
FIFTY - SECOND
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2016-2017



FIFTY-SECOND ANNUAL REPORT

of the

HOFSTRA UNIVERSITY SENATE

2016- 2017

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FOREWORD

PRESIDENT STUART RABINOWITZ



STUART RABINOWITZ, PRESIDENT

June 2017

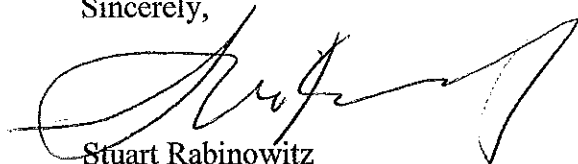
Professor Eugene Maccarrone
Chair, University Senate Executive Committee
Hofstra University
Hempstead, New York 11549

Dear Professor Maccarrone:

It is my pleasure to congratulate the University Senate on the success of the 2016-17 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 2016-2017 Annual Report of the Hofstra University Senate is its fifty-second 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 to enhance Hofstra's present and future, as well as that of the larger community of 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 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 to our Provost, Dr. Gail Simmons and her team, who embrace and help coordinate governance in such dedicated fashion. Also to Prof. Stuart Bass, Speaker of the Faculty, for his leadership, commitment, and hard work in helping set governance initiatives and accomplish our governance goals, as well as his personal guidance and counsel to me in my role as SEC Chair. And, of course, very special thanks to our Senate administrator, Ms. Caroline Schreiner, whose efforts on behalf of governance are indispensable.

As I conclude my term as SEC Chair, I offer my continued support in the Senate to my very capable successor, Dr. George Giuliani and his incoming Senate Executive Committee and its sub-committees. Best wishes to George and the SEC going forward. I have every confidence of continued achievement under George's leadership.

Joint governance at Hofstra continues to be successful and vital, and it is the ongoing efforts of all that make it so. All in governance look forward to another successful year for Hofstra in 2017-18.



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

II

COMPONENTS OF THE UNIVERSITY SENATE

2016 – 2017

and

the 2017 – 2018 Senate

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; Vice President for Enrollment Management, Jessica Eads; Dean/HCLAS, Bernard Firestone; President SGA, Damien Gallagher

<u>Humanities:</u>	Elected: Curtiss, Dippel At Large: Cole, Devine, Hart, Henton, Hollander
<u>Gov't, PP & Int'l Affairs:</u>	Elected: Herold, Fritz, Silver At Large: Burnett, Elsey, Karofsky, Liu, McEvoy, Mirghasemi
<u>Natural Science & Math</u>	Elected: Filippi, Santangelo At Large: Barkley-Levenson, Bisceglia, Campolo, Esvarathan, Farmer, Filippi, Franklin, Garren, Krause, Liu, Marsellos, Phillipi, Pineno, Rigel, Wachter-Jurczak, Williams
<u>SEAS:</u>	Elected: Ghorayeb At Large: Fu, Hunter, Liang, Segal
<u>Business:</u>	Elected: Basile, Lopez, Maccarrone At Large: Bishnoi, Gao, Gehy, Hirsch, Sengupta
<u>SOE:</u>	Elected: Giuliani, Goodman, D. At Large: Blue, DiMartino, Phillips
<u>HPHS:</u>	Elected: Elkis-Abuhoff At Large: Davidow, Elkis-Abuhoff, Hackett, Nerlich, Santella, Seirup, Scott
<u>Communication:</u>	Elected: Chun (Spring Only) Gennarelli (Fall Only), Mazzocco At Large: 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: Houck
<u>Adjunct:</u>	Elected: Balson, Miller, Persky
<u>Chairperson:</u>	Elected: Wallace
<u>Staff:</u>	Elected: Hoovort
<u>Students:</u>	Elected: Amalathus, Esteban, Munoz, (graduate), Pickering, Ramirez At-Large: Arango, Donge, Geffred (graduate), Giammarco, Khan, Munson-Pritchard, Patokina, Zonosky
<u>Senior Support Specialist:</u>	Schreiner

THE COMMITTEES OF THE SENATE 2016 – 2017

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Simmons

Elected Faculty: Caniano, Fritz (Spring Only) Giuliani, Goodman, Maccarrone (chair), Silver (Fall Only)

Students: Pickering

Permanent Guest/Advisor: Shapiro

Undergraduate Academic Affairs Committee:

Elected Faculty: Curtiss, Fritz (chair, Spring only) Lopez, Miller, Silver (chair, Fall only)

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

Student: Patokina

Advisor (Provost or Designate): Brinkmann

Guests: Conforti, Koegl, Peden-Christodoulou

Planning and Budget Committee:

Elected Faculty: Basile, Caniano (chair), Ghorayeb

At-Large Faculty: Burnett, Henton

Chairs' Representative: Wallace

Staff: Hoover

Advisor (Provost or Designate): Apollo

Faculty Affairs Committee:

Elected Faculty: Balson, Chun (Spring only) Dumas, Elkis-Abuhoff, Filippi, Gennarelli (Fall only), Giuliani (chair), Herold, Houck, Sample, Sorrentino

At-Large Faculty: Fu, Hirsch, Martorella

Advisor (Provost or Designate): Firestone, Shapiro

President AAUP: Mazzocco

Student Affairs Committee:

Elected Faculty: Dippel

At-Large Faculty: Gehy

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

At-Large: Arango, Donge, Geffred (graduate), Giammarco, Khan, Zonosky

Dean of Students: Pertuz

SGA Delegate: Gallagher (SGA President)

Guests: Ellis, Hickling, Koegl, Sandoval, Zonsky

THE SUB-COMMITTEES, 2016 - 2017

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Donahue

Bales, Fritz, Herbert, Kuehn, Ma, Miller, Oppenheim, Puerzer, Rooney, 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: Bailin

Blue, Graves, Harpel-Burke, Hollander, Juckiewicz, Karofsky, Liang, Marsellos, Quinn, Selby, Semple, Shapiro

On Environmental Priorities

Chair: Garren

Bailin, Barkley-Levenson, Bisceglia Donahue, Freda, Gannon, Greis, Hunter, Jackson, List, Marsellos, Miraghasemi, Munson-Pritchard, Phillips, Pineno, Segal, Sengupta, Scott

