

SAMPLE
IRB ANNUAL REVIEW LETTER

Date

Name of Researcher(s)
Address 1
Address 2
City, State Zip Code

Re: Title of Protocol

Dear Researcher(s):

We are in the process of updating the records of the Hofstra University Institutional Review Board (IRB), the committee assigned responsibility for research involving humans as subjects. Our records include the following protocol in your name:

Title of Protocol:

Approval Date:

For your information, attached please find a copy of Faculty Research Policy Series #36 and the Implementation Procedures that supplement this policy. In addition, a listing of current University IRB members is attached to this memo.

Kindly respond by e-mail to: promgf@hofstra.edu if you have successfully completed the above-mentioned project. If your referenced work involving humans as subjects is continuing, or if you have begun new studies involving humans as subjects, please review the University Policy and Implementation Procedures to ascertain what further action may be necessary. Thank you.

Sincerely,



Sofia Kakoulidis
Associate Provost for Research and Sponsored Programs and
Administrator of the Hofstra University Human Subjects Committee (IRB)

SK/lf

APPENDIX F

Dean's List Requirements

The following resolution was passed unanimously by the Full Faculty:

The UAAC proposes to increase the great point average requirement for inclusion on the Dean's List to 3.5, regardless of class standing.

All other provisions for inclusion on the Dean's List regarding required credits, required graded credits, incomplete grades, and provisions for part-time students would remain as stated in the existing Dean's List requirements as stated in the Bulletin (see below)

The UAAC's resolution would result in the following key changes to the existing policy:

- 1) Elimination of the "sliding scale" whereby Freshman GPA requirement is 3.3 and all others 3.4
- 2) Increase in the minimum required GPA for inclusion from 3.3/3.4 to 3.5

Current Dean's List Requirements (2010-2011 Bulletin)

To qualify for the Dean's List, a student must meet the following requirements:

1. *as a freshman (at least 12 credits per semester), complete a semester with a 3.3 GPA;*
2. *after the freshman year, have a 3.4 GPA for the semester (at least 12 credits per semester);*
3. a full-time student must complete at least 12 hours per semester in letter grades other than P and with no grades of INC;
4. a part-time student must complete at least 12 hours over his or her two most recent semesters in attendance, must earn letter grades other than P with no grade of INC, must
5. *have a GPA of 3.3 up to 24 credits total and 3.4 thereafter, and must not have been a full-time student during the period under consideration;*
6. only courses taken in residence at Hofstra may be used to satisfy the requirements for Dean's List.

*The UAAC proposal would affect only provisions 1, 2, and 5.

Course Completion Ratio Policy

After the Full Faculty passed the UAAC resolution revising the Course Completion Ratio in December 2010, an issue with the new policy regarding the introduction of the new term course completion ratio standards was brought to the attention of the committee. Specifically, a first-term Hofstra student's term completion ratio is equal to their cumulative completion ratio. This means that a first term student that falls below the new course completion ratio standards would automatically be placed on "academic probation" and not "academic warning" as the new policy intends. As such, the UAAC inserted new language to the policy to make clear that first-term Hofstra students can only be placed on academic warning (not academic probation) for failing to meet the required completion ratio (academic probation would be applicable for failing to meet course completion ratio standards in all subsequent terms).

Proposed Addition to Course Completion Ratio

The following note is to be inserted in section 2 at the end of second paragraph of the Completion Ration Policy (see below) passed by the Full Faculty in December 2010:

(Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.)

Completion Ratio (CR) policy

1. Create a new academic action, termed “academic warning.”
 - a. 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.
 - b. Students on academic warning are considered in good standing for external reporting purposes.
 - c. The criteria for academic warning are outlined below.

2. Eliminate the current CR 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. (Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.)

- 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
 - transfer credits
 - credits completed with a passing grade of D or better
 - credits completed with a passing grade of P.
- Attempted credits are made up of
 - satisfactorily completed credits, as defined above
 - failures, withdrawals, unofficial withdrawals, incompletes, and no reports (F, W, UW, I, NR)
- Repeated courses are included in both attempted and earned hour calculations.”

3. 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.

