
**FIFTY – FIRST
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2015-2016**



FIFTY-FIRST ANNUAL REPORT

of the

HOFSTRA UNIVERSITY SENATE

2015- 2016

TABLE OF CONTENTS

Foreword From President Rabinowitz

I. Introduction.....	1
II. Components of the Senate	
The Senate, 2015-2016.....	2
The Standing committees of the Senate, 2015-2016.....	3
The Subcommittees & Special Committees 2015-2016.....	4
The Senate, 2016-2017.....	5
The Standing committees of the Senate, 2016-2017.....	6
The Subcommittees & Special Committees 2016-2017.....	7
III. Responsibility, Structure and Bylaws of the University Senate.....	8
IV. Reports of the Committees of the Senate	
Senate Executive Committee.....	22
Undergraduate Academic Affairs Committee.....	23
Subcommittee on Academic Review.....	25
Graduate Academic Affairs Committee.....	25
Planning and Budget Committee.....	28
Subcommittee on the Library.....	29
Faculty Affairs Committee.....	29
Student Affairs Committee.....	30
Special Committee on Recruitment, Elections and Nominations.....	32
Special Committee on Athletic Policy.....	33
Special Committee on the Academic Calendar.....	33
Special Committee on Environmental Safety.....	33
V. Activities of the Senate.....	36
VI. Appendices	
A. Mobile Device Policy.....	37
B. Revisions to Faculty Policy Series #4, 5, 20, 22 & Faculty Statute V.....	39
C. 2016-2017 Academic Calendar.....	41
D. Revisions to the Incomplete Grade Policy.....	46
E. Clarification of the BA Requirement.....	48
F. Revisions to the Minor Grade Requirement.....	49
G. Revisions to the January 2017 Calendar.....	50

FOREWORD

PRESIDENT STUART RABINOWITZ



STUART RABINOWITZ, PRESIDENT

June 2016

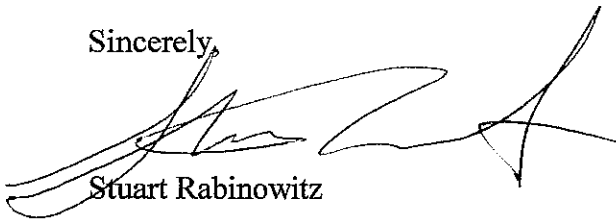
Professor Eugene Maccarrone
Chair, University Senate Executive Committee
Hofstra University
Hempstead, New York 11549

Dear Professor Maccarrone:

It is my pleasure to congratulate the University Senate on the success of the 2015-16 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

Prof. Eugene T. Maccarrone
Chair, University Senate Executive Committee

This 2015-2016 Annual Report of the Hofstra University Senate is its fifty-first report, and reflects the continuing successful efforts of the dedicated constituents of Hofstra University joint governance. Once again Hofstra's students, faculty, staff, and administration have come together as a community for the betterment of Hofstra's present and future, as well as that of the larger community, which we are a part.

At Hofstra, university governance is at the hub of much of what makes for valuable academic, extracurricular, social, and employment experiences for our community. Governance attends to relevant substantive and procedural policies and procedures, as well environmental, safety, and other "quality of campus life" matters, all intended to foster a culture of mutual respect and inclusion.

To these ends, the initiatives, efforts, accomplishments, and ongoing deliberations summarized in this Report are testimony to the to the caring, commitment, and dedication of our constituents by way of the work undertaken by the University Senate, its Senate Executive Committee (SEC), the SEC's standing and sub-committees, and, of course, the many students, faculty, staff, and administration they represent. Our community works tirelessly in identifying and meeting the ongoing challenges that help make Hofstra the best it can be.

Thanks to ALL who serve in governance, have served, and are now first entering service.

Special thanks and good wishes to Dr. Herman A. Berliner (now Dean of the Frank G. Zarb School of Business) upon concluding his very successful tenure as long-time university Provost, during which time his support of university governance was critical to its ongoing success. And to his successor, Dr. Gail Simmons, who with her team has similarly embraced governance during her first year as Provost. Also to Dr. Clifford Jernigan, as he returns to the faculty, for his valuable support as Associate Provost, and to Dr. William Nirode, for his many years in governance as Speaker of the Faculty, SEC Chair, and Planning & Budget Standing Committee Chair, as he moves on to serve as Chair of the Department of Chemistry. My personal gratitude to Prof. Stuart Bass, Speaker of the Faculty, for his guidance and counsel to me in my role as SEC Chair. And, of course, very special thanks to our Senate administrator, Mrs. Caroline Schreiner, whose efforts on behalf of governance are indispensable.

Joint governance at Hofstra continues to be vital, and it is the ongoing efforts of all that make it so. I look forward to another successful year of service in 2016-17.

Eugene T. Maccarrone, J.D., CPA
Chair, Senate Executive Committee

II

COMPONENTS OF THE UNIVERSITY SENATE

2015 – 2016

and

the 2016 – 2017 Senate

THE SENATE 2015 – 2016

Officers: President of the Senate, Provost Gail Simmons; Chair, SEC: Eugene Maccarrone

Ex-officio: President Rabinowitz; VP for Student Affairs, W. Houston Dougharty; Dean of Admissions and Financial Aid, Jessica Eads; Dean/HCLAS, Bernard Firestone; President SGA, Alyson Guarino

<u>Humanities:</u>	Elected: Curtiss, Dresner, Sampedro At Large: Cole, Devine, Hart, Hollander, Janssen, Lindgren, List
<u>Gov't, PP & Int'l Affairs:</u>	Elected: Elsey, Herold, Silver At Large: Karofsky, Liu, McEvoy, Pulis
<u>Natural Science & Math</u>	Elected: Elston, Nirode At Large: Barnes, Bisceglia, Brinkmann, Campolo, Eswarathasan, Farmer, Filippi, Franklin, Garren, Huang, Krause, Liu, Novak, Phillipi, Pineno, Rigel, Wachter-Jurcsak, Williams
<u>SEAS:</u>	Elected: Ghorayeb At Large: Fu, Hunter, Liang, Rosenberg
<u>Business:</u>	Elected: Basile (Spring only) Lopez (Fall only), Maccarrone At Large: Basile, Bishnoi, Chandra, Gao, Sengupta, Weisel
<u>SOE:</u>	Elected: Giuliani, Goodman, D. At Large: DiMartino, Fusco, Jackson, Jurasite-Harbison
<u>HPHS:</u>	Elected: Davidow At Large: Davidow, Elkis-Abuhoff, Hackett, Nerlich, Santella, Seirup, Scott
<u>Communication:</u>	Elected: Gennarelli, Fincham At Large: Freda, Hill, Goodman, P.; Quinn, Mazzocco, Morosoff
<u>Library:</u>	Elected: Glasser At-Large: Bailin, Caniano, Catalano, Dolan, Harpel-Burke, Lopatin, Martorella, Woolwine
<u>Law School:</u>	Elected: Sample At Large: Campangna, Kuh, Selby
<u>Medical School:</u>	Elected: Sorrentino At Large: Gannon, Peragine
<u>Nursing School:</u>	Elected: Dumas
<u>Adjunct:</u>	Elected: Balson, Miller, Persky
<u>Chairperson:</u>	Elected: Wallace
<u>Staff:</u>	Elected: Hoovert <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Laggan (graduate), Mayerhofer (Spring), Moskow, Munoz, Pickering, Sarcka (Fall) At-Large: Arango, Casale, Gallagher, Goldman, Khan, Mayerhofer, Munson-Pritchard, O'Brien, Sanchez, Stickell, Ye

THE COMMITTEES OF THE SENATE 2015 – 2016

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Simmons

Elected Faculty: Davidow, Giuliani, Maccarrone (chair), Nirode, Sample, Silver

Students: Sarcka (Fall), Munoz (Spring)

Permanent Guest/Advisor: Jernigan

Undergraduate Academic Affairs Committee:

Elected Faculty: Curtiss, Fincham, Lopez (Fall), Miller, Silver (chair)

At-Large Faculty: Dolan, Wachter-Jurczak, Williams

VP for Enrollment Services: Eads

Provost (or Designate): Shapiro

Guests: Peden-Christodoulou, Hickling, Koegl, Valenti

Graduate Academic Affairs Committee:

Elected Faculty: Davidow (chair), Glasser, Goodman, Persky

At-Large Faculty: Catalano, Fusco, Gao, Liu, Morosoff

Advisor (Provost or Designate): Jernigan

Guests: Koegl, Peden-Christodoulou

Planning and Budget Committee:

Elected Faculty: Basile (Spring) Elston, Ghorayeb, Nirode (chair), Sampedro

At-Large Faculty: Basile (Fall), Campagna, Mazzocco

Chairs' Representative: Wallace

Staff: Hoover

Advisor (Provost or Designate): Apollo

Faculty Affairs Committee:

Elected Faculty: Balson, Dumas, Elsey, Gennarelli, Giuliani (chair), Herold, Sample, Sorrentino

At-Large Faculty: Elkis-Abuhoff, Filippi, Lindgren, Martorella, Weisel

Advisor (Provost or Designate): Firestone, Jernigan

President AAUP: Mazzocco

Student Affairs Committee:

Elected Faculty: Dresner

Elected Senators: Laggan (graduate), Moskow, Mayerhofer (Spring), Munoz(chair/Spring), Pickering, Sarcka (chair/Fall)

At-Large: Arango, Casale, Gallagher, Goldman, Khan, Mayerhofer, Munson-Pritchard, O'Brien, Sanchez, Stickell, Ye

Dean of Students: Pertuz

SGA Delegate: Gallagher (SGA Vice President)

Guests: Ellis, Hickling, Horgan, Sandoval, Zonsky

THE SUB-COMMITTEES, 2015 - 2016

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Terri Shapiro

Bales, Catching, Cole, Greaney, Hackett, Herbert, Hickling, Madden, Mongillo, Oppenheim, Puerzer, Spencer, Valenti

OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bishnoi, Caniano, Franklin, Freda, Fu, Graves, Jurasait-Harbison, Hollander, Lopatin, Novak, Santella, Selby, Woolwine

On Academic Computing

Chair: Chandra

Apollo, Graves, Harpel-Burke, Hollander, Juckiewicz, Karofsky, Liang, Pulis, Quinn, Selby, Tabron

On Environmental Priorities

Chair: Brinkmann

Bailin, Bisceglia, Donahue, Freda, Gannon, Garren, Greis, Hunter, Jackson, List, Kuh, Martinez, Munson-Pritchard, Pineno, Sengupta, Scott

THE SPECIAL COMMITTEES, 2015-2016

On Recruitment, Elections and Nominations

Chair: Schreiner

Elkis-Abuhoff, Eswarathasan, Harpel-Burke, Jernigan, Krause, Maccarrone, Phillipi

On Athletic Policy

Chair: Barnes

Caniano, Davidow, Dougharty, Eads, Elsey, Filbry, Gibbons, Hathaway, Hill, Jernigan, Lally, Lewis, Mattessich, Mone, Nerlich, O'Malley, Pesante, Samuel, Seirup

On Academic Calendar

Chair: Horgan/Koegl

DiMartino, Hoovort, Jernigan, McEvoy, Nirode, O'Malley

On Environmental Safety

Chair: Bisceglia

Anderson, Anthony, Campolo, Denton, Devine, Farmer, Hart, Huang, Hunter, Kakoulidis, Kuh, Peragine, Rigel, Rosenberg, Ross, Schaub, Sollin, St. Angelo

THE SENATE 2016 – 2017

Officers: President of the Senate, Provost Gail Simmons; Chair, SEC: Eugene Maccarrone

Ex-officio: President Rabinowitz; VP for Student Affairs, W. Houston Dougharty; Dean of Admissions and Financial Aid, Jessica Eads; Dean/HCLAS, Bernard Firestone; President SGA, Damien Gallagher

<u>Humanities:</u>	Elected: Curtiss, Sampedro, vacant spot At Large: Cole, Devine, Hart, Henton, Hollander, List
<u>Gov't, PP & Int'l Affairs:</u>	Elected: Herold, Silver, vacant spot At Large: Burnett, Elsey, Karofsky, Liu, McEvoy
<u>Natural Science & Math</u>	Elected: Santangelo, vacant spot At Large: Barnes, Bisceglia, Campolo, Eswarathasan, Farmer, Filippi, Franklin, Garren, Krause, Liu, Marsellos, Phillipi, Pineno, Rigel, Wachter-Jurczak, Williams
<u>SEAS:</u>	Elected: Ghorayeb At Large: Fu, Hunter, Liang
<u>Business:</u>	Elected: Basile, Lopez, Maccarrone At Large: Bishnoi, Gao, Gehy, Sengupta
<u>SOE:</u>	Elected: Giuliani Goodman, D. At Large: DiMartino, Jackson
<u>HPHS:</u>	Elected: vacant spot At Large: Davidow, Elkis-Abuhoff, Hackett, Nerlich, Santella, Seirup, Scott
<u>Communication:</u>	Elected: Gennarelli, Mazzocco At Large: Freda, Hill, Goodman, P.; Quinn, Morosoff, Semple
<u>Library:</u>	Elected: Caniano At-Large: Bailin, Caniano, Catalano, Dolan, Harpel-Burke, Martorella, Woolwine
<u>Law School:</u>	Elected: Sample At Large: Kuh, Selby
<u>Medical School:</u>	Elected: Sorrentino At Large: Peragine
<u>Nursing School:</u>	Elected: Dumas
<u>Adjunct:</u>	Elected: Balson, Miller, Persky
<u>Chairperson:</u>	Elected: Wallace
<u>Staff:</u>	Elected: Hoovert <u>Senior Support Specialist:</u> Schreiner
<u>Students:</u>	Elected: Munoz, (graduate), Amalathas, Esteban, Pickering, Ramirez At-Large: Arango, Geffrard (graduate), Giammarco, Khan, Donge, Zanosky

THE COMMITTEES OF THE SENATE 2016 – 2017

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Simmons

Elected Faculty: Giuliani, Goodman, Maccarrone (chair), Silver

Students: Pickering

Permanent Guest/Advisor: Shapiro

Undergraduate Academic Affairs Committee:

Elected Faculty: Curtiss, Lopez, Miller, Silver (chair)

At-Large Faculty: Dolan, Wachter-Jurczak, Williams

VP for Enrollment Services: Eads

Provost (or Designate): Donahue

Guests: Peden-Christodoulou, Hickling, Koegl, Valenti

Graduate Academic Affairs Committee:

Elected Faculty: Goodman (chair), Mazzocco, Persky, Santangelo

At-Large Faculty: Catalano, Gao, Liu, Morosoff

Advisor (Provost or Designate): Brinkman

Guests: Koegl, Peden-Christodoulou

Planning and Budget Committee:

Elected Faculty: Basile, Caniano, Ghorayeb *chair TBD.

At-Large Faculty: Burnett, Henton

Chairs' Representative: Wallace

Staff: Hoover

Advisor (Provost or Designate): Apollo

Faculty Affairs Committee:

Elected Faculty: Balson, Dumas, Gennarelli, Giuliani (chair), Herold, Sample, Sorrentino

At-Large Faculty: Elkis-Abuhoff, Filippi, Fu, Martorella, Weisel

Advisor (Provost or Designate): Firestone, Jernigan

President AAUP: Mazzocco

Student Affairs Committee:

Elected Faculty: Sampedro

At-Large Faculty: Gehy

Elected Senators: Amalathas, Esteban, Munoz (graduate), Pickering (chair), Ramirez

At-Large: Arango, Geffrard (graduate), Giammarco, Khan, Donge, Zanosky

Dean of Students: Pertuz

SGA Delegate: Gallagher (SGA President)

Guests: Ellis, Koegl, Sandoval, Wyck, Zonsky

THE SUB-COMMITTEES, 2016 - 2017

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Donahue

Bales, Catalano, Catching, Cole, Greaney, Herbert, Hickling, Madden, Mongillo, Oppenheim, Puerzer, Spencer, Valenti

OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bishnoi, Caniano, Franklin, Fu, Graves, Harpel-Burke, Hollander, Santella, Selby, Woolwine

On Academic Computing

Chair: TBD

Apollo, Graves, Harpel-Burke, Hollander, Juckiewicz, Karofsky, Liang, Marsellos, Quinn, Selby, Semple, Tabron

On Environmental Priorities

Chair: Garren

Bailin, Bisceglia Donahue, Freda, Gannon, Greis, Hunter, Jackson, List, Munson-Pritchard, Pineno, Sengupta, Scott

THE SPECIAL COMMITTEES, 2016-2017

On Recruitment, Elections and Nominations

Chair: Schreiner

Elkis-Abuhoff, Eswarathan, Harpel-Burke, Krause, Maccarrone, Phillipi, Shapiro

On Athletic Policy

Chair: Barnes

Caniano, Davidow, Dougharty, Eads, Elsey, Filbry, Gibbons, Hathaway, Hill, Lally, Lewis, Mattessich, Mone, Nerlich, O'Malley, Pesante, Samuel, Seirup, Shapiro

On Academic Calendar

Chair: Koegl

DiMartino, Hoovort, McEvoy, Nirode, O'Malley, Shapiro

On Environmental Safety

Chair: Bisceglia

Anderson, Anthony, Campolo, Denton, Devine, Farmer, Hart, Huang, Hunter, Kakoulidis, Kuh, Peragine, Rigel, Rosenberg, Ross, Schaub, Sollin, St. Angelo

****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: twenty faculty, three 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. the makeup and representation of the University Senate be constituted as follows:

1 to 29 full-time Faculty members within each unit of the university - One (1) representative

30 to 59 full-time Faculty members within each unit of the university - Two (2) representatives

60 plus full-time Faculty members within each unit of the university - Three (3) representatives (maximum)

Only members of the regular professoriate shall be eligible for election by the faculty to Senate membership. In addition, there shall be three members elected from the adjunct faculty, not more than one from each school and/or division (Frank G. Zarb School for Business, The Lawrence Herbert School of Communication, School of Education, School of Engineering and Applied Science, School of Health Sciences & Human Services, and Hofstra University's College of Liberal Arts and Sciences Divisions of Humanities, Social Sciences, and Natural Sciences). Furthermore, one member elected from the Maurice A. Deane School of Law, and the Medical School. 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 a petition of one-fifth of the members, which must be in writing.
- c. No quorum shall be constituted without the presence of one-half of the elected members of the Senate. In all matters not governed by these provisions, the most current edition of Robert's Rules of Order shall be considered binding.
- d. Members of the faculty, administration, chairpersons, students, and staff may attend meetings of the Senate. They may, upon invitation of the chair, and with the consent of the body, participate in its deliberations, but shall not vote in the Senate.

D. THE COMMITTEES OF THE SENATE

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

5. The members of each standing committee, with the exception of the Student Affairs Committee, shall choose from its elected faculty senators a chairperson to preside over its deliberations, expedite its business, and serve as a member of the Executive Committee of the Senate. Among the elected student senators, there shall be elected one (1) chairperson who shall preside over both the Student Affairs Committee and any meetings of the Student. 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)

Starting at the beginning of the recruitment cycle, the Vice President for Enrollment Management shall consult with the UAAC on a regular basis on current undergraduate admissions practices, trends, developments, financial aid and scholarships (excluding matters of confidentiality). Between meetings in which the Vice President for Enrollment Management consults with the committee, the chair of the UAAC

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.

shall be consulted and informed of pertinent developments by the Vice President for Enrollment Management. The Chair of UAAC shall also contact the Vice President for Enrollment Management for updates on an as needed basis. The UAAC shall make recommendations, as appropriate, to the Vice President for Enrollment Management. All matters affecting these issues shall be reported to the Senate and the full faculty.