THE SPECIAL COMMITTEES, 2016-2017

On Recruitment, Elections and Nominations

Chair: Schreiner

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

On Athletic Policy

Chair: Jernigan

Caniano, Davidow, Donahue, Dougharty, Eads, Elsey, Filbry, Gibbons, Hathaway, Hill, Lally, Lewis, Mattessich, Mone, Nerlich, Pesante, Samuel, Seirup

On Academic Calendar

Chair: Koegl

DiMartino, Hoovert, 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

THE SENATE 2017 – 2018

Officers: President of the Senate, Provost Gail Simmons; Chair, SEC: George Giuliani

Ex-officio: President Rabinowitz; VP for Student Affairs, W. Houston Dougharty; Vice President for Enrollment Management, Jessica Eads; Dean/HPHS, Holly Seirup; President SGA, Rita Cinquemani

<u>Humanities:</u>	Elected: Curtiss, Dippel At Large: Cassio, Devine, Hart, Henton, Hollander, Lotier
<u>Gov't, PP & Int'l Affairs:</u>	Elected: Herold, Fritz, Silver At Large: Burnett, Elsey, Liu, McEvoy, Niedt, Mirghasemi
<u>Natural Science & Math</u>	Elected: Filippi, Santangelo, N. At Large: Barkley-Levenson, Bernhardt, Bisceglia, Campolo, Durst, Garren, Krause, Liu, Lynch, Marsellos, Phillipi, Pineno, Rigel, Santangelo, J., Sobel, Ward-Ciesielski
<u>SEAS:</u>	Elected: Ghorayeb At Large: Fu, Hunter, Segal
<u>Business:</u>	Elected: Basile, Lopez, Maccarrone At Large: Bishnoi, Gehy, Hirsch, Ma, Spieler
<u>SOE:</u>	Elected: Giuliani, Goodman, D. At Large: Blue, DiMartino, Phillips
<u>HPHS:</u>	Elected: Elkis-Abuhoff At Large: Ciani, Elkis-Abuhoff, Hackett, Moidu, Nerlich, Seirup
<u>Communication:</u>	Elected: Chun, Mazzocco At Large: Hill, Goodman, P.; Quinn, Peyronnin, Semple
<u>Library:</u>	Elected: Caniano At-Large: Bailin, Caniano, Catalano, Harpel-Burke, 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: Houck, Zauderer
<u>Adjunct:</u>	Elected: Balson, Miller, Persky
<u>Chairperson:</u>	Elected: Wallace
<u>Staff:</u>	Elected: Hoover
<u>Students:</u>	Elected: Amalathus, Imran, (graduate), Pickering, Ramirez, Wong At-Large: Agcaoili, Getz, Lemanya, Munson-Pritchard, Patokina, Rametra, Senderowicz, Sharma, Thajudeen, Tomasso
<u>Senior Support Specialist:</u>	Schreiner

THE COMMITTEES OF THE SENATE 2017 – 2018

THE STANDING COMMITTEES

Senate Executive Committee:

Provost: Simmons

Elected Faculty: Balson, Caniano, Giuliani (chair), Goodman, Silver

Students: Ramirez

Permanent Guest/Advisor: Shapiro

Undergraduate Academic Affairs Committee:

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

At-Large Faculty: Durst, Santangelo, Spieler

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: Liu, Moidu, Ward-Ciesielski

Students: Imran, Patokina

Advisor (Provost or Designate): Brinkmann

Guests: Conforti, Koegl, Peden-Christodoulou

Planning and Budget Committee:

Elected Faculty: Basile, Caniano (chair), Ghorayeb

At-Large Faculty: Burnett, Henton, Sobel

Chairs' Representative: Wallace

Staff: Hoover

Advisor (Provost or Designate): Apollo

Faculty Affairs Committee:

Elected Faculty: Balson (chair), Chun, Elkis-Abuhoff, Filippi, Herold, Houck, Sample, Sorrentino

At-Large Faculty: Cassio, Fu, Hirsch

Advisor (Provost or Designate): Shapiro

President AAUP: Mazzocco

Student Affairs Committee:

Elected Faculty: Dippel

At-Large Faculty: Gehy

Elected Senators: Amalathus, Imran, (graduate), Pickering, Ramirez (chair,) Wong

At-Large: Agcaoili, Getz, Lemanya, Rametra, Senderowicz, Sharma, Thajudeen, Tomasso

Dean of Students: Pertuz

SGA Delegate: Cinquemani (SGA President)

Guests: Koegl

THE SUB-COMMITTEES, 2017 - 2018

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Review

Chair: Donahue

Bales, Fritz, Herbert, Kuehn, Ma, Miller, Oppenheim, Puerzer, Rooney, Spencer, Valenti

OF PLANNING AND BUDGET

On the Library

Chair: Goodman

Bishnoi, Caniano, Graves, Harpel-Burke, Hollander, Niedt, Peyronnin, Selby, Woolwine

On Academic Computing

Chair: Bailin

Blue, Harpel-Burke, Hollander, Juckiewicz, Marsellos, Quinn, Selby, Semple, Shapiro

On Environmental Priorities

Chair: Garren

Barkley-Levenson, Ciani, Donahue, Greis, Harpel-Burke, Marsellos, Miraghasemi, Munson-Pritchard, Phillips, Segal, Zauderer

THE SPECIAL COMMITTEES, 2017-2018

On Recruitment, Elections and Nominations

Chair: Schreiner

Elkis-Abuhoff, Giuliani, Harpel-Burke, Krause, Phillipi, Shapiro

On Athletic Policy

Chair: Jernigan

Caniano, Donahue, Dougharty, Eads, Elsey, Filbry, Gibbons, Hathaway, Hill, Lally, Lewis, Lynch, Mattessich, Mone, Nerlich, Pesante, Samuel, Santella, Seirup

On Academic Calendar

Chair: Koegl

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

On Environmental Safety

Chair: Bisceglia

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

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

III

RESPONSIBILITY, STRUCTURE AND BYLAWS OF THE SENATE

RESPONSIBILITY AND OPERATION OF THE SENATE

Authority to administer the academic operations of the University is vested by the State of New York in the Board of Trustees and derives from it through the President and the Provost to the deans and departmental chairpersons. Responsibility for shaping academic policies concerning the University as a whole, and for supervising all matters referred by the Board of Trustees, the President, or the Provost, rests in the University Senate, which consists of ex-officio members, elected members, and appointed members who represent all the internal constituencies of the University. Specifically, faculty, students, staff, and chairpersons are represented by elected senators: 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 shall be consulted

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.