PROPOSED 2014-2015 ACADEMIC CALENDAR

APPENDIX H

FALL SEMESTER 2014

September 1	Monday	Labor Day Holiday
September 2	Tuesday	All classes begin. Convocation from 11:20-12:35pm.
September 24	Wednesday	No PM classes.
September 25-26	Thursday & Friday	Classes not in session.
October 3	Friday	No PM classes.
October 4	Saturday	Classes not in session.
November 24	Monday	Conversion Day - ALL classes follow a Friday schedule.
November 25	Tuesday	Conversion Day - ALL classes follow a Thursday schedule.
November 26-29	Wednesday - Saturday	Thanksgiving Break - Classes not in session.
December 11-12	Thursday & Friday	Snow/Study/Reading days for Undergraduate classes only .
December 15-20	Monday - Saturday	Final exams for ALL classes.
December 20	Saturday	Semester ends.
December 21	Sunday	Commencement (subject to change)

JANUARY SESSION 2015

January 1	Thursday	New Year's Holiday
January 5	Monday	Classes begin.
January 16	Friday	Semester ends for 2-week session.
January 19	Monday	Martin Luther King, Jr. Day observed - No classes.
January 23	Friday	Semester ends for 3-week session.

SPRING SEMESTER 2015

January 26	Monday	All classes begin.
February 16-17	Monday & Tuesday	Presidents' Break - Classes not in session.
April 3-11	Friday - Saturday	Spring Break - Classes not in session.
May 6	Wednesday	Conversion Day - ALL classes follow a Friday schedule.
May 7-8	Thursday & Friday	Snow/Study/Reading days for Undergraduate classes only .
May 11-16	Monday - Saturday	Final exams for ALL classes.
May 16	Saturday	Semester ends.
May 17	Sunday	Commencement (subject to change)

SUMMER SESSION I 2015

May 20	Wednesday	Classes begin.
May 25	Monday	Memorial Day Holiday - No classes.
June 23	Tuesday	Classes end.

SUMMER SESSION II 2015

June 25	Thursday	Classes begin.
July 3-4	Friday & Saturday	July 4th Holiday - No classes.
July 29	Wednesday	Classes end.

SUMMER SESSION III 2015

August 3	Monday	Classes begin.
August 21	Friday	Classes end.

Highlights

Fall 2014

1. No classes on Monday, September 1 – Labor Day Holiday.
2. Classes begin on Tuesday, September 2. (Convocation @ 11:20am - Classes meet for 10 minutes.)
3. No evening classes on Wednesday, September 24.
4. No classes on Thursday, September 24 or Friday, September 26.
5. No evening classes on Friday, October 3.
6. No classes on Saturday, October 4.
7. Conversion Day, Monday, November 24. ALL classes follow a Friday schedule.
8. Conversion Day, Tuesday, November 25, ALL classes follow a Thursday schedule.
9. No classes Wednesday, November 26 - Saturday, November 29, Thanksgiving Holiday.
10. Snow/study/reading days scheduled for December 11-12, Thursday & Friday, for Undergraduate classes only. Graduate classes meet.
11. All finals begin on Monday, December 15 and end on Saturday, December 20.
12. Semester ends on Saturday, December 20.
13. Commencement scheduled for Sunday, December 21.

January 2015

1. Classes begin on Monday, January 5.
2. Classes end for 2-week session on Friday, January 16.
3. No classes on Monday, January 19, for Martin Luther King, Jr. Day observed.
4. Classes end for 3-week session on Friday, January 23.

Highlights

Spring 2015

1. Classes begin on Monday, January 26.
2. No classes on Monday, February 16 and Tuesday, February 17.
3. No classes from Friday, April 3 through Saturday, April 11.
4. Conversion Day, Wednesday, May 6, ALL classes follow a Friday schedule.
5. Snow/study/reading days scheduled for May 7-8, Thursday & Friday, for Undergraduate classes only. Graduate classes meet.
6. All finals begin on Monday, May 11, and end on Saturday, May 16.
7. Semester ends on Saturday, May 16.
8. Commencement scheduled for Sunday, May 17.