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 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.

Starting with the beginning of the recruitment cycle and throughout the academic year, the Dean of Graduate Studies and the Dean of Graduate Admissions shall consult with the Graduate Academic Affairs Committee on graduate admissions practices, developments and trends (excluding matters of confidentiality). Between meetings in which the Dean of Graduate Studies consults with the committee, the chair of the GAAC shall be consulted and informed of pertinent developments by the Dean of Graduate Studies. The Chair of GAAC shall also contact the Dean of Graduate Studies and the Dean of Graduate Admissions for updates on an as needed basis. The GAAC shall make recommendations, as appropriate, to the respective deans and shall report to the Senate and full faculty.

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.

Starting at the beginning of and throughout the academic year, the Vice President for Financial Affairs shall consult and advise the P & B committee on matters being considered in preparation of the University budget, including but not limited to income, expenses, fund raising and development projects and other matters as deemed appropriate by the P & B committee. Between meetings in which the Vice President for Financial Affairs consults with the committee, the chair of the P & B Committee shall be consulted and informed of pertinent developments by the Vice President for Financial Affairs. P & B shall report to the Vice President for Financial Affairs and where appropriate, the President, on all matters pertaining to policy positions of the Senate. The Committee shall review and recommend its view regarding long range goals and planning by the University. Matters affecting salaries and compensation and other confidential matters shall not be subject to consideration and review. All other matters shall be reported to the Senate and full faculty on a regular basis.

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 ten members as follows:

- a. Eight faculty members, not more than one from each school and/or division.
- 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.

C. Committee on Environmental Priorities¹

The Committee on Environmental Priorities, a subcommittee of the Planning and Budget Committee, shall consist of at least fourteen members as follows:

- a. Twelve faculty members, one from each of the following areas: the University Library, the Lawrence Herbert School of Communication, the School of Education, the School of Health Sciences and Human Services, the School of Engineering and Applied Science, from the Zarb School of Business, the Maurice A. Deane School of Law, the Director of Sustainability Studies, and a total of four from the Hofstra College of Liberal Arts and Sciences, with at least one from each of the three divisions.
- b. Two student members, one a graduate and one an undergraduate, who are student senators, if possible.
- c. Other ad hoc members interested in environmental issues may attend and participate in the meetings, but do not have voting rights.
- d. The Campus Sustainability Officer shall act as an advisor to the committee.

The Committee shall:

- a. Elect its Chair from among its faculty members;
- b. Assess environmental issues concerning the students, faculty, and staff, of the campus. The Committee will also seek to make the campus a more sustainable place.
- c. Review and make recommendations on all policy and planning needs concerning the environment and sustainability practices at Hofstra University to the Senate and faculty through the Planning and Budget Committee.
- d. Have its members report to their respective areas recommendations and deliberations of the 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, the Lawrence Herbert 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 (SCREAN)

The Special Committee on Recruitment, Elections, and Nominations shall total eight members; comprising four faculty members, one student member, one staff member, (the Senior Support Specialist who shall chair the committee,) 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' 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' 2015-2016 memberships can be found on pages 2, 3, and 4 of this Annual Report.

SENATE EXECUTIVE COMMITTEE

Chairperson: Eugene Maccarrone

Among its responsibilities the Senate Executive Committee (SEC) reviews and considers the activities and proposals of the standing committees and special ad hoc committees and, when appropriate, forwards those measures to the full Senate and the full faculty.

The 2015-16 academic year was another active and productive one, during which the SEC and Senate addressed and advanced many important issues, a number of which were forwarded to the full faculty, and beyond for approval by Hofstra's senior administration. Governance has generally progressed smoothly, and we are proud to report that many matters approved by the Senate were brought to the Speaker of the Faculty. It is once again clear that a healthy and vibrant shared governance structure and its processes are recognized and valued by our university community.

Among the significant measures addressed by the Senate and / or its constituents were the following:

- Approval of revisions to Faculty Policy Series (FPS) #4 - Base Teaching Programs and Overload; #5 - Work Above Base Load; #20 - Sick Leave; #22 - Special Leave; and Faculty Statute V - Appointments, Reappointments, Promotion, Tenure, and Termination, in order to conform these documents to the long-standing Collective Bargaining Agreement general faculty credit load of nine hours per semester. These changes were advanced to and approved by the President March 14, 2016. (See Appendix B)
- Approval of the 2016-2017 Academic Calendar, advanced to and approved by the President November 9, 2015. It should be noted that this will be Hofstra's first year employing this recently adopted policy structuring an academic calendar that does not address religious holidays per se, but instead relies on presently existing faculty policy series accommodation language to assure that student and faculty religious considerations are respected. To this end, the Hofstra Portal academic calendar so references Hofstra policy (see, in particular FPS # 12). Further, the Senate will monitor the new calendar and its policy during the year to determine how well they are working. (See Appendix C)
- Approval of Revisions to the January 2017 Calendar to accommodate holiday by extending class minutes of remaining class days to offset (advanced to and approved by the President April 21, 2016). (See Appendix G)
- Revision of the Incomplete Grade Policy to clarify instructor's discretion regarding such (advanced to and approved by the President March 14, 2016). (See Appendix D)
- Approval of a Clarification of the Bachelor of Arts degree requirement to conform to updated related language in Hofstra's General Bulletin (advanced to and approved by the President April 21, 2016). (See Appendix E)
- Approval of Revisions to the undergraduate Minor Grade Requirement to a minimum 2.0

grade point average for the minor (advanced to and approved by the President April 21, 2016). (See Appendix F)

- Finalization of the International Student Task Force Report and submission thereof to the Provost (report supplied the Graduate academic Affairs Committee to the SEC for submission to the Provost, on November 2, 2015).
- Conclusion of an amended agreement to be supplied by the university via its Office of Student Access Services clarifying the roles and responsibilities of students, faculty, and administration regarding the use of audio recording / note-taking accommodations in classes (governance was represented in this effort by the Chairperson of the SEC, the Chairperson of the Faculty Affairs Committee, the Chairperson and another member of the Undergraduate Academic Affairs Committee).
- Ongoing participation with the Provost's Office regarding re-purposing the Third Floor of the Axinn Library.
- Institution of on-campus safety and security orientations with the Office of Public Safety to help safeguard members of the Hofstra community.
- Ongoing consideration with the administration of on and off-campus transportation needs, in particular regarding the on-campus shuttle, and the shuttle to and from the Mineola train station.

Further, the Senate leadership, Speaker of the Faculty and Chair of the Chairs' Caucus, in collaboration with the Provost, continue to meet regularly or as necessary with the President to further enhance communication and transparency between the President, the administration and University community.

Many important items are continuing to be addressed in progress, including the Senate's consideration of expanding its smoking ban to the North Campus (which would make Hofstra's campus entirely smoking-free); attempting to expand financial resources to help support student internship costs; and the feasibility of providing mid-semester grade reporting to our undergraduate students, as just a few examples.

UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)

Chairperson: Marc Silver

The Undergraduate Academic Affairs Committee (UAAC) had many issues on its agenda for the Academic Year (AY) 2015-2016. Some issues were carried over from the prior academic year. Several were new initiatives brought to the attention of UAAC during the AY. The Committee saw through to passage by the full faculty a change in the Bulletin copy pertaining to conditions under which a grade of Incomplete ("I") should be offered, and a change in the Bulletin copy with respect to the minimum requirements for completing a minor specialization. The UAAC participated in the discussion of establishing a comprehensive policy concerning recording of class lectures by students registered with Student Access Services (SAS) (in particular the introduction of the use of

the Sonocent digital recording program). The UAAC continued to work on the as yet unresolved issues of Departmental Honors, and the institution of a mid-semester grade/assessment; both carried over from the prior AY. The Committee received a report from Diane Herbert, Dean of The Center for Academic Excellence, about the progress in developing a comprehensive body of support services for at-risk students and the “wind down” of School for University Studies. In addition, UAAC, following its mandate based on the Senate bylaws received regular reports from the Vice President for Enrollment Management concerning recruitment and admissions patterns.

Departmental Honors: Issues concerning the administration of Departmental Honors were initially brought to the UAAC in the 2013-14 AY (see 2013-14 Senate Annual Report for details). The Committee continued to work on its recommendation in the Fall 2014 semester. It eventually recommended in the 2014-15 AY that the report form for honors be amended to include an option for “no honors”. It also recommended changes to Bulletin copy in order to clarify the parameters for honors designation. In addition, the UAAC recommended that, in order to ensure an unambiguous transcript, student who do not successfully achieve honors designation have their course reassigned to a non-honors research course. The recommendations were passed by the Senate. Discussion at the Full Faculty meeting resulted in the issue being returned to the UAAC for further consideration. This issue was discussed with the Provost at the beginning of the Fall 2015 semester. It remains unresolved.

Incomplete (“I”) Grade Bulletin copy: The Committee discussed and recommended a change to the Undergraduate Bulletin that would clarify that the I grade should only be considered when the Instructor has evidence that the student has the potential for passing the course. In addition, minor changes were made in the wording to enhance clarity of this requirement. The recommendation was passed by the Senate and Full Faculty.

C- grade requirement for Minor Specialization: The Committee discussed and recommended a change to the Undergraduate Bulletin that makes it clear that generally in order to receive credit toward a minor specialization, students must attain a minimum grade of C- in that course. The recommendation was passed by the Senate and Full Faculty.