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, the Lawrence Herbert 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 Fred DeMatteis 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 twelve tenured members of the Faculty, five from the Hofstra College of Liberal Arts and Sciences, at least one from the School of Natural Sciences and Mathematics, the Peter S. Kalikow School of Government, Public Policy and International Affairs, and the School of Humanities, Fine and Performing Arts, and the School of Education, one each from the Frank G. Zarb School of Business, the Lawrence Herbert School of Communication, the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies or the School of Health Professions and Human Services, the Fred DeMatteis School of Engineering and Applied Science, the Maurice A. Deane School of Law, the Hofstra Northwell School of Medicine, 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 mediate in an effort to achieve amicable resolution of the grievance; failing this, recommend in writing to the Academic Dean of the complainant what it believes to be an equitable disposition of the dispute; submit a written report to the Committee on Faculty Affairs of the nature and outcome of each case it handled;
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 thirteen members: seven faculty members, the Faculty Athletic Representative, the Director of Athletics, the Deputy Director of Athletics, the Vice President for Student Affairs or their designate, and two students (ideally one representative from student government and

one representative from the Student-Athlete Advisory Committee) or their designees. The following or their designates shall be nonvoting members: the Provost, the Vice President for Enrollment Management, the Registrar, the Senior Associate Director of Athletics/Senior Women's Administrator (SWA), the Associate Director of Athletics/NCAA Education and Compliance Services, the Director of Financial Aid, the Equal Rights and Opportunities Officer and one representative from the alumni, who shall be nominated by the Alumni Senate. When assigning members, the Senate shall seek appropriate gender representation and representation from diverse and underrepresented sectors of the university community.

The Committee shall:

1. report to the Senate through the Executive Committee its recommendations for Hofstra's policies concerning intercollegiate athletics;
2. advise the President, through the Senate, regarding the University's policies on intercollegiate athletics;
3. receive reports from the Director of Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
4. review the academic performance and graduation rates of all student-athletes and report findings to the Senate each semester;
5. review the Director of Athletics' rules and compliance program and report any relevant changes to the Senate;
6. receive and review annual reports from the Faculty Athletic Representative and Director of Athletics;
7. receive and review annual reports from the department regarding gender equity and representation from diverse and underrepresented sectors of the University community, as well as invite the University Equal Rights and Opportunities Officer to address current issues;
8. review, in an ongoing manner, the student-athlete handbook; and
9. review the results of questionnaires or other evaluations 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), the University Hazardous Waste Coordinator and Fire and Life Safety Officer, the Emergency Management Officer,, the Associate Provost for Research and Sponsored Programs, faculty representatives from Chemistry, Biology, Fine Arts, Engineering, Drama and Dance, Geology, Physics, the School of Law, and the School of Medicine, 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. The members of the Environmental Safety Committee shall serve as the Chemical Hygiene Committee for purposes of the University Chemical Hygiene Plan (“Plan”) and shall be responsible for fulfilling all the responsibilities of the Chemical Hygiene Committee as set forth in the Plan.

*****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' 2016-2017 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 2016-17 academic year was another active and productive one, during which the SEC and Senate addressed and advanced many important issues, many 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:

- Passage (and approval by the President) of a Mid-Semester Advisory policy for undergraduate students, to provide students with early notification regarding course performance. It is anticipated that early notification of any academic problems will result in timely remedial action by students. The effectiveness of this policy is to be evaluated after two years.
- Passage (and approval by the President) of the 2017-2018 and 2018-2019 Academic Calendars.
- Passage (and provided as information to the faculty) of a class Audio Recordings Policy for coordination by Hofstra's Office of Student Access Services, in support of students benefitting from assistance in taking class lecture notes.
- Passage (and provided as information to the faculty) of Revisions to the Grievance Committee Bylaws and population requirements of the committee, to update that committee's rules to reflect present unit name designations and appropriate unit representation.
- Formation of a new ad-hoc committee to develop Academic Calendar Religious Observance Policy and notification wording and modes of policy notification, in support of Hofstra's present calendar structure. This committee as presently structured reports directly to the SEC.
- Formation of a new ad-hoc committee to review Governance Documents (By-Laws, Faculty Statutes, Faculty Policy Series, etc.) to determine whether and where recommendations may be made for updating, clarification, and improvement. This committee as presently structured reports directly to the SEC.
- Passage (and approval by the President) of change / clarification pertaining to the Designation of Departmental Honors.

- Passage (and approval by the President) of change / clarification pertaining to limitation of overlapping coursework allowed in Hofstra's Graduate Degree programs. Also so approved certain revisions to the Basic Regulations governing graduate programs.
- Passage (and approval by the President) of Revisions to Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences to conform the FPS to rules regarding deadlines for submission of final course grades to rules under the present faculty Collective Bargaining Agreement.
- Ongoing participation with the Provost's Office regarding re-purposing the Third Floor of the Axinn Library, resulting in major updating, renovation, and re-purposing of the Third Floor, providing substantial academic, research, and support benefits for our students and faculty.
- Ongoing coordination between the SEC, largely through its Student Affairs standing committee, with Hofstra's Office of Public Safety to promote mutual respect and understanding, to better benefit and safeguard all members of the Hofstra community.
- Ongoing consideration with the administration of on and off-campus transportation needs, including regarding the on-campus shuttle, the shuttle to and from the Mineola train station, as well as local bus transportation.
- 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, his administration, and the University community at large.

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, as just two examples.

UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)

Chairperson: Marc Silver (Fall 2016); Paul Fritz (Spring 2017)

The Undergraduate Academic Affairs Committee (UAAC) had several issues on its agenda for the Academic Year (AY) 2016-2017. The Committee began the academic year with four issues carried forward from the preceding academic year: 1) the relationship between student acts of academic dishonesty and the repeat course option; 2) the handling of departmental honors on the official transcript; 3) mid-semester assessments; 4) the status of UNIV001 as a requirement for students on academic probation; 5) establishing a policy for use of recording technology in the classroom for students duly registered with SAS. One new issue was brought to the attention of UAAC in the Spring '17 semester: the technical matter of revising FPS 10 to bring the time frame for submitting final grades into alignment with the new collective bargaining agreement. By the end of the academic year, the Committee saw through to passage by the full faculty the handling of departmental honors, a policy establishing midsemester assessments for all regularly scheduled undergraduate courses offered in Fall and Spring semesters, and revision of FPS 10. In addition, the policy on appropriate use of recording technology in classrooms approved by the Committee in Spring 2016 was implemented beginning with the Fall 2016 semester.

Departmental Honors: Issues concerning the administration of Departmental Honors was initially brought to the UAAC in the 2013-14 AY. The Committee continued to work on its recommendation in the Fall 2015 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 (see 2013-14 and 2014-15 Senate Annual Reports for details). The Committee reached agreement on a proposal to resolve the ambiguities with respect to the reporting of the awarding of departmental honors. It was agreed that departmental honors courses be titled, “Departmental Honors Candidacy: [Research, Project, or Essay as appropriate]. Further, the Committee agreed that the notes section of the Official Transcript should contain clarifying language pertaining to the awarding of Departmental Honors. The Committee’s recommendation was passed by the full Senate and Full Faculty in the Spring 2017 semester.

Mid-Semester Advisory: The Committee initially took up the issue 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 (see 2014-15 Senate Annual Report for further details). The matter was referred back to UAAC by the full faculty in the Fall 2016 semester. The Committee engaged in additional outreach to stakeholders (e.g., departmental chairs, students, faculty) and participated in informational meetings organized by the Speaker of the Faculty. In addition, the Committee worked with the Senate Student Affairs Committee to research student experiences and perspectives via a structured online survey instrument. UAAC subsequently made revisions to the original proposal. The Committee’s proposal was vetted and endorsed by the Senate Faculty Affairs Committee. The proposal was subsequently passed by the full Senate. The Full Faculty also passed the proposal at its May 2017 meeting.

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. Representatives of UAAC participated in an ad hoc committee throughout the 2015-16 year to develop guidelines for the use of recording technology in classrooms. That policy was implemented in the beginning of the Fall 2016 semester

Violations of Academic Honesty and use of the Repeat Course Option: The UAAC received a request by the Honor Board in 2014-15 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 developed a revised policy on the matter that was passed by the SEC, the full Senate and by the faculty in the Fall 2016 semester. Subsequently, the Provost questioned certain provisions of the proposed revision and returned the matter to UAAC. The Committee continued to work on the issue in the Spring 2017 semester. The issue was not resolved and will be carried over to the 2017-18 AY.

UNIV1: UAAC was asked by Academic Review Committee (a subcommittee of UAAC) to assess the efficacy of requiring students on academic probation to successfully complete UNIV1. The committee undertook an analysis of data on the relationship between students’ success in completing UNIV1 and improving their

academic performance to a level that warranted exiting their probationary status. The research indicated that there was little to no evidence that UNIV1 facilitated subsequent improvement in academic performance on the part of students on academic probation. In Spring 2017, the committee invited representatives from the Provost's Office, the Center for University Advising, the Academic Review Committee (ARC), and the administrator of the course to discuss the efficacy of UNIV1 given the analysis previously completed as well as other issues related to the course. Noting the lack of evidence of the efficacy of UNIV1, the committee agreed to continue discussion options for students on academic probation in AY 2017-2018. For the purposes of the operation of the ARC during Summer 2017, the committee endorsed the practice of the ARC to waive the UNIV1 requirement in appropriate situations until the time the UAAC can complete a full review of the policy.

SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)

Chairperson: Neil Donahue

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 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 Advising and Student Financial Services are copied for notification purposes. The Committee discussed the efficacy of the UNIV 001 requirement and asked the UAAC to review.

In the Summer of 2016, ARC met in person on four occasions and conducted reviews via email when necessary. ARC reviewed approximately 87 students during that time; some students having been reviewed more than once. In January 2017, the Committee met three times and reviewed 51 students; some students having been reviewed more than once. At the end of the 2016/2017 academic year, ARC upheld the dismissal of 24 students from the University; a significant decrease from 62 the previous year.

As of July 6, 2017, the Committee has met twice and has reviewed 34 students thus far. We are happy to report that we released 8 students who met or surpassed the 2.0 threshold, which is the goal of the committee: to help students who are struggling find the right balance in order to make progress toward their degree. The Committee anticipates seeing at least another 50-75 appeals over the remainder of the summer.

GRADUATE ACADEMIC AFFAIRS COMMITTEE (GAAC)

Chairperson: Debra Goodman

Committee Actions and Discussion:

Overlapping Coursework in Graduate Programs

The GAAC worked across the year on the following policy that was ultimately approved by Senate and full faculty. The policy is a revision to the Basic Regulations Governing Graduate Programs in the Hofstra Graduate bulletin.

In cases where graduate students have completed a previous graduate degree at Hofstra, there may be an overlap of coursework. Under advisement of the program director, and in accordance with any program regulations or accreditation standards, coursework taken for a prior graduate degree may be applied to additional master's or certificate degrees. In the case of master's degrees, at least 50% of coursework must be unique.