Summer Session I, II and III 2015

1. **SS I** classes begin on Wednesday, May 20. No classes on Monday, May 25, Memorial Day Holiday. Classes end on Tuesday, June 23.
2. **SS II** classes begin on Thursday, June 25. No classes on Friday, July 3, July 4th Day Holiday observed. Classes end on Wednesday, July 29.
3. **SS III** classes begin Monday, August 3. Classes end on Friday, August 21.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
AUG	25	26	27	28	29	30	SS III 2014 ends Friday, 8/22
31	Labor Day 1	Classes begin 2	3	4	5	6	Convocation first day of classes @ 11:20am. Classes meet for 10 minutes
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	No PM classes 24	No classes 25	No classes 26	27	
28	29	30	1-Oct	2	No PM classes 3	No classes 4	
5	6	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	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 Conversion Day MON = FRI	25 Conversion Day TUES = THUR	No classes 26	No classes 27	No classes 28	No classes 29	11/24 - Conversion Day (M=F); 11/25 - Conversion Day (T=R); 11/26-29 - Thanksgiving Break
30	1-Dec	2	3	4	5	6	
7	8	9	10	Snow/Study/Rdg 11	Snow/Study/Rdg 12	13	Snow/Study/Reading Day for UG's only - Dec. 11 & 12
14	Finals 15	Finals 16	Finals 17	Finals 18	Finals 19	Finals 20	
Commencmt 21	22	23	24	25	26	27	Commencement, Sun. 12/21
13 UG 14 GR		14 UG 15 GR		14 D UG 14 GR 13 E UG		13 UG 15 GR	
				13 UG 13 GR		14 meetings	

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 2014 MEETINGS:Undergraduate : MWF 40 meetings @ 55 minutes + 120 minute final = 2320 minutes

TuTh 27 meetings @ 85 minutes + 120 minute final = 2415 minutes

(11:10-12:35 time slot: 26 meeting @ 85 minutes + 10 minutes first day of classes + 120 final = 2340 minutes

MW Day 27 meetings @ 85 minutes + 120 minute final = 2415 minutes

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

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

Saturday 13 meetings + final

Graduate class meetings: Monday = 14, Tuesday = 15, Wednesday = 14, Thursday = 15

Notes:

All classes begin September 2. Convocation held at 11:20am. Classes meet for 10 minutes.

No pm classes September 24, Wednesday.

No classes September 25, Thursday and September 26, Friday.

No pm classes October 3, Friday.

No classes October 4, Saturday.

Last day of classes for SS III 2014 is Friday, August 22.

**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 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
				1-Jan	2	3	NEW YEAR'S DAY, 1/1
4	Classes begin 5	6	7	8	9	10	CLASSES BEGIN: Monday, 1/5
11	12	13	14	15	Classes end 16	17	CLASSES END: Friday, 1/16 for 2-week session
18	No classes 19	20	21	22	Classes end 23	24	M.L.K. Jr DAY OBSERVED: Monday, 1/19; CLASSES END: Friday, 1/23 for 3-week session
25	26	27	28	29	30	31	Spring 2015 CLASSES BEGIN: Monday, 1/26

Note 1: The regular January 2015 Session is a 2-week session from Monday, January 5, through Friday, January 16.

Note 2: For selected courses that need to meet longer than the two weeks indicated in Note 1 (e.g., Distribution, some graduate courses) a 3-week window can be used beginning Friday, January 2, through Friday, January 23.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
	January	Classes begin 26	27	28	29	30	31	Classes begin Monday, 1/26
1	1-Feb	2	3	4	5	6	7	
2	8	9	10	11	12	13	14	
3	15	No classes 16	No classes 17	18	19	20	21	Presidents' Break - No classes: Monday, 2/16 & Tuesday, 2/17
4	22	23	24	25	26	27	28	
5	1-Mar	2	3	4	5	6	7	
6	8	9	10	11	12	13	14	
7	15	16	17	18	19	20	21	
8	22	23	24	25	26	27	28	
9	29	30	31		2	No classes 3	No classes 4	
10	5	No classes 6	No classes 7	No classes 8	No classes 9	No classes 10	No classes 11	Spring Break - No classes: Friday, 4/3 - Saturday, 4/11
11	12	13	14	15	16	17	18	
12	19	20	21	22	23	24	25	
13	26	27	28	29	30	1-May	2	
14	3	4	5	6-May Conversion Day WED = FRI	S/S/R Day 7	S/S/R Day 8	9	5/6 - Conversion Day (W=F)S/S/R Days-UG only: May 7 & 8
15	10	FINAL 11	FINAL 12	FINAL 13	FINAL 14	FINAL 15	FINAL 16	FINAL 16 FINALS: May 11-16
16	17 Commencement	18	19	20	21	22	23	Commencement, May 17
17	24	25	26	27	28	29	30	Memorial Day May 25
	13 UG & 14 GR		13 UG & 14 GR	13 UG & 14 GR	13 UG & 15 GR	13 UG & 15 GR	14 meetings	

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 Undergraduate classes require a minimum of 13 + final

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

OF SPRING 2015 MEETINGS:

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

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

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

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

Saturday 13 meetings + final

Graduate: Mondays = 14; Tuesdays = 14; Wednesdays = 14, Thursday = 15

NOTES:

All classes begin Monday, January 26

Presidents' Break - No classes: Monday & Tuesday February 16 & 17

Spring Break - No classes: Friday, April 3 - Saturday, April 11

Conversion Day: May 6 - ALL Wednesday classes follow a Friday schedule

Snow/Study/Reading Days for UG classes only: May 7 & 8. (Grad classes meet.)