Mid-Semester Grades: The issue of mid-term graded feedback for students and a revision of FPS #10 (Examination, Final Grades and Student Absences) was taken up in the 2013-14 AY (See Senate Annual Report for that AY). The Committee was then asked in AY 2014-15 to consider the advisability of mandating some form of interim grade reporting to students. The rationale for instituting such a system is to ensure that students have some clear basis for knowing where they stand in each course at a time when they can still make adjustments that improve their chances for success during the semester. The Committee undertook a survey of comparable/competitive/aspirant institutions to assess common best practices. The survey revealed that most all such institutions have some form of interim grade reporting. The Committee voted to endorse the concept of interim grade reporting during the AY 2015-16. Senate passed the recommendation. The proposal was tabled at the Full Faculty meeting in May 2016.

Sonocent recording software: It was announced in August of 2015 that SAS would be making available a digital recording and transcription program for qualified SAS students. Objections were brought to the attention of UAAC by faculty concerned about potential infringements on academic freedom, instructor and student privacy, equity, and other issues. An ad hoc committee was formed to resolve these issues and establish a clear policy for the introduction of recording technology into

the classroom setting. Two members of UAAC participated in the ad hoc committee. The final wording of a policy on classroom recording was brought to the committee. The UAAC voted to approve the wording of the policy.

Violations of Academic Honesty and use of the Repeat Course Option: The UAAC received a request by the Honor Board to review and clarify policy with respect to the relationship between minor and major violations of academic honesty and the availability of the repeat course option for courses in which acts of dishonesty have been reported. The Committee began this discussion in the late Spring semester. It will continue to explore this issue in the 2016-2017 academic year. It was decided to invite the Co-Chairs of the Honor Board to further discuss the issue at UAAC's first meeting in the Fall 2016 semester.

SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)

Chairperson: Terri Shapiro

The Academic Review Committee (ARC) enters all decisions in Banner and reports are generated based on that data. Reinstated/continuing students are granted a semester by semester continuance allowing the Committee to review and intervene, if necessary. The School for University Studies (SUS), the New Opportunities at Hofstra Program (NOAH), and the English Language Program (ELP) continue to bring their special population dismissals to ARC.

ARC meets several times throughout the Summer and during 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. Academic Records is notified to release the ARC related hold on their student accounts, the Registrar, Center for University Advisement and Financial Aid are copied for notification purposes.

In the Summer of 2015, ARC met in person on five occasions and conducted reviews via email when necessary. ARC reviewed approximately 104 students during that time; some students having been reviewed more than once. In January 2016, the Committee met two times and reviewed 62 students. At the conclusion of the 2015/2016 academic year, Academic Records dismissed 62 students (first dismissal; never before on ARC) from the University. As of July 26, 2015, the Committee has met three times and has reviewed 53 students. The Committee anticipates seeing at least another 50-75 appeals during our scheduled August meeting.

GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC)

Chairperson: Jason Davidow

Committee members:

1. Amy Catalano, Associate Professor of Library Services
2. Jean Peden Christodoulou, Assistant Vice President of Student Affairs
3. Jason Davidow Speech-Language-Hearing Sciences
4. Esther Fusco, Associate Professor of Teacher Education

5. Li-Lin Gao, Associate Professor of Management, Entrepreneurship and General Business
6. Sarah Glasser, Assistant Professor of Library Services
7. Debra Goodman, Associate Professor of Literacy Studies
8. Cliff Jernigan, Vice Provost and Dean of Graduate Studies
9. Evan Koegl, Director of Academic Records
10. Cong Liu, Associate Professor of Psychology
11. Jeffrey Morosoff, Assistant Professor of Journalism, Media Studies, and Public Relations
12. Diane Persky, Adjunct Associate Professor of Management and Entrepreneurship

1. Institutional Review Board (IRB) Procedures (Faculty Policy Series #36)

The committee stopped its work regarding changes to the current IRB policy. Provost Simmons mentioned that she was looking into the workings of the IRB, so it did not seem appropriate for the committee to continue making changes to the current policy. Provost Simmons did, however, ask the committee to list the issues discussed at the GAAC meetings. The following issues were addressed:

1. The application is difficult to obtain;
2. The links to the tutorials for receiving training for human subjects research do not work;
3. Several members noted that there were many more steps for getting approval at their previous institution; and
4. The committee was not quite sure how many people reviewed each proposal.

2. Shift of School of Education into a School within HCLAS

The committee discussed some of the frustrations within the School of Education (SOE) about the move to the Hofstra College of Liberal Arts and Sciences. Committee members expressed concerns about large scale decisions being made without any involvement of program faculty who understand program needs and pedagogical implications. In regard to the SOE move, the concerns listed just below were reported during the committee's discussions.

- A. SOE faculty thought that discussion with the faculty and the Dean of the SOE would be more extensive prior to the decision to move.
- B. SOE faculty members feel that the programs they are offering have suffered from cuts in administrative and faculty lines.
 - a. It was reported that the SOE has been reduced from 6 departments to 3 departments (in 2010) and 2 departments (in 2012), which has reduced chair and office support.
 - b. Loss of faculty lines (due to retirements and non-tenured faculty) have reduced faculty to the point that there are some areas (such as math and science education) with no full faculty expertise.
- C. SOE faculty think that the faculty shortage has created an undesirable faculty/student ratio.
- D. Hofstra's SOE graduates have a good reputation in the community and the shortcomings listed above could alter that perception in the near future.
- E. At one of the meetings, it was reported that the SOE committee and executive committee structure would be eliminated or reduced to an advisory role.
- F. Education programs are professional programs and structured very differently than HCLAS programs. They require field work and certification components. The SOE Dean is

responsible for maintaining close relationships with school districts and educational leaders across Long Island. SOE faculty feel that these distinctions were not considered prior to the move.

3. Accreditation in the School of Education

A committee member mentioned an issue in the SOE that may eventually impact several graduate programs. There is a new accreditation program in education that is imposing entrance requirements for prospective graduate students. The requirements are (1) new entrance standards for minimal G.P.A. of 3.0 and 50th percentile on SAT or G.R.E. scores, and (2) documentation of “success” of Hofstra teacher education programs based on the K-12 student test scores in classes taught by Hofstra alumni. These requirements impact academic freedom and pedagogical practice for educational programs. Except for doctoral programs, SOE graduate programs do not require testing for admission, and undergraduate admissions are test optional. These new demands could adversely impact recruitment and admissions for SOE programs that have already seen declines in enrollment. They may also limit recruitment of a diverse student body. The committee discussed the potential impact that this system may have on the SOE and other disciplines at Hofstra. Cliff Jernigan also mentioned that the administration is looking into this issue.

4. Secondary Master’s Degree at Hofstra

Evan Koegl, Director of Academic Records, brought up the issue of a secondary master’s degree and how many credits are allowed to be transferred in, specifically if a student already has a master’s degree from Hofstra. The bulletin is not clear on this issue. This is also an issue with certification programs in the SOE. That is, students can get a certificate, return to Hofstra for another certificate, and use several credits already earned from the first certificate to acquire the second certificate.

Evan Koegl did an assessment of how many credits are needed for each master’s degree. In addition, he will list courses for each master’s degree and examine the amount of course overlap between master’s programs. These data will be presented at the early Fall 2016 GAAC meetings. Chairperson Davidow examined comparable schools in the area for policy in regard to the secondary master’s issue and reported his findings at the final Spring 2016 meeting. The guidelines and rules for the number of new credits needed for a second master’s degree at the same school were highly variable. The committee discussed several issues to consider as it goes forward with suggesting a guideline or policy for the Hofstra Bulletin. The issues discussed are listed next.

1. It may be best to use a percentage of new credits needed due to the differing number of credits required to complete the various master’s programs at Hofstra.
2. The “rule of thumb” presently used is that 50% of the credits need to be new during the 2nd master’s degree.
3. Due to the large differential in the number of credits for each, master’s programs and certificate programs should be treated separately. The committee thought that master’s programs should be addressed first.
4. Be sure that any policy or guideline is not out of compliance with New York State.

5. One of the members suggested that a range should be used, instead of a specific percentage or number of credits. This would allow flexibility across departments.
6. The current policy for obtaining a second master's degree at Hofstra, when the first master's degree is from another school, is that 24 credits must be obtained at Hofstra. The committee thought that this policy should be kept in mind going forward.

5. Sonocent Audio-Recording Accommodation Policy and Agreement Form

The Senate Executive Committee asked the GAAC to review the Sonocent audio-recording accommodation policy and agreement form at our last meeting of the Spring 2016 semester. The committee agreed that the documents were appropriate. It was also noted that the policy and agreement form should be placed on one sheet of paper, in order to have the student's signature and policy together.

PLANNING & BUDGET COMMITTEE (P & B)

Chairperson: William Nirode

The University Senate Planning and Budget Committee (P&B) continued its work and ongoing projects from the previous academic year. The committee also addressed some new issues affecting campus life during the 2015-16 academic year. The following issues and accomplishments highlighted the past year.

Working closely with the Office of Public Safety, the committee examined at length the current bus route and drop off and pick up locations for the Mineola Train Station Bus Shuttle, to help improve the timing of the Shuttle Bus and the safety of its passengers. P&B exhausted all options for alternative drop-off and pick-up locations, but legal constraints from the Village of Mineola, Town of Hempstead, and MTA left P&B with no viable alternatives to recommend. P&B did recommend that Senior Administration examine these legal constraints closely and determine if any alternatives could be worked out with the Village of Mineola and the MTA.

Along with the Student Affairs Committee (SAC), P&B discussed and considered a smoking ban on Hofstra's North Campus and the establishment of "smoking sites". Due to the significant cost of establishing these smoking sites, P&B made no recommendation to establish these. There was not enough support from students and the SAC to make any recommendation on a North Campus smoking ban at this time.

P&B continued its semester meetings with the Vice President of Finance and Treasurer regarding the University's financial and budgetary matters. The committee also met with the Provost each semester to discuss the Academic Operating Budget being that it is the largest segment of the overall budget.