Overview of Committee Work on this Issue:

- Evan Koegl (Registrar's Office) raised this issue in 2015-2016 regarding cases where a Hofstra graduate student in a Masters or Advanced Certificate (AC) program might bring in course work from another Hofstra graduate degree, sometimes referred to as "double dipping." While programs and schools have a range of practices, there was no university policy regarding overlapping coursework for Hofstra graduate degrees. A policy would provide guidance for program admissions, registrar office, major approvals, etc.
- The committee collected information from graduate directors and deans. School of Education deans Karin Spencer and Stacy Zalewski (Certification) provided the committee with examples of programs and actual case studies of students with overlapping credits in masters and certificate programs. Li-Lian Gao, from the department of Management and Entrepreneurship, raised an issue for MBAs in Finance and Marketing. We examined these degrees and received clarification from Lisa Welch, Assistant Dean of Graduate Advisement. Tatiana Gordon from the department of Teaching, Learning & Technology, shared discrepancies in requirements between Advanced Certificates in Bilingual Education and Teaching English as a second language (TESL).
- Working practices across programs and schools ranged from 50% unique content to 60% unique content. Directors and deans reported difficulties in the case of Advanced Certificates where students were required to take additional coursework although they had met all program requirements. In some cases, students were denied admission to ACs because that had met more than 50% of required coursework, and there were no alternatives or electives available. This prevented Hofstra from awarding Advanced Certificates (often tied to teaching certifications) to students who had completed the requisite coursework.
- The committee looked at sample degree plans of study and student case studies from a range of schools in order to consider implications for an overlapping coursework policy.
- Feedback suggested that the policy should support students in having as multiple degrees and certifications; and gaining these degrees as easily as possible. This is beneficial for job searches and in some cases teaching raises, etc.
- The committee developed a draft that was submitted to the SEC in December. The SEC requested that academic deans be consulted the wording.
- A letter was sent to academic deans in February, 2017. Responses from Dwight Brooks, Vice Dean in the Lawrence Herbert School of Communication who approved the GAAC wording, Janet Lenaghan, Vice Dean in the Frank G. Zarb School of Business, who suggested wording, and Holly Seirup, Dean of the

School of Health Professions & Human Services, who provided a double masters example that would benefit from 50% rather than 40% overlapping coursework being allowed.

- The committee revised the motion wording to incorporate various suggestions. The draft above was approved by SEC, Senate, and Full Faculty.

The Use of Human Subjects in Research – FPS #36

The committee reviewed the changes recommended by the IRB committee for FPS #36 in October. We discussed various aspects of the process and approved the new wording unanimously.

Basic Regulations Governing Graduate Programs

When reviewing the graduate program regulations for the overlapping coursework policy, the committee noted that there were some regulations that were not accurate or in keeping with current practice. The committee spent the final two meetings in Spring, 2017 reviewing this bulletin copy. Revisions to the bulletin copy were drafted by the committee and approved by the Senate and Full Faculty in May, 2017.

Other Discussion Topics

- Graduate Admissions: The committee added Monica Conforti, Graduate Admissions Director, to those administrators participating in GAAC meetings. Monica provided reports on graduate admissions issues.
- Graduate Orientation: Robert Brinkmann, Vice Provost for Scholarship and Engagement and Associate Dean of Graduate Studies, shared plans for a university-wide graduate orientation beginning in Fall, 2017. Monica Conforti and Liudmilla Patokina, graduate senator at-large, volunteered to work with a committee on this project.
- Document Review Committee: Amy Catalano, Library, agreed to represent the GAAC on a committee to review Senate by-laws and policies.
- Student Organizations: Debra Goodman raised the issue of availability of student clubs for graduate programs. Literacy Studies has two groups, Doctoral Society and Literacy Club for master's/CAS students. Clubs receive funding which can be used for social and professional events, as long as they are not course/credit related. Graduate students pay fees every semester that are included in SGA / student events office. Information about clubs: http://www.hofstra.edu/studentaffairs/sga/sga_startclub.html
List of organizations; <https://hofstra.collegiatelink.net/organizations>

PLANNING & BUDGET COMMITTEE (P & B)

Chairperson: William Caniano

A primary function of the Senate Planning and Budget Committee is to be active in monitoring the Hofstra University's Budget. To that end, the following Vice Presidents were invited to speak to the committee:

- 20 October 2016 Provost Simmons
- 7 November 2016 Vice President for Information Technology Robert Juckiewicz
- 5 December 2016 Vice President for Facilities and Operation Joseph Barkwill
- 22 February 2017 Vice President for Financial Affairs and Treasurer Catherine Hennessy and Senior Vice President for Legal Affairs and General Counsel Dolores Fredrich
- 15 March 2017 Vice President and Director of Athletics Jeffery Hathaway
- 19 April 2017 Provost Simmons
- 3 May 2017 Vice President for Enrollment Management Jessica Eads

At the 25 April 2017 Town of Hempstead Board meeting the Town of Hempstead raised the legal age to purchase tobacco products to 21. Since it will now be illegal for the majority of Undergraduate to purchase

tobacco product the Planning and Budget Committee is continuing the process of discussing a Full Campus Smoking Ban. At this time, P&B has not made a recommendation.

A University Town Hall Meeting was held on 1 March 2017 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 referred to the appropriate offices of the University. These issues will be addressed and further investigated as warranted during the next academic year.

It was discussed at that the 3 May 2017 meeting with Vice President Eads ways the Hofstra Faculty can possibly assist in recruiting new students. As it was our final meeting for the year, no recommendations were made. Work on this topic will continue in the 2017-2018 academic year.

LIBRARY COMMITTEE

Chairperson: Peter Goodman

The library committee focused several discussions on the possibility of developing an open-access system for textbooks and other learning materials at Hofstra University. Among the systems considered were the OER program (Open Educational Resources) at SUNY, and BCCampus, a similar program in effect in British Columbia.

We also kept track of the conversion of the third floor of Axinn Library into a student resource center, with spaces for tutoring, counseling, writing and other student success initiatives.

ENVIRONMENTAL PRIORITIES COMMITTEE (EPC)

Chairperson: Sandra Garren

The 2015-2016 academic year of the Environmental Priorities Committee (EPC) began with Sandra Garren taking over as the new Chair. Over the course of the year, she has worked to grow the committee to its current membership. During the academic year, the EPC worked on revising its mission statement and updating the website. Sandra Garren commissioned a team of researchers in the sustainability department to compile a historical report of the environmental and sustainability measures completed on the Hofstra campus since the 1980s which was presented to the EPC near the end of the year. The report is currently being finalized and will be presented to the Senate in the Fall 2017. Next year, the chair has a goal of preparing a strategic plan based on the historical account and from input from the EPC, faculty, and the student body to advance environmental sustainability initiatives on campus.