Finals: Monday, May 11 - Saturday, May 16

Commencement: Sunday, May 17

Summer 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
MAY	18	19	SS I Begins 20	21	22	23	May 17 - Commencement; SS I classes begin May 20
24	No classes 25	26	27	28	29	30	May 25, Monday, Memorial Day Holiday - NO classes
31	1-JUN	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	SS I Ends 23	24	SS II Begins 25	26	27	SSI ends June 23; SS II begins June 25
28	29	30	1-JUL	2	No classes 3	No classes 4	July 3 & 4 - NO classes
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	SS II Ends 29	30	31	1-AUG	SS II ends July 29
2	SS III Begins 3	4	5	6	7	8	SS III begins August 3
9	10	11	12	13	14	15	
16	17	18	19	20	SS III Ends 21	22	SS III ends August 21
23	24	25	26	27	28	29	
30	31	1-Sep	2	3	4	5	
6	No classes 7	8	9	10	11	12	September 7, Labor Day

COMPLIANCE INFORMATION;

Minimum 24 Monday - Friday classes SS I & SS II

Minimum 15 Monday - Friday classes SS III

of Summer 2015 Meetings:

SS I & II - Monday to Friday = 24 classes; SS III - Monday to Friday = 15 classes

APPENDIX I

WHEREAS in the past several years there has been a significant increase in pedestrian traffic at the crossing on California Avenue at Weller and CV Starr Halls creating the strong possibility of an accident occurring at the crossing,

And WHEREAS a STOP SIGN has been installed at that site; and FURTHER that the stop sign has not prevented or eliminated “drive throughs” inviting an accident because of ineffective enforcement or the lack of observance; and

FURTHER, that said STOP SIGN has caused major vehicular congestion as far north as the Left turn from Hempstead

Turnpike causing further delays for pedestrians and drivers, the University Senate calls upon and strongly urges the University administration to petition the appropriate offices of the Town of Hempstead and the County of Nassau to immediately undertake a analysis of this problem and potential danger and request local officials to approve the installation of a traffic control signal at the earliest possible date.

The Senate also urges the administration to call upon the Hempstead P.D. and Nassau County P.D. to take a more aggressive role in the enforcement of the current stop sign until such traffic signal is installed.

APPENDIX J

Faculty Guidelines for E-mail

Faculty are required to include their Hofstra e-mail address on their course syllabi. Faculty should use their Hofstra e-mail account when communicating with students. Faculty should also remind students to check their Hofstra e-mail account regularly.

Below are guidelines to help faculty in their e-mail communications with students. An additional suggestion is for faculty to make use of course management systems (e.g. Blackboard) for easy e-mail exchange between professors and students. Please note that these guidelines are just that: suggestions for the faculty to use as an aid to managing e-mail. These guidelines are not a directive.

1) Faculty members are encouraged to state on their syllabi how they will answer e-mail, thus defining for a faculty member what is a timely manner. Faculty are also encouraged to have an out-of-office reply when they will be away for an extended period of time.

Examples of a timely manner might include, but are not limited to:

- Within 24 – 48 hours.
- By the next business day.
- During business hours.
- During office hours.

2) Faculty may wish to note matters of e-mail etiquette and style. For example, what should be in a subject line, what is an appropriate salutation, what is the appropriate use of e-mail? It is suggested that students identify themselves and the course they are registered for in the subject line.

3) Faculty should state their policies regarding accepting e-mail assignments from students.

4) Faculty should communicate when an issue raised in an e-mail (for example, grade disputes, advisement issues, etc.) is more appropriate for a personal meeting.