A University Town Hall Meeting was held in April 13th, 2016 sponsored by P&B, SAC and the Student Government Association (SGA). The annual Town Hall Meeting gives students an open forum to discuss their concerns with Senior Administration of the University. Many important issues and concerns were raised from students and designated to the appropriate offices from the

University. A summary of the meeting will appear in the *Chronicle*. These issues will be addressed and further investigated as warranted during the next academic year.

A separate Task Force made up from members of P&B and SAC was formed to examine the cost of travel for required student internships. The task force met several times over the spring semester looking at ways to help reduce the cost of travel to and from Manhattan using the Long Island Railroad (LIRR). The task force will continue to gather information over the summer and make a recommendation to the Provost.

P&B will continue to meet with the Vice President of Finance and Treasurer and Provost to discuss budget issues, monitor any parking and bus issues, hold another University Town Hall Meeting, and address any other issues that may arise.

LIBRARY COMMITTEE

Chairperson: Peter Goodman

The Library Subcommittee continued to work with the results of the Faculty Survey of Spring, 2016, in which faculty members expressed their concerns about the effects of re-purposing the Third Floor of the Axinn Library. The University plans to convert the Third Floor into a Student Success Center, to be used for counseling, tutoring, advising, and other activities aimed at helping students succeed at Hofstra.

The Subcommittee continued to assert that the faculty be informed and involved in the process. As a result, in the late fall, 2015, and early spring, 2016, Department Chairs were afforded access to a special tool to examine the Library's collections in their fields of study.

Several possible plans were discussed, but ultimately the Subcommittee accepted the University's plan. This involves "weeding" the University collection of about 55,000 volumes, and compressing the remaining collection onto Floors Four through Eight.

In Spring, 2016, Provost Gail Simmons announced the creation of a Library Task Force to supervise the re-purposing, and to consider possible designs for the Third Floor. Library Subcommittee Chair Peter W. Goodman was asked to become a member of this Task Force.

As the Provost's Task Force began its work, the Library Subcommittee discussed the fact that the Library budget has not been increased despite the increasing costs of purchasing new volumes and maintaining and upgrading electronic resources, including journal subscriptions.

The Subcommittee was kept informed of the work of the Provost's Task Force.

FACULTY AFFAIRS COMMITTEE (FAC)

Chairperson: George Giuliani

The Faculty Affairs Committee (FAC) met regularly this year.

The FAC addressed a number of issue this academic year, including:

1. Audio recording of classes when software is disseminated from Student Access Services

2. Discussions regarding the School of Education and its building location (to remain in Hagedorn Hall)
3. Midterm assessment grades and working with the UAAC on formulating a mid-semester assessment for faculty to evaluate undergraduate students
4. Emeritus Status applications review
5. Recommending that the Special Committee on Athletic Policy be started again and consistent with meetings
6. Library Issues and the removal of thousands of books, space accommodations and the use of Greenglass
7. Distance Learning CTRs: Currently, we do not have an appropriate CTR instrument for online courses at Hofstra. In the Fall of 2016, the FAC will begin researching and create a draft for a CTR instrument designed specifically for online courses.

Dr. George Giuliani was elected as the Chairperson for the 2016-2017 academic year.

STUDENT AFFAIRS COMMITTEE (SAC)

Chairperson: Jared Sarcka/Gabriella Munoz

This year, the Student Affairs Committee was able to work on a variety of different projects that aimed to resolve issues brought up by students. To ensure that more projects can be completed in the future it is recommended that Senators be given a more clear understanding of their expectations and contributions to the Senate. These expectations should include, but not be limited to, attendance of all Senate meetings and SAC meetings and aiding in at least one of the current projects. Senators-At-Large should also be heavily encouraged to participate in committee meetings and to bring forth any current issues as well as help create any feasible and practical solutions to problems raised. The projects of which the SAC discussed and took part in this academic year are as follows:

Task Force on Internship Transportation:

A Senator-At-Large brought a concern to SAC regarding the high cost for students when interning. The majority of student internships are unpaid and are most often with companies whose offices reside in New York City. Many students attend Hofstra because of its proximity to NYC, however the cost of travelling from Hofstra to NYC as well as the cost of tuition when completing internships for credit is too high for many students. A proposal draft was brought to the Senate Executive Committee regarding this problem that outlined some possible solutions. Since SAC didn't have access to all of the budgetary information needed to formulate a precise solution it was voted that the proposal be moved to the Planning and Budget committee. The SAC chair attended the P&B meeting to discuss it and from there a task force was created to continue working on it. As of the end of the academic year the task force has been working on creating a plan to decrease the price of traveling into the city for interns and possibly for students as a whole. The current plan to resolve this is to utilize the LIRRs group policy, which provides a 50% discount for groups of over 30. Since there are well over 30 students travelling from Hofstra to the city it is a possible solution

as long as students are willing to travel together. The task force sent out a survey to determine the interest of students in such a plan. The idea of working with the LIRR to get a discount for all Hofstra students travelling to the city without being in a group was raised and will hopefully be looked into next year. SAC will continue to collaborate with the task force to ensure this issue is resolved.

North Campus Smoking Ban:

The idea of implementing a smoking ban on the North Side of campus was again brought up in the Senate this year. SAC discussed the ban again and agreed that they didn't believe it would be beneficial to the campus or to the students; however they do believe something needs to be done to discourage students from smoking in front of the residential buildings. Last year SAC discussed providing smoking shelters for students as well as programs to help students quit smoking and they continue to believe this would be a better course than implementing a campus-wide ban.

Academic Advisement:

Concerns regarding academic advisement were brought to SAC and were then discussed at the Senate Executive Committee. There have been multiple instances of students missing classes or credits due to lack of advisement or mistakes made by advisement. The Provost was very concerned about these issues and asked for examples to help narrow down what the problem was. The SAC chair gathered multiple student stories and passed them on to the Provost. SAC will continue to work to ensure these problems are resolved in the future.

Spirit Rock:

One of the SAC senators brought to the committee the idea of having a spirit rock on campus. The SAC advisor, Dean of Students Sofia Pertuz, was also in support of the spirit rock. It was then discussed with SGA where we discovered that the Spirit Support committee was already working on this issue. SAC has joined with SGA to work towards finding a solution to this problem. SAC firmly believes that having a spirit rock will help create a better sense of community with the students and the campus overall. Hopefully this can be accomplished in the upcoming academic year.

Town Hall Meeting:

SAC worked with Planning and Budget to organize the annual Town Hall Meeting. SAC helped advertise to students about the town hall and collected questions from students who could not be in attendance. The questions collected were raised by the SAC chair who acted as moderator at the event. SAC believes the Town Hall Meeting was a success and looks forward to working on it again next year. Since the Town Hall Meeting happened towards the end of the semester it was difficult to resolve the issues that were brought up; however they will be worked on starting next year. SAC has also decided to try and organize a Town Hall Meeting in the fall semester to give them more time to resolve issues that are brought up. This will be one of the first projects the committee will work on at the beginning of the academic year.

SAC Recruitment:

The SAC committee tabled in the Student Center Atrium to recruit people for elections. Tabling in the atrium is a good way for students to learn about SAC and its role at the university and it should be done more in the future. There will also need to be more recruitment events and SAC will need to have more of a presence on campus to ensure that students know we are here to help them improve student life at Hofstra.

SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)

Chairperson: Caroline Schreiner

In 2015/2016, Special Committee on Recruitment, Elections and Nominations (SCREAN) was comprised of faculty members Eugene Maccarrone (SEC chair), Deborah Elkis-Abuhoff, Arulappah Eswarathasan, Pamela Harpel-Burke, Maureen Krause and Brad Phillipi. Caroline Schreiner, who chaired the committee, also represents Hofstra staff. Cliff Jernigan served as advisor from the Provost's Office.

Emails had been sent to all full-time faculty members directing them to a survey on Blackboard which indicated their interest on serving as Senator-at-large on various Senate committees. Sixteen forms were returned. Eleven appointments were made as well as thirteen reappointments affecting twelve committees.

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

- School of Natural Sciences & Mathematics
 - Nick Santangelo was elected for a three-year term
- School of Engineering and Applied Science
 - Sleiman Ghorayeb was re-elected for a three-year term
- The Lawrence Herbert School of Communication
 - Dennis Mazzocco was elected for a three-year term
- School of Education
 - George Giuliani was re-elected for a three-year term
- Frank G. Zarb School of Business
 - Eugene Maccarone was re-elected for a three-year term
 - Anthony Basile was elected for a two-year term
- Adjunct Faculty
 - Elyse Miller from the School of Health Professions and Human Services was re-elected for a three-year term.
- Via paper ballot sent out to all Local 153 staff:
 - Gloria Hoover was re-elected for a three-year term

The following schools have vacant spots. Elections will be held in the fall:

- School of Health Professions and Human Services
- HCLAS, School of Humanities, Fine and Performing Arts
- School of Government, Public Policy & International Affairs

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. Six undergraduate students and two graduate students applied. As per the Senate bylaws, four undergraduate students and one graduate student were elected. The remaining eleven undergraduate students and one graduate student will be appointed to one of the Senate standing committees.

SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)

The committee spent the semester updating its bylaws and representation. The revisions should be brought to the Senate in the fall 2016 semester. The committee looks forward to discussing advisement issues with student athletes in the 2016-2017 academic year.

SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR

As previously decided by the university, with due participation with Governance, beginning with the Fall 2016 semester Hofstra's academic calendar will be structured in a manner that does not directly work around religious observances. The Academic Calendar Committee will monitor how well the new calendar structure functions, with an eye toward considering any modifications that may be necessary going forward to help assure that Hofstra's calendar functions smoothly and fairly.

In order to help assure accommodation of students and faculty wishing to observe religious holidays, wording has been provisionally added to the calendar link on Hofstra's portal calling attention to Hofstra's relevant non-discrimination policies, and similar indications will similarly be on course syllabi and via direct correspondence in classes. These efforts will also be monitored by the committee.