FACULTY AFFAIRS COMMITTEE (FAC)

Chairperson: George Giuliani

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

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

1. Approval of updates to FPS #10: Examinations, Final Grades, and Student Absences.
2. Formation of a policy and procedure for Adjunct Teacher of the Year
3. Formation and discussions regarding CTR Evaluation Committee for DL courses
4. Review of FPS #36: The Use of Subjects in Human Research and IRB
5. Special Leaves review of applications and recommendations for the 2017-2018 academic year

6. Emeritus Status review of applications
7. Mid-Semester Advisory proposal from the UAAC (reviewed and recommended to the SEC)

Donna Balson, adjunct senator, was elected Chairperson of the FAC for the 2017-2018 academic year.

STUDENT AFFAIRS COMMITTEE (SAC)

Chairperson: Bianca Pickering

This year, the Student Affairs Committee will work on a variety of different projects aimed to resolve issues brought up by students. For the influence of the SAC to be felt and noticed more widespread on campus, the committee should enhance their visibility. This could be done in several ways, which include but not be limited to, creating a social media platform, a logo, and a banner. The projects of which the SAC discussed and took part in this academic year as follows:

Public Safety Collaboration:

Chair of SAC met with Karen O'Callaghan to discuss issues students have with Public Safety such as reporting incidents between students and public safety officers or student safety. The first meeting resulted in clarifying the role of public safety officers as being allies to students to ensure their safety. Also, the meeting resulted in the Public Safety page being updated to inform students how to report incidents with public safety. Further, we learned that incidents between students and public safety are investigated by the Human Resources department. On April 20th, a collaborative meeting with a multitude of student leaders on campus met discussed planning an event for Fall 2017 where public safety will interact with students.

Mid-Semester Advisory Report:

SAC worked with UAAC to work on the questions used to survey students about their thoughts on mid-semester advising and if it would be important for them. Three SAC representative spoke on behalf of Hofstra students at the last Faculty meeting of the year to highlight the importance for students to receive some form of information about how they are doing academically by the 7th week of the semester. The proposal was passed on May 5th, 2017.

Pride Unleashed Week:

SAC provided sweatshirts during the week to be handed out to students in order to encourage students to attend a men's basketball game. The sweatshirt was part of a prize wheel and since sweatshirts are not usually given out, students were shocked but also elated. In the coming weeks, more students had Hofstra sweatshirts. This was a part of an initiative to build student pride.

Town Hall:

Town Hall was pushed up for more issues to be resolved, this year it landed on March 1st, 2017. However, students would like two Town Halls per year, one in the fall and one in the spring. This year's Town Hall was one of the biggest and most successful as reaffirmed by students and faculty who attended. Several issues were brought up such as the residential side having more green space, more spaces and inclusivity for transfer and commuter students, supporting students of color students and clubs, and reduced priced tickets for students interning in the city. The President promised to work on finding ways to alleviate the cost of transportation for interning students. This issue should be again be discussed with the President next year.

SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)

Chairperson: Caroline Schreiner

In 2016/2017, 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. Terri Shapiro 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 in serving as Senator-at-large on various Senate committees. Eighteen forms were returned. Sixteen appointments were made as well as ten reappointments affecting twelve committees.

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

- The Lawrence Herbert School of Communication
 - Russell Chun was elected for a three-year term
- School of Humanities, Fine and Performing Arts
 - Christopher Dippel was re-elected for a three-year term
- Frank G. Zarb School of Business
 - Anthony Basile was re-elected for a three-year term
- Adjunct Faculty
 - Donna Balson from the School of Humanities, Fine and Performing Arts was re-elected for a three-year term.

The following schools have vacancies; elections will be held in the fall:

- HCLAS, School of Humanities, Fine and Performing Arts

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

SCREAN will continue to monitor committee membership, and solicit interest throughout the 2017/2018 academic year.

SPECIAL COMMITTEE ON ATHLETIC POLICY (APC)

Chairperson: Cliff Jernigan

This report describes the actions taken by the Athletic Policy Committee (APC) during the past academic year. The first section details the committee's successful completion of the Senate mandate to review and revise our bylaws. This was deemed the most prominent priority. The second section lists, and briefly details, the reviews, as per the revised bylaws, the committee completed. In revising the bylaws, and then reviewing them, the committee was guided by a desire to address matters that contribute to "protecting the health and providing a safe environment" for Hofstra's student-athletes.

Section One – Bylaws revision

The committee decided:

- To reduce the number of voting committee members from fifteen to thirteen. The committee made certain that seven members, the majority of those eligible to vote, are faculty. The committee also reduced the number of non-voting members from ten to five. The five non-voting members removed from the committee were administrators. This reduction of committee members will allow for discussion of a wider range of topics and also increase flexibility in scheduling meetings.
- To increase the number of meetings from once a semester to twice a semester. This is also designed to allow the committee to take on more issues and effectively follow up on initiatives proposed at the first meeting of each semester.
- To reduce the number of bylaws from eleven to nine. The committee determined that conflating several of the bylaws would not negatively impact the oversight responsibility and would allow for a more efficient review of each bylaw.

Section Two – Bylaws reviewed

The committee reviewed and reported on the following:

- The Director of Athletics, Jeff Hathaway, reported on the Academic Progress Rate (APR) for Hofstra athletics in the 2012-13, 2013-14, 2014-15, and 2015-16 academic years. The National Collegiate Athletic Association (NCAA) considers a score of 930 to be passing. In the 2015-16 reporting year, all 17 of Hofstra's collegiate sports exceed the passing score with ten sports (women's soccer, women's tennis, men's basketball, men's cross country, men's golf, men's soccer, women's cross country, field hockey, women's golf, and volleyball) receiving a perfect score of 1,000. The Director also reported on Hofstra's outstanding Graduation Success Rate (GSR) of 96 percent. NOTE: Student athletes nationwide are shown to graduate at a higher rate than peers in the general student population. There were no major policy changes from the NCAA covering the past academic year. [Bylaw 3 and bylaw 4].
- Associate Director of Athletics, Ariel Pesante, reported that Hofstra was in compliance and good standing with regard to all NCAA rules, regulations, and compliance policies. [Bylaw 5].
- Assistant Director of Athletics, Rachel August, presented the revised student-athlete handbook. The Director and Assistant Director thanked the committee for the feedback and suggestions that went into the revised version. [Bylaw 8].