Task Force on Integrity and Responsibility

Report on Academic Integrity Student/Faculty Survey with Recommendations

March 2011

Introduction

This report provides a summary of the most salient conclusions from a recent (October, 2011) survey of undergraduates, graduate students and faculty on academic integrity at Hofstra University.¹ Drawn from a nationally normed instrument,² it makes clear that the vast majority of Hofstra students and faculty agree that academic integrity is central to Hofstra's mission, and that its pursuit is the shared responsibility of faculty, students and administrators. The survey also suggests that violations of academic integrity at Hofstra are no more frequent, but also no less frequent, than such violations at our peer institutions. In this context the shared recognition among faculty and students that academic integrity is an essential value, and that as a community we are obligated to sustain and foster this value, provides us with a real opportunity for improvement. To that end, the report concludes with two recommendations drawn from the information gathered here, and from previous Task Force deliberations.

I. Overall Awareness of Hofstra's Academic Integrity Policies

Hofstra students and faculty report high levels of awareness of academic integrity policies governing the university. 91% of all students and faculty at Hofstra indicate they have been informed about policies. Students (more so undergraduates than graduates) and faculty report that the topic is covered in syllabi and in classes, as well as on various resources such as websites, handbooks, etc. In fact, Hofstra's awareness numbers are significantly higher than is the case at peer schools or the overall national average.

II. Perceptions of Cheating at Hofstra – Students and Faculty

The survey suggests that faculty and students are largely convinced (faculty somewhat more so) that "cheating is a serious problem at Hofstra."

¹ The survey was administered October 6th – October 20th, 2010 and yielded a 15% response rate for students (N=1732), and a 29% response rate for faculty (N=343).

² Center for Academic Integrity, Clemson University, "Assessment Guide". "The Academic Integrity Assessment Guide is used throughout the US and abroad by colleges, universities, and secondary schools to assess the climate of academic integrity on their campuses."

http://www.academicintegrity.org/assessment_guide/index.php

Interestingly, however, the data suggests that some faculty and students may believe the problem to be worse than the survey indicates. In fact, the mistaken notion that there exists a widespread culture of cheating at Hofstra may be contributing to the problem by encouraging some students to feel as if they have to cheat in order to keep up with what they think “everyone else is doing.”

There is broad agreement among faculty and students about the seriousness that should be attached to various types of cheating behaviors. For example, among the top 10 behaviors likely to be considered the most serious, 9 overlap on faculty and student lists. Attitudes diverge somewhat over faculty vs. student expectations regarding collaborative work and homework. Students tend to see violations in this area as less serious than do faculty.

III. Perceptions regarding procedures for handling infractions.

Faculty and students indicate overall confidence in the existing systems. Students think faculty take the issue seriously (e.g. addressing the issue in syllabi and class) and that the penalties issued for violations are robust and appropriate. Approximately half of the faculty responding to the survey have cited at least one student for academic integrity violations in the previous 3 years, and most report satisfaction with the outcome and (where appropriate) follow up procedures. That said, a significant percentage of faculty report handling infractions “internally,” without filing an incident report in the provost’s office as Hofstra policy requires.

III. How much cheating and under what circumstances?

In general, Hofstra’s circumstances regarding academic integrity are consistent with what has been found on most other campuses of its size and type. While the percentages of students who engage in some specific “cheating behaviors” trend a bit higher than peer schools and national norms, the overall rates are roughly similar.

The percentage of Hofstra students who have engaged in what students and faculty agree are the most egregious forms of plagiarism is actually quite small, a pattern also followed by peer schools and in national averages.

	Ever	Once	More than once
Turning in a paper from a paper mill	2%	1%	1%
Submitting paper purchased	2%	1%	1%
Turning in work done by someone else	4%	3%	2%
Copying material almost word for word	4%	3%	1%

Cheating during exams is also relatively rare, except perhaps in the instance where a test is offered more than once and a student taking the later version asks someone who took it earlier about its contents.

	Ever	Once	More than once
Copying during a test w/ student’s knowl.	9%	5%	4%
Copying during a test w/o student’s knowl.	9%	6%	3%
Helping someone else cheat on test	12%	6%	5%
Unpermitted handwritten crib notes	11%	7%	4%

Getting answers from someone who took test 20% 12% 8%

The areas where student and faculty attitudes tend to diverge involve homework and group work. Significant percentages of students report ignoring explicit instructions to complete homework assignments on their own. This is consistent with findings at other institutions as well. But even in this area, where there might be either misunderstanding or disagreement over whether certain actions should be considered cheating, since approximately 2/3rds of Hofstra's students report following faculty instructions.