The January 2017 sessions calendar was amended by the university, again with participation of Governance, to adjust for the New Year's holiday, initially overlooked when the original calendar was formulated.

The committee intends to participate with the Provost's Office during the upcoming year in considering whether adjustment to Hofstra's traditional course offerings schedules can be better formatted for more efficient use of and access to our physical facilities, while providing better accommodation to our students.

SPECIAL COMMITTEE ON ENVIRONMENTAL SAFETY (ESC)

Chairperson: Kevin Bisceglia

Committee Members: C. Anderson, S. Campolo, D. Devine, E. Farmer, J. Hart, L. Huang, M. Hunter, K. Kuh, C. Peragine, N. Rigel, S. Rosenberg, C. St. Angelo

COMMITTEE DESCRIPTION

The Environmental Safety Committee (ESC) provides guidance and oversight for the use and disposal of hazardous substances and related matters of environmental health and safety. The committee is composed of faculty and staff from the College of Liberal Arts and Sciences, Academic Health Sciences, and the Schools of Law and Engineering, and receives support from a variety of university representatives. It reports to both the Executive Committee of the Senate and to the Office of the President.

The ESC is composed of faculty members and lab directors from an array of academic departments: Christine Anderson (HCLAS/Chemistry), Kevin Bisceglia (HCLAS/Chemistry), Steve Campolo (HCLAS/Physics), Daniel Devine (HCLAS/Fine Arts), E. Christa Farmer (HCLAS/Geology, Environment, and Sustainability), James Hart (HCLAS/Drama and Dance), Ling Huang (HCLAS/Chemistry), Margaret Hunter (SEAS/Engineering), Cira Peragine (SoM), Nathan Rigel (HCLAS/Biology), Seth Rosenberg (SEAS/Engineering), Carol St. Angelo (HCLAS/Biology). The committee also benefited greatly from the guidance and expertise of the following campus representatives: Jose Antony (Radiation Safety Officer), Richard Denton (Chemistry/Chemical Hygiene Officer, CHO), Teresa A. Greis (Campus Sustainability Officer), Sofia Kakoulidis (Provost's Office), Lisa Ross (General Counsel), Erika Schaub (Public Safety), William Sollin (Fire & Life Safety Officer, FLSO).

The ESC held three formal meetings during the 2015-2016 academic year, one of which was attended by Provost Simmons. Members also met with the CHO and other university officials in smaller groups to discuss committee business as needed. Kevin Bisceglia and Nathan Rigel were re-elected as committee chair and secretary, respectively, and will remain so until Fall 2016.

Chemical Hygiene: The committee continued updating the Chemical Hygiene Plan (CHP) to ensure that university students and personnel remain safe while pursuing their academic and research interests on campus. It approved standard operating protocols (SOPs) for lasers used for research and teaching in the Chemistry and Physics departments, and in the School of Engineering. It also approved an SOP for the use of kilns in the Department of Fine Arts, Design, and Art History. These SOPs will be included in the next update of the CHP.

The ESC also continued its efforts to codify university policies on chemical hazard identification and control. It requested that *section 3.1.2* of the CHP, on laboratory hazard evaluation procedures, be revised to more closely reflect current best practices at peer institutions. It also requested that formal criteria be adopted for identifying chemicals for inclusion in *Appendix E*, the list of Extremely Hazardous Chemicals for which standard operating guidelines (SOGs) are required. Criteria should include CAS or InChI numbers, toxicological, and regulatory classifications. Upon adoption of these criteria, the CHO will contact department chairs to request SOGs for all chemicals on the list.

Safety Inspections, Compliance, and Training: Dr. Denton, the university's CHO, conducted lab safety inspections and communicated results to the ESC on a semester basis. The CHO documented eight lab safety incidents involving students, all of which required minor medical attention (e.g., cold compresses for burns and band aids for cut fingers). Committee members accompanied the CHO and FLSO as they conducted visual inspections of all laboratory spaces on campus. The CHO will share findings from these inspections with the Provost's office in July, and with the ESC during Fall 2016. Finally, the CHO reported that all new employees have undergone basic safety training, and that all science and engineering personnel have undergone additional training to ensure compliance with OSHA's new Globally Harmonized System communicating the safety of hazardous chemicals. Compliance with GHS labeling practices was assessed by the CHO during annual lab inspections.

Recommendation for the Codification of Biosafety Protocols: Currently, biohazard safety concerns are addressed by the university's Blood Borne Pathogens committee, or ad hoc by individual departments and researchers. The ESC strongly recommends that protocols comparable to the university's CHP be developed to ensure the safe handling of animal waste, recombinant DNA, and related potential biohazards on campus.

New Full-time EHS Officer: The ESC is very pleased to report that Provost Simmons has agreed to create a new position for a university Environmental Health Safety officer. This position will report to the Provost's office, and be responsible for managing academic and research safety on campus. As such, it will assume the role of CHO, and also address biosafety concerns in campus laboratories. The ESC wishes to thank Dr. Denton for his service as CHO for the past three years. The new position is projected to be filled by Fall 2016.

V

ACTIVITIES OF THE SENATE

2015 – 2016

MATTERS PENDING FROM THE 2013-2014 SENATE:

May 4, 2014 (Senate Agenda)

The Senate approved the Mobile Device Policy. This item was approved by the Full Faculty (September 29th, 2014), but has not been approved by Legal Counsel, the Provost or the President (Appendix A)

2015 – 2016 SENATE ACTIVITIES

1. CHANGES TO THE FACULTY STATUTES AND FACULTY POLICY SERIES

December 7th, 2015 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #4 - Base Teaching Programs and Overload, Faculty Policy Series #5 - Work Above Base Load, Faculty Policy Series #20 – Sick Leave, Faculty Policy Series #22 – Special Leave, and Faculty Statutes V - Appointments, Reappointments, Promotion, Tenure, and Termination. This item was approved by the Full Faculty (February 22, 2016), by Legal Counsel (March 1, 2016), by the Provost (March 8, 2016) and by the President (March 14, 2016). (Appendix B)

2. CHANGES TO THE HOFSTRA BULLETIN

September 21, 2015 (Senate Agenda)

The Senate approved the 2016-2017 Academic Calendar. This item was approved by the Full Faculty (October 19, 2015), by Legal Counsel (November 4, 2015), by the Provost (November 9, 2015) and by the President (November 9, 2015). (Appendix C)

December 7th, 2015 (Senate Agenda)

The Senate approved the Revisions to the Incomplete Grade Policy. This item was approved by the Full Faculty (February 22, 2016), by Legal Counsel (February 29, 2016), by the Provost (March 3, 2016) and by the President (March 14, 2016). (Appendix D)

March 14, 2016 (Senate Agenda)

The Senate approved the Clarification of BA Requirement. This item was approved by the Full Faculty (April 18, 2016), by Legal Counsel (April 21, 2016), by the Provost (April 21, 2016) and by the President (April 21, 2016). (Appendix E)

March 14, 2016 (Senate Agenda)

The Senate approved the Revisions to the Minor Grade Requirement. This item was approved by the Full Faculty (April 18, 2016), by Legal Counsel (April 21, 2016), by the Provost (April 21, 2016) and by the President (April 21, 2016). (Appendix F)

April 11, 2016 (Senate Agenda)

The Senate approved the Revisions to the January 2017 Calendar. This item was approved by the Full Faculty (April 18, 2016), by Legal Counsel (April 21, 2016), by the Provost (April 21, 2016) and by the President (April 21, 2016). (Appendix G)

VI

APPENDICES

Mobile Device Policy

Hofstra University values the security of confidential information maintained on its computer systems. Mobile devices, such as cell phones and computer tablets, are powerful computers capable of storing sensitive data and are often used as an extension of a workplace computer. Using a mobile device, which can be easily lost or stolen, to access University data, including email, increases the risk of unauthorized access to and disclosure of this information. Various New York State and federal laws require the University to protect sensitive information and to notify individuals in certain circumstances where there is a security breach relating to personal information.

Definitions

Mobile Devices (“Devices”) - Small devices easily carried and transported by a single person, which have the capability of storing, processing, and/or transmitting data. This includes but is not limited to laptops, notebooks, tablets, smartphones, personal data assistants (PDAs), flash drives, USB drives, zip drives, and external hard drives.

Sensitive Information – All information protected by all applicable laws, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), and the Health Insurance Portability and Accountability Act (HIPAA), as well as information that is considered confidential to the University’s operations.

Scope

This policy describes the minimum security requirements for all Devices used to access University data, regardless of whether the Device is University-issued or personally owned. Specific types of Sensitive Information, such as medical information, may be subject to more stringent requirements than those listed here.

POLICY

Users of Devices should take all reasonable and appropriate measures to protect the Device and Sensitive Information from unauthorized access, such as securing the Device at all times and enabling available security features. All use of Devices on the Hofstra network must conform to the provisions outlined in the Hofstra University *Acceptable Use Guidelines* found on the Hofstra portal (http://www.hofstra.edu/pdf/StudentAffairs/StudentServices/IT/itscs/ACCEPTABLE_USE_GUIDELINES.pdf)

When university provided devices are utilized, users are required to abide by the following list.

When personal devices are being utilized, the items in the following list are strongly recommended.

1. Have password protection set on the Device. The password must be at least 4 characters in length and have a strong value that is not a common name or easily guessed (e.g.1234). The password should be regularly changed to protect the Device.
2. For Devices with screens, configure the Device to lock when idle, requiring the user to enter his or her password to unlock the Device. Devices should never be left unattended. Users are encouraged to use the minimum screen lock time setting available for the Device. Devices should lock after no more than

30 minutes of inactivity.