Other items – The NCAA randomly selected universities to take part in a survey on athletes and drug and alcohol use. The survey is confidential and results will be reported only in the nationwide aggregate. Faculty Athletic Representative, Cliff Jernigan, administered the survey to members of Hofstra teams as designated by the NCAA. Next academic year the APC will focus closer attention on the different departmental residency requirements as they impact student athletes. In addition to the required continuing review and discussion of the bylaws, next academic year the APC intends to examine the plans of study for student-athletes, invite Julie Yindra (as a representative from the Office of Accommodations) to be involved on the committee dealing with the Health and Safety program, and invite Jen Mone, the University Equal Rights and Opportunities Officer, to address current issues regarding gender equity and representation.

SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR

Chairperson: Evan Koegl

The Academic Calendar Committee put forth calendars for both the 2017-2018 and 2018-2019 academic years in an effort to grant earlier access to these calendars for departments that require more advanced planning (ie: Athletics) and also allow for additional consideration and creation time for the calendar in response to issues

brought up during the academic year. The committee will continue to operate in this extended creation period moving forward.

The committee will review the efficacy of the first year of the secular academic calendar which began in 2016-2017 and will seek to address any concerns when generating new calendars and by amendment of established calendars if necessary.

The committee is continuing to work with the Provost's Office in considering adjustments to Hofstra's standard time periods. This is in an effort to more efficiently utilize academic spaces and provide better scheduling accommodations for our students.

SPECIAL COMMITTEE ON ENVIRONMENTAL SAFETY

Chairperson: Kevin Bisceglia

The ESC held two formal meetings during the 2016-2017. A subset of committee members also met repeatedly during the Fall 2016 semester to interview candidates for the newly created EHSO position. Members also met with the EHSO and other university officials in smaller groups to discuss committee business as needed. Kevin Bisceglia was re-elected as committee chair and secretary, respectively, and will remain so until Fall 2017.

New Full-time EHS Officer: The ESC is very pleased to report that, upon its recommendation, Mr. Subin Antony has been hired as the university's new Environmental Health Safety officer (EHSO). This position was newly created to address the university's growing need to ensure lab and classroom safety during research and academic instruction. As EHSO, Mr. Antony reports to the Provost's office, and has assumed the role of CHO in the university's Chemical Hygiene Plan.

Chemical Hygiene: As in previous years, the committee updated the university's Chemical Hygiene Plan (CHP) by reviewing standard operating protocols (SOPs) for a variety of chemicals and laboratory practices, including the handling liquid nitrogen, mercury salts, and lasers. The ESC also continued its efforts to codify university policies on chemical hazard identification and control. Importantly, the committee facilitated discussion between the EHSO and faculty members in an effort to revise and clarify the CHP's policy on students working in university laboratories.

Safety Inspections, Compliance, and Training: As EHSO, Mr. Antony conducted lab safety inspections on a routine basis and communicated results to the ESC on a semester basis. Committee members accompanied the EHSO, as well as the part-time Chemical Hygiene Officer who served before him, as he conducted visual inspections of all laboratory spaces on campus. The EHSO has shared findings from these inspections with the Provost's office in July, and will do so with the ESC during Fall 2017. The committee is also pleased to report that all science and engineering faculty hired before the 2016-2017 academic year have undergone safety training, as well as training to ensure compliance with OSHA's Globally Harmonized System communicating the safety of hazardous chemicals. Compliance with GHS labeling practices was assessed during lab inspections.

Recommendation for the Creation of a Biosafety Committee to Operate under the ESC: Committee members are working with the EHSO to create a new biosafety committee to ensure the safe handling of animal waste, recombinant DNA, and related potential biohazards on campus. This committee will be composed of faculty and staff from relevant departments, and will report to the ESC on a semester basis. In doing so, it will follow the model established by university's subcommittee on radiation safety. Establishing the biosafety committee will be a major goal for the ESC during the 2017-2018 academic year.

V

ACTIVITIES OF THE SENATE

2016 – 2017

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 yet to be approved by Legal Counsel, the Provost or the President (Appendix A)

2016 – 2017 SENATE ACTIVITIES

1. CHANGES TO THE FACULTY STATUTES AND FACULTY POLICY SERIES

April 17, 2017 (Senate Agenda)

The Senate approved the revisions to Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences. This item was approved by the Full Faculty (May 5, 2017), by Legal Counsel (May 8, 2017), by the Provost (May 11, 2017) and by the President (May 15, 2017). (Appendix B)

2. CHANGES TO THE HOFSTRA BULLETIN

November 21, 2016 (Senate Agenda)

The Senate approved the 2017-2018 Academic Calendar. This item was approved by the Full Faculty (November 28, 2016), by Legal Counsel (December 1, 2016), by the Provost (December 1, 2016) and by the President (December 1, 2016). (Appendix C)

November 21, 2016 (Senate Agenda)

The Senate approved the 2018-2019 Academic Calendar. This item was approved by the Full Faculty (November 28, 2016), by Legal Counsel (December 1, 2016), by the Provost (December 1, 2016) and by the President (December 1, 2016). (Appendix D)

March 13, 2017 (Senate Agenda)

The Senate approved the Proposal Pertaining to the Designation of Departmental Honors. This item was approved by the Full Faculty (May 5, 2017), by Legal Counsel (May 8, 2017), by the Provost (May 11, 2017) and by the President (May 15, 2017). (Appendix E)

March 13, 2017 (Senate Agenda)

The Senate approved the Revisions to the Graduate Bulletin - Overlapping Coursework in Hofstra Graduate Degrees. This item was approved by the Full Faculty (May 5, 2017), by Legal Counsel (May 8, 2017), by the Provost (May 11, 2017) and by the President (May 15, 2017). (Appendix F)

April 17, 2017 (Senate Agenda)

The Senate approved the Revisions to the Basic Regulations Governing Graduate Programs. This item was approved by the Full Faculty (May 5, 2017), by Legal Counsel (May 8, 2017), by the Provost (May 11, 2017) and by the President (May 15, 2017). (Appendix G)