	Ever	Once	More than once
Working w/ others in person when told not to	36%	18%	18%
Working w/ others via email when told not to	26%	13%	13%
Copying another student's homework by hand	23%	13%	11%
Copying another student's homework digitally	13%	8%	5%

In sum:

The above numbers indicate that we are right to be concerned about promoting academic integrity at Hofstra. Not surprisingly, cheating does happen in ways that disadvantage those who play by the rules. Moreover, some students are receiving grades in courses without having mastered the relevant material. The good news, however, is that this study also reveals a large reservoir of good will among students committed to academic integrity. In developing programs to promote and enhance Hofstra's commitment to academic integrity we must look for ways to leverage this commitment as it aligns directly with goals of faculty and administrators.

Put simply, since peer pressure is often the most effective tool in encouraging changes in student behavior, Hofstra should look for ways to enlist the cooperation of students already committed to earning their degrees honestly. At the same time, this survey indicates that students look to their faculty and administrators for leadership on this issue. Building on and extending that partnership ought to be the primary focus of all Academic Integrity programs and policies at Hofstra.

RECOMMENDATIONS

I. Extending the P.R.I.D.E Principles – Hofstra's Honor Code

Currently, upon entry into the Hofstra community every student is introduced to the P.R.I.D.E. Principles that represent core values central to Hofstra's mission and aspirations.

Personal and Social Responsibility
 Respect for Self and Others
 Integrity, Ethics and Leadership
 Diversity and Community
 Expression and Free Exchange

In an effort to extend and deepen the commitments outlined in the P.R.I.D.E. Principles, the Task Force on Integrity and Ethics is recommending that Hofstra faculty and students adopt an Honor Code with the following features:

1. A Code
2. A Process
3. An aspiration

The Honor Code

Full version: As a member of the Hofstra community I pledge to demonstrate integrity and ethical behavior in all aspects of my life both inside and out of the classroom. I understand that I am accountable for everything I say and write. I will not misrepresent my academic work, nor will I give or receive unauthorized assistance for academic work. I agree to respect the rights of all members of the Hofstra community. I will be guided by the values expressed in the P.R.I.D.E. Principles. I accept the responsibility to follow this Honor Code at all times.

Short version: I pledge on my honor that I have done this work with honesty and integrity, without giving or receiving unauthorized assistance.

Every member of the Hofstra community will be given multiple opportunities to commit to the full version of the pledge. Subsequent to its adoption all new members will be expected to “take the pledge” as a condition of admission into the community.

The short version of the pledge is to be used in conjunction with the submission of assignments (e.g. papers, blue books, online work). It is meant to serve as a persistent reminder that this community is explicit about its dedication to academic integrity.

Original pledge when entering the university to be signed by student.
On all blue books and all assignments only notification of the Honor Code.

The Process

Upon adoption a web-based form containing the full pledge and explanatory information will be positioned in such a way that every member of the Hofstra community will have multiple opportunities to “take the pledge.” A student run campaign encouraging current students to “take the pledge” will be mounted. Public tabulation of the percentage or number of students, faculty and administrators who have taken the pledge will be part of the campaign.

All new members of the community will be required to “take the pledge” as a conditional component of the invitation to join the Hofstra community. Information about the pledge will be woven into recruiting and admissions materials and the signing of the pledge will become a ritualized part of entrance into the Hofstra community.

After adoption of the Honor Code, the short version of the pledge will be printed in blue books, added to online assignments, and become a routine feature of all other assignments. In short, *all*

students will be asked to affirm the short version of the pledge each time they submit work for faculty review.

The Aspiration

The aspiration behind this program is to render visible the commitment of the overwhelming majority of students, faculty and administrators to academic integrity. Both the initial pledge and the regular reiteration of the shorter version will make known in a way that has not been the case till now, the extent to which the Hofstra community values and expects academic integrity on all levels.

While this effort will not eliminate cheating at Hofstra (nothing will!) it is our expectation, based upon our recent survey of student and faculty attitudes about academic integrity and the experience of colleges and universities with long-standing honor codes, that the steps outlined above will help reduce the percentage of students who engage in cheating behaviors. These expectations draw directly upon our conviction that it is harder to engage in cheating behaviors when one's friends and colleagues make public their resolve not to do so.

II. A Student, Faculty, Administrative Honor Board

The Task Force recommends the creation of a standing Honor Board with student, faculty and administrative representatives. This recommendation is based on the understanding that academic integrity is a responsibility shared among all community members. An Honor Code board with faculty, student and administrative members would represent to the community this sense of shared responsibility in a way that nothing else could.

The Charge: The Honor Board is responsible for promoting, protecting and upholding academic integrity at Hofstra University.