3. Properly secure University data, including Sensitive Information, stored on the Device. Due to increased security concerns, storing Sensitive Information on a Device is strongly discouraged; employees working remotely should store Sensitive Information on the University's network drive where possible. Encrypt sensitive information when stored.
4. Have the Device's remote erase feature, if available, enabled. Users should review and familiarize themselves with erase procedures before using a Device. If a Device is lost, immediately take steps to remotely erase the data.
5. Notify their management of the loss or theft of a Device.
6. Ensure all Sensitive Information is removed from the Device before it is returned, exchanged or disposed.

Users who have any questions regarding the use of their Device should contact the Help Desk (516-463-7777). The Help Desk can assist with questions such as how to remotely erase the Device, enable security settings or ensure that encryption is appropriately implemented to protect data on the Device.

Faculty Policy Series:

Faculty Policy Series #4

BASE LOAD SCHEDULES & OVERLOAD**I. Principles Governing the Establishment of Base Load Schedules for Faculty, Excluding the Law School and Medical School.**

All regular full-time faculty excluding the Law School and Medical School have an 24-18 hour annual base load. The normal load for each Fall or Spring semester is 12-9 hours; however, modifications may occur as stipulated in the CBA. Faculty not assigned sufficient base load may owe up to three semester hours per semester for a period of one year.

In no instance shall the total work schedule of a faculty member exceed 16 semester hours per semester or their equivalencies.

Faculty Policy Series #5

WORK ABOVE BASE LOAD

III. It is accepted that the basic instructional program of 12-9 hours per semester of teaching for faculty has priority over other faculty interests within or outside the University.

Faculty Policy Series #20

SICK LEAVE**II. Less the following calculation of salary reduction:**

Overload rate paid to a faculty member of the same rank
 x 12-9 credits (base load per semester)
 - 16 (the number of weeks in a semester)
 = weekly pay rate
 x duration of 2nd segment (in weeks)
 x one-half
 = amount of reduction

SPECIAL LEAVE

I. Policy

The purpose of Special Leave is to facilitate work on clearly defined and well-advanced scholarly projects. The Board of Trustees has established in its annual budget an item to cover such leaves. All leaves granted will be within the limits of this annual budget appropriation. Priority for such leave will be on the basis of manifest importance of the project and other considerations such as rank and length of service in rank.

Special Leave will be granted in the form of released time to a maximum of ~~twelve~~nine teaching hours. However, if the released time is divided among two or more semesters, it is not required that it be used continuously. However, in no event may more than three years elapse between the beginning and the end of the Special Leave.

Faculty Statutes:

V. APPOINTMENTS, REAPPOINTMENTS, PROMOTION, TENURE AND TERMINATION

General Policy

In order to insure instructional service of high quality in an atmosphere of academic integrity and mutual confidence, it is the policy of Hofstra University to provide stable employment to every faculty member during the period of his/her contractual service to the University and to provide assurance of continuous employment to every qualified faculty member who has attained tenure as described in the following paragraphs.

A. Appointments (top of page 8)

1. Kinds of Appointments: Appointment to the Faculty of the University shall be of two kinds: full-time (~~twelve~~nine or more hours of service per semester) or Adjunct (less than ~~twelve~~nine hours of service).

D. Tenure (See Faculty Policy Series #15) (top of page 12)

2. Designation of Probationary Period
 - a. For all full-time Faculty and for Adjunct Faculty with ~~twelve~~nine or more hours Faculty service or its equivalent per semester, the probationary period shall not exceed seven years. This probationary period at Hofstra shall be reduced by the number of years up to three of prior, full-time Faculty service at other institutions of higher education.

PROPOSED 2016-2017 ACADEMIC CALENDAR

FALL SEMESTER 2016

August 31	Wednesday	All classes begin. Convocation starts at 11:15am (common hour).
September 5	Monday	Labor Day Holiday
October 3 & 4	Monday & Tuesday	Classes not in session.
October 5	Wednesday	Conversion Day - ALL classes follow a Monday schedule.
October 6	Thursday	Conversion Day - ALL classes follow a Tuesday schedule.
October 11	Tuesday	No PM classes.
October 12	Wednesday	Classes not in session.
November 24-26	Thursday - Saturday	Thanksgiving Break - Classes not in session.
December 9	Friday	Snow/Study/Reading day for Undergraduate classes only .
December 12-17	Monday - Saturday	Final exams for ALL classes.
December 17	Saturday	Semester ends.
December 18	Sunday	Commencement (subject to change)

JANUARY SESSION 2017

January 1	Sunday	New Year's Holiday
January 2	Monday	Classes begin.
January 13	Friday	Semester ends for 2-week session.
January 16	Monday	Martin Luther King, Jr. Day observed - No classes.
January 23	Monday	Semester ends for 3-week session.

SPRING SEMESTER 2017

January 30	Monday	All classes begin.
February 20-21	Monday & Tuesday	Presidents' Break - Classes not in session.
April 10-17	Monday - Monday	Spring Break - Classes not in session.
April 19	Wednesday	Conversion Day - ALL classes follow a Monday schedule.
May 11-12	Thursday & Friday	Snow/Study/Reading days for Undergraduate classes only .
May 15-20	Monday - Saturday	Final exams for ALL classes.
May 20	Saturday	Semester ends.
May 21	Sunday	Commencement (subject to change)

SUMMER SESSION I 2017

May 24	Wednesday	Classes begin.
May 29	Monday	Memorial Day Holiday - No classes.
June 21	Wednesday	4-week session classes end.
June 28	Wednesday	5-week session classes end.

SUMMER SESSION II 2017

June 29	Thursday	Classes begin.
July 4	Tuesday	July 4th Holiday - No classes.
July 27	Thursday	4-week session classes end.
August 3	Thursday	5-week session classes end.

SUMMER SESSION III 2017

August 7	Monday	Classes begin.
August 25	Friday	Classes end.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
AUG-28	29	30	31 Classes Begin	SEPT-1	2	3	8/31 - Fall classes begin (Convocation will be 11:15-12:40, common hour-No classes)
4	Labor Day - 6	6	7	8	9	10	9/5 - Labor Day = No classes
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	OCT-1	
2	No Classes 3	No Classes 4	WED = MON 5	THUR = TUES 6	7	8	10/5 - Conversion Day (W = M) 10/6 Conversion Day (R = T)
9	10	No PM Classes 11	No Classes 12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	NOV-1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	No Classes 24 Thanksgiving	No Classes 25	No Classes 26	11/24-26 = Thanksgiving break
27	28	29	30	DEC-1	2	3	
4	5	6	7	8	S/S/R Day 9	10	12/9 - S/S/R Day for UG's only
11	Finals 12	Finals 13	Finals 14	Finals 15	Finals 16	Finals 17	12/12-17 = Finals Week
18	19	20	21	22	23	24	12/18 = Commencement
Commencement							
25	26	27	28	29	30	31	
13 Mondays		14 Tuesdays - DAY 13 Tuesdays - EVE		13 Wednesdays	13 Thursdays	13 Fridays - UG 14 Fridays - GR	14 Saturdays

NYS COMPLIANCE INFORMATION:**Undergrad 3.0 credit course = 2,250 minutes required**

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 @ 165 minutes require a minimum of 13 meetings + 120 minute final

Graduate 3.0 credit course = 1,500 minutes required

M/TW/R require a minimum of 13 meetings + 120 minute final

OF FALL 2016 MEETINGS:**Undergraduate:** MWF 39 meetings @ 55 minutes + 120 minute final = 2265 minutes

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

TuTh EVE 26 meetings @ 85 minutes + 120 minute final = 2330 minutes

MW 28 meetings @ 85 minutes + 120 minute final = 2330 minutes

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

Saturday 14 meetings @ 165 minutes + 120 minute final = 2430 minutes

Graduate class meetings: Monday 14, Tuesday 14, Wednesday 14, Thursday 14, Friday 15, Saturday 15 (Includes finals week)

Notes:

Last day for Summer III 2016 is August 23.

All classes begin August 31, 2016. (Convocation will be 11:15-12:40, common hour-No classes)

No classes Monday, October 3, and Tuesday, October 4. (Rosh Hashana)

Conversion Day, October 5, Wednesday. All classes follow MONDAY schedule.

Conversion Day, October 6, Thursday. All classes follow TUESDAY schedule.

No evening classes Tuesday, October 11. (Yom Kippur)

No classes Wednesday, October 12. (Yom Kippur)

No classes November 24-26. (Thanksgiving Break)

**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 Session 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
1	2 Classes Begin	3	4	5	6	7	NEW YEAR'S DAY, Sunday, January 1. CLASSES BEGIN, Monday, January 2.
8	9	10	11	12	13 2-Week Courses End	14	Two-week Courses END, Friday, January 13.
15	16 No Classes	17	18	19	20	21	MLK, Jr. DAY, Monday, January 16.
22	23 3-Week Courses End	24	25	26	27	28	Three-week Courses END, Monday, January 23.
29	30 Spring Classes Begin	31					Spring 2017 Semester begins Mon., Jan. 30.

OF JANUARY MEETINGS:

Undergraduate 3.0 Credit Courses:

2-week Courses: Must meet minimum of 10 meetings for 3 hours & 45 minutes, Monday through Friday.

3-week Courses: Must meet minimum of 12 meetings for 3 hours & 10 minutes, Monday through Thursday.

Notes:

No classes Monday, January 16. (Martin L. King, Jr. Day Observed)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
22	23 January 3-week Classes End	24	25	26	27	28	
29	30 Classes Begin	31	FEB-1	2	3	4	Classes Begin-Monday, Jan. 30,
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20 No Classes	21 No Classes	22	23	24	25	Presidents' Break-No classes Monday, 2/20 & Tuesday, 2/21.
26	27	28	MAR-1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	APR-1	
2	3	4	5	6	7	8	
9	10 No Classes	11 No Classes	12 No Classes	13 No Classes	14 No Classes	15 No Classes	Spring Break-No classes Monday, 4/10 - Monday, 4/17.
16 No Classes	17 No Classes	18	19 Conversion Day (WED = MON)	20	21	22	Conversion Day 4/19: WED = MON
23	24	25	26	27	28	29	
30	MAY-1	2	3	4	5	6	
7	8	9	10	11 Snow/Study Day	12 Snow/Study Day	13	Snow/Study Day = May 11 & 12
14	FINALS	15	FINALS	16	FINALS	17	FINALS
21 Commencement	22	23	24 SS I Begins	25	26	27	5/15-20 = Finals Week Commencement = May 21 Memorial Day = May 29
13 Mondays		13 Tuesdays		13 Wednesdays		13 Thursdays - UG 14 Thursdays - GR	
						13 Fridays - UG 14 Fridays - GR	
						14 Saturdays	
						# of meetings (Excluding finals)	

Summer 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES
21 Commencement	22	23	SS I Begins 24	25	26	27	5/24 = SS I Begins
28	29 No Classes	30	31	JUN-1	2	3	5/29 = Memorial Day-No Classes
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21 Wk Classes End	22	23	24	6/21 = SS I 4-Week Classes End
25	26	27	28 Wk Classes End	29 SS II Begins	30	JUL-1	6/28 = SS I 5-Week Classes End 6/29 = SS II Begins
2	3	4 No Classes	5	6	7	8	July 4th Holiday - No classes
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27 Wk Classes End	28	29	7/27 = SS II 4-Week Classes End
30	31	AUG-1	2	3 5-Wk Classes End	4	5	8/3 = SS II 5-Week Classes End
6	7 SS III Begins	8	9	10	11	12	8/7 = SS III Begins
13	14	15	16	17	18	19	
20	21	22	23	24	25 SS III Ends	26	8/25 = SS III Ends
27	28	29	30	31	SEPT-1	2	
3	4 Labor Day	5	6	7	8	9	Labor Day-Monday, Sept. 4.

COMPLIANCE INFORMATION:

SS I & II - 4-week session:

3.0 UG classes = Mondays-Thursdays, Require a minimum of 16 meeting @ 145 minutes each (2320 minutes)

3.0 UG classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 190 minutes each (2280 minutes)

3.0 GR classes = Mondays-Wednesdays, Require a minimum of 12 meeting @ 130 minutes each (1560 minutes)

SS I & II - 5-week session:

3.0 UG classes = Mondays-Thursdays, Require a minimum of 20 meeting @ 130 minutes each (2600 minutes)

3.0 GR classes = 2 days a week, Require a minimum of 10 meeting @ 150 minutes each (1500 minutes)

3.0 GR-ZARB classes = 2 days a week, Require a minimum of 10 meeting @ 210 minutes each (2100 minutes)

SS III - 3-week session:

3.0 UG classes = Mondays-Fridays, Require a minimum of 15 meeting @ 150 minutes each (2250 minutes)

3.0 UG classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 190 minutes each (2280 minutes)

3.0 GR classes = Mondays-Thursdays, Require a minimum of 12 meeting @ 130 minutes each (1560 minutes)

OF SUMMER 2017 MEETINGS:

SUMMER SESSION I & II - 4-Week Session

Current text: INC (Incomplete): When requested by the student, the instructor may grant, at her/his discretion, a grade of Incomplete ('I'). An 'I' grade should be given only when unforeseen circumstances prevent the student from completing course work on time. As part of the normal final-grade process, the instructor must submit an 'I' grade on-line to the Office of Academic Records with a default grade, the grade the student will receive if the missing work is not completed. The default final grade must be a letter grade other than UW. In unusual circumstances, the faculty member may submit an 'I' grade without prior discussion with the student. The instructor will decide the time frame in which the student will complete the required course work. However, the deadline may not exceed the last day of the next full semester following the granting of an 'I' grade.* In cases where lab work is required or the student is working on an Independent Study, additional time may be granted. A student will not be allowed to attend the regular class meetings at the next offering of the course. The instructor will inform the student of the completion requirements and terms.

The instructor is required to submit a grade for the student within 30 days after the student has submitted work to fulfill the terms specified. If the instructor cannot oversee the completion of the incomplete work with the student, the instructor will arrange for oversight within the department with the Dean's permission. If the incomplete work is not completed by the deadline, the 'I' grade will convert to the default grade previously submitted by the instructor.

* Students cannot graduate with any 'I' grade (received fall 2008 or later) on their records. Candidates for graduation requesting an 'I' grade will graduate at the first graduation date available (January, May, August, or December) after completion of the work. If work is not completed and the 'I' grade turns into an 'F,' it may prevent graduation. A student may request, from the Office of Academic Records, the default grade to replace the 'I' grade prior to the set deadline to ensure timely graduation.

Proposed text: I (Incomplete): ~~An instructor~~ At the instructor's discretion ~~may grant, at her/his discretion,~~ a grade of Incomplete ('I') may be granted upon the request of a student if the student has completed a substantial portion of the course and unforeseen circumstances prevent the student from completing some of the course work on time. In unusual circumstances, ~~an the faculty member~~ instructor may submit an 'I' grade without prior discussion with the student. **An 'I' grade should be given only when there is a reasonable expectation that completion of the outstanding work will result in a passing grade.** The instructor will decide the time frame in which the student will complete the required course work. However, the deadline may not exceed the last day of the next full semester following the granting of an 'I' grade.* In cases where lab work is required or the student is working on an Independent Study, additional time may be granted. A student will not be allowed to attend the regular class meetings at the next offering of the course. The instructor will inform the student of the completion requirements and terms. As part of the normal final-grade process, the instructor must submit an 'I' grade on-line to the Office of Academic Records with a default grade, the grade the student will receive if the missing work is not completed. The default final grade must be a letter grade other than UW.

The instructor is required to submit a grade for the student within 30 days after the student has submitted work to fulfill the terms specified. If the instructor cannot oversee the completion of the incomplete work with the student, the instructor will arrange for oversight within the department with the Dean's permission. If the incomplete work is not completed by the deadline, the 'I' grade will convert to the default grade previously submitted by the instructor.

* Students cannot graduate with any 'I' grade (received fall 2008 or later) on their records. Candidates for graduation requesting an 'I' grade will graduate at the first graduation date available (January, May, August, or December) after completion of the work. If work is not completed and the 'I' grade turns into an 'F,' it may prevent graduation. A student may request, from the Office of Academic Records, the default grade to replace the 'I' grade prior to the set deadline to ensure timely graduation.

UAAC PROPOSAL

The Committee recommends the following change to Bulletin copy.

Rationale:

This minor revision, consistent with the original distribution proposal text (2002), clarifies the phrase “the Arts Category” as referring to “AA and CP courses” and makes it less likely that the phrase is interpreted to mean AA only.

Old Text

BA Degree Requirements

1. *Distribution Requirement*

The fulfillment of 33 semester hours of distribution requirements as follows (see **Distribution courses** in this section). NOTE: No student may use the same course to satisfy two separate distribution requirements, nor may a student use the same course to satisfy the distribution requirement and foreign language requirement.

A. Nine semester hours of distribution courses in the humanities. The nine semester hours must include at least three from the Literature category and at least three from the Arts category. No more than three semester hours of Creative Participation courses may be used to satisfy this requirement.

New Text

BA Degree Requirements

1. *Distribution Requirement*

The fulfillment of 33 semester hours of distribution requirements as follows (see **Distribution courses** in this section). NOTE: No student may use the same course to satisfy two separate distribution requirements, nor may a student use the same course to satisfy the distribution requirement and foreign language requirement.

A. Nine semester hours of distribution courses in the humanities. The nine semester hours must include at least three from the Literature category (**LT**) and at least three **from either the Appreciation and Analysis (AA) or Creative Participation (CP) categories.** No more than three semester hours of Creative Participation courses may be used to satisfy this requirement.

APPENDIX F

Proposed Bulletin Copy Change: Minimum Grade Requirement for Minor Specializations

Current Bulletin Copy

Section III from the “University Degree Requirements” section of the 2015-16 Undergraduate Bulletin

- | | |
|------|---|
| III. | Only grades of C- or better in subjects required in the specialization will count toward the total semester hour credit needed for completion of that specialization unless approved in writing by the chairperson of the major department and the Dean who is the administrator of the major department. |
|------|---|

Proposed Bulletin Copy

- | | |
|------|---|
| III. | Only grades of C- or better in subjects required in the major or minor area of specialization will count toward the total semester hour credit needed for completion of that specialization unless approved in writing by the chairperson of the major or minor department and the Dean who is the administrator of the major or minor department. |
|------|---|

2 week session:

3 credit courses meeting MTWRF meet 225 minutes per day for a total of 2250 minutes over the course of two weeks. Spread over 9 meeting dates instead of 10, that would be 25 additional minutes each day for a total of 2250 minutes.

Original	
Start Time	End Time
8:30	12:15
9:00	12:45
12:20	16:05
12:50	16:35
16:15	20:00
16:45	20:30
17:30	21:15
17:45	21:30
18:00	21:45

Adjusted 25 Min Late	
Start Time	End Time
8:30	12:40
9:00	13:10
12:20	16:30
12:50	17:00
16:15	20:25
16:45	20:55
17:30	21:40
17:45	21:55
18:00	22:10

3 week session:

3 credit courses meeting MTWRF meet 190 minutes per day for a total of 2280 minutes over the course of three weeks. Spread over 11 meeting dates instead of 12, that would be 15 additional minutes each day for a total of 2255 minutes.

Original	
Start Time	End Time
8:30	11:40
9:00	12:10
11:50	15:00
12:30	15:40
15:10	18:20
15:50	19:00
18:30	21:40
19:10	22:20

Adjusted 15 Min Late	
Start Time	End Time
8:30	11:55
9:00	12:25
11:50	15:15
12:30	15:55
15:10	18:35
15:50	19:15
18:30	21:55
19:10	22:35