Membership: The Honor Board will be led by 3 co-chairs consisting of a faculty member, a student and an administrator. Additional membership will include 4 faculty, 4 students, 2 academic administrators and 2 student affairs administrators. Faculty members will be elected. Student members will be appointed jointly by the Provost and Vice President of Student Affairs. Academic administrative representatives will be appointed by the Provost. Student Affairs administrative representatives will be appointed by the Vice President for Student Affairs. Given the responsibilities outlined below, the Honor Board should also have as ex-officio members a representative from University Relations and Admissions.

Responsibilities:

1. To oversee ongoing efforts to maintain the visibility and effectiveness of Hofstra's Honor Code via marketing campaigns, websites, and other promotional activities. This responsibility entails close coordination with University Relations, Admissions and the Student Government Association.

2. To form ad hoc appeals committees to resolve appeals involving academic integrity violations. The ad hoc committee will consist of 3 voting members chosen from the honor board, including 1 student, 1 academic administrator, and 1 faculty member. In addition the board will contain 3 non-voting members including representatives from the Provost's office, Student Affairs, and the department (normally the Department Chair) where the alleged violation was said to have occurred.
3. To coordinate the development of instructional and informational resources (including workshops, websites, visiting speakers etc.) designed to support community members (both faculty and students) in the area of academic integrity.
4. To undertake a comprehensive review of honor code policies and procedures, including the recommendation of updates and improvements at least once every three years.
5. To provide an annual report describing Honor Board activities to the Provost, the Vice President of Student Affairs, the Faculty Senate and the Student Government Association.

Meetings: The Honor Board would meet as needed, but normally conduct most work via sub-committees set up at the beginning of each academic year.

Terms: Members will be elected or appointed to 3 year terms with the exception of the initial board membership whose terms will be staggered as 3, 2 or 1 year to ensure the regular rotation of membership and the preservation of institutional memory.

APPENDIX L

Academic Records Committee (ARC)

University Senate Bylaws Section II, Paragraph A currently provides the following for the duties and composition of the 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.

Proposed Changes

1. Change name of committee to Academic Review Committee
2. Changes to the charge of the committee to more accurately reflect the ARC's duties
3. Change the chair of the ARC from Dean of Academic Records or his/her designate to designate of the Provost
4. Replace Dean of Students as a voting member to Dean of University Advisement or designee
5. Eliminate student member of the ARC

A. Academic Review Committee

The responsibility of the Academic Review Committee (ARC) shall be to assure that standards regarding academic probation, dismissal from the university for academic performance, and readmission to the university following dismissal for academic performance are maintained. The Committee shall be chaired by the Provost's designee, and shall include as voting members one member of the UAAC, two faculty appointed by the chairperson of the UAAC, and the Dean of University Advisement or designee. During the summer sessions or intercessions, the Provost shall have the authority to appoint two faculty to serve as voting members of the ARC as necessary.

APPENDIX M

Academic Probation Standards

In the interest of our students, the University uses two standards to identify students who, without improvement in their academic performance, may not be able to earn a degree within a reasonable amount of time.

Low GPA: To earn a degree, students are required to obtain at least a 2.0 cumulative grade point average in work completed at Hofstra and required for the major as specified by the major department (see specific major for details). University Probation Standards for Low Grade Point Average are designed to prevent students from accumulating so many credits at a low GPA that they cannot reasonably obtain the 2.0 GPA requirement.

Low Completion Ratio: Progress toward earning a degree is also an important factor. Not satisfactorily completing courses will prolong a student's time at the University and may indicate a student cannot earn a degree in a reasonable amount of time. University Probation Standards for Low Completion Ratio are designed to monitor student progress toward a degree.

Students will be placed on academic probation for low GPA, low completion ratio, or both. Please note that the Office of Financial Aid is federally required to review Satisfactory Academic Progress; being on academic probation may have a negative effect on financial aid eligibility.

University Probation Standards for Low GPA

Students will be placed on academic probation at the end of any fall or spring semester in which their *cumulative* grade point average is less than 2.0, but above the University's minimum retention standards (see Dismissal). Students will be placed on academic probation at the end of a second consecutive semester with a *term* GPA below a 2.0.

Students placed on academic probation will receive a letter from the Office of Academic Records informing them of their probationary status and warning that they must raise their grade point average to 2.0. The letter will explain the consequences of failing to raise the grade point average to 2.0 or above.

Students placed on academic probation will be required to meet with an adviser in the Center for University Advisement as soon as possible to discuss their standing. When they meet with the adviser, they will be informed of the support services available and the average they must achieve to raise their grade point average to at least 2.0. Students will also be reminded that if their grade point average drops further, they are in danger of being dismissed from the University.

All students placed on academic probation will be required to take a course on strategies for academic success (UNIV 1) for one semester hour of non-liberal arts credit. The course will assist students in developing study skills, test-taking skills, and time-management skills. The course will also offer support services related to financial aid, relationships, and mental health issues.

Students must meet with their Advisement Dean in the fall or spring and must take and successfully complete the one semester hour course (UNIV 1) during the term that probation takes effect in order to register for subsequent terms.

A full-time student on academic probation may carry no more than 13 semester hours in addition to the one semester hour academic success course. A part-time student on academic probation may carry no more than 7 semester hours in addition to the one semester hour academic success course.

Students on academic probation may not elect an optional Pass/D+/D/Fail grade.

Students will be on academic probation as long as their cumulative grade point average remains below 2.0 and is above the University's minimum retention standards (see Dismissal). Students who have a 2.0 or higher *cumulative* grade point average, but have been placed on academic probation due to repeated low *term* GPA performance will remain on academic probation until they have earned a *term* GPA of at least 2.0.

When appropriate, students admitted to the University through a special academic program may be exempted from these probation criteria until they transition from the program.

University Probation Standards for Low Completion Ratio

For degree progress, the University calculates the completion ratio for each student by using the number of credits attempted and the number of credits satisfactorily completed.

Students who do not meet the standards below in any single *term* will receive a warning from Academic Records. Students whose *cumulative* completion ratios fall 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

A student's completion ratio is calculated by dividing the satisfactorily completed number of credits by the total attempted number of credits, where:

- Satisfactorily completed credits are made up of
 - transfer credits
 - credits completed with a passing grade of D or better

- credits completed with a passing grade of P.
- Attempted credits are made up of
 - satisfactorily completed credits, as defined above
 - failures, withdrawals, unofficial withdrawals, incompletes, and no reports (F, W, UW, I, NR)
- Repeated courses are included in both attempted and earned hour calculations.

Students placed on probation for low completion ratios will receive a letter from the Office of Academic Records informing them of their academic probationary status and warning that they must complete an appropriate number of semester hours. The letter will also explain the consequences.

Students placed on academic probation will be required to meet with an adviser in the Center for University Advisement as soon as possible to discuss their standing. When they meet with the adviser, they will be informed of the support services available and the percentage of attempted semester hours that must be completed to raise their completion ratios to minimum standards. Students will also be reminded that failure to complete the appropriate number of attempted semester hours, may result in dismissal from the University.

All students placed on academic probation will be required to take a course on strategies for academic success (UNIV 1) for one semester hour of non-liberal arts credit. The course will assist students in developing study skills, test-taking skills, and time-management skills. The course will also offer support services related to financial aid, relationships, and mental health issues.

Students must meet with their Advisement Dean in the fall or spring and must take and successfully complete the one semester hour course (UNIV 1) during the term that probation takes effect in order to register for subsequent classes.

A full-time student on academic probation may carry no more than 13 semester hours in addition to the one semester hour academic success course. A part-time student on academic probation may carry no more than 7 semester hours in addition to the one semester hour academic success course.

Students on academic probation may not elect an optional Pass/D+/D/Fail grade.

Students will be on academic probation for low completion ratios as long as their completion ratios remain below the standards specified above. They will continue to be subject to all the requirements of students on academic probation and failure to improve may result in dismissal from the University.

When appropriate, students admitted to the University through a special academic program may be exempted from these probation criteria until they transition from the program.

Cumulative Grade Point Average

The grade point average is the index of academic performance used to determine whether the student will be permitted to continue at the University and/or graduate.

The alphabetical grades, including plus (+) and minus (-), have the following grade point values:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

(Only one F grade in any one course will be included in the cumulative grade point average.)

To determine *cumulative grade point average*, multiply the number of semester hours of each grade earned by the grade point value for that grade (this product equals the Quality Points for that grade). Then total the products (i.e., sum the Quality Points) and divide by the total number of semester hours for which an alphabetical grade was earned (total GPA Hours).

To graduate, a student must complete the number of hours required for the particular degree with at least a 2.0 cumulative grade point average in work completed at Hofstra and required for the major as specified by the major department.

D+ and D and F grades assigned to students who have elected the Pass/D+/D/Fail option are included in determining the student's cumulative grade point average