3. OTHER ACTIONS

September 12, 2016 (Senate Agenda)

The Senate approved the University Senate Budget Allocations Checklist. This item was presented as information to the Full Faculty (October 24, 2016). (Appendix H)

September 12, 2016 (Senate Agenda)

The Senate approved the Audio Recordings Policy. This item was presented as information to the Full Faculty (October 24, 2016). (Appendix I)

September 12, 2016 (Senate Agenda)

The Senate approved the Revisions to the Special Committee on Grievances Bylaws. This item was presented as information to the Full Faculty (October 24, 2016). (Appendix J)

February 27, 2017 (Full Faculty Agenda)

The Full Faculty approved a resolution on Immigration and Deportation. (Appendix K)

April 17, 2017 (Senate Agenda)

The Senate approved the Midsemester Advisory. This item was approved by the Full Faculty (May 5, 2017), by Legal Counsel (May 8, 2017), by the Provost (May 11, 2017) and by the President (May 15, 2017). (Appendix L)

April 17, 2017 (Senate Agenda)

The Senate approved the Revisions to the Special Committee on Athletic Policy Bylaws. This item was presented as information to the Full Faculty (May 5, 2017). (Appendix M)

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.

APPENDIX B

Revisions to FPS #10 to Conform to New Contract

Article 6.10 (Faculty Responsibilities – Grades) Section B of new contract states faculty members must:

“submit grades as soon as possible from the time the final examination is given, but in any event, no later than December 29 for the fall semester, and the first Friday after graduation for the spring semester.”

As such, the UAAC proposed revisions to point IV below to reflect these changes.

Faculty Policy Series #10

EXAMINATIONS, FINAL GRADES, AND STUDENT ABSENCES

- I. Faculty are strongly encouraged to provide students with graded feedback on their performance as early in the semester as possible and before the deadline for a grade of W. See http://www.hofstra.edu/sfs/sfs_deadlines.html for the grade of W and other deadlines. In general, the final grade should take all work graded by the instructor into account. The faculty member’s policy for establishing the final grade must be clearly stated in the syllabus. Any change in grading policy that occurs during the semester from that established in the syllabus should be communicated in writing to students enrolled in the course (e.g., via email, posting on the Blackboard site, hardcopy hand -out).
- II. Final examinations shall normally be given during the time scheduled by the Office of Academic Records. All classes must meet during the scheduled final examination period.
- III. Faculty shall grade, as promptly as possible, all student papers and examinations. The final examination shall be retained for one year.
- IV. Final grades shall be recorded with the Office of Academic Records no later than December 29 for the fall semester and the first Friday after graduation for the spring semester.~~Final grades shall be recorded with the Office of Academic Records within six (6) business days from the time the final examination is given~~[PF1]
- V. Information regarding student’s grades, courses, GPA, 700 #, and other personal information will not be released without the student’s written consent. The University

will not provide directory information for specific students who formally request that such information be withheld from all third parties, including military recruiters. A form to request nondisclosure of this information must be filed by the student. This form is available at the Office of Academic Records or can be downloaded from Hofstra's website.

- VI. See the current University Bulletin for procedures for handling incomplete grades.
- VII. Individual faculty members determine policies regarding missed quizzes and exams. If a student is unable to take a regularly scheduled final examination because of circumstances beyond his or her control, the student must obtain permission from the instructor to take a postponed examination. Such permission should not be unreasonably withheld. Faculty are not required to provide make-up opportunities for students absent from quizzes and/or examinations during regularly scheduled classes. The rules and procedures governing the documentation of excused absences described in FPS#48 are also applicable here.

APPENDIX C

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
					SEPT-1		2
3	4 Labor Day	5 Semester Begin	6	7	8	9	9/4 - Labor Day = No classes 9/5 - Fall classes begin 9/6 = Convocation (Common Hour)
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
OCT-1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16 No Classes	17 No Classes	18	19	20	21	10/16 & 17 = Mid-Semester Break
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 No Classes	23 No Classes Thanksgiving	24 No Classes	25 No Classes	11/22-26 = Thanksgiving break
26	27	28	29	30 DEC-1	2		
3	4	5	6	7	8	9	
10	11	12 Snow/Study Day	13 Snow/Study Day	14 FINALS	15 FINALS	16 FINALS	12/13 & 14 - Snow/Study Days 12/14-20 = Finals Week
17 Commencement	18 FINALS	19 FINALS	20 FINALS Semester Ends	21	22	23	12/17 = Commencement
24	25 Christmas	26	27	28	29	30	

of Fall 2017 Meetings:

UNDERGRADUATE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	13	13	13	13	13	13

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	39	55	120	2265	2250	15
TuTh	26	85	120	2330	2250	80
MW	26	85	120	2330	2250	80
MF	26	85	120	2330	2250	80
Saturday	13	165	120	2265	2250	15

GRADUATE (Includes Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	14	14	14	14	14	14

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/T/W/R require a minimum of 13 meetings + 120 minute final

Notes:

Last day for Summer III 2017 is August 25.

All classes begin September 5, 2017.

No classes Monday, October 16, and Tuesday, October 17.

No classes November 22-25. (Thanksgiving Break)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
	JAN-1 New Year's Day	Semester Begins	2	3	4	5	6 NEW YEAR'S DAY, Monday, January 1. CLASSES BEGIN, Tuesday, January 2.
7	8	9	10	11	12	13	
14	15 No Classes MLK Day	16 2 week classes end	17	18	19	20	Martin Luther King Jr. Day - Monday, Jan. 15 Two-week Courses END, Tuesday, January 16.
21	22	23 3 week classes end Semester Ends	24	25	26	27	Three-week Courses END, Tuesday January 23.
28	29 Spring Begins	30	31 FEB-1		2	3	Spring 2018 Semester begins Mon., Jan. 29.

NYS COMPLIANCE INFORMATION:**Undergrad 3.0 credit course = 2,250 minutes required****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 & 45 minutes, Monday through Thursday****Notes:****All classes begin January 2, 2018.****No classes Monday, Jan. 15 (Martin Luther King Day)****Spring Semester Begins Jan. 29, 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
21	22	23 Jan semester ends	24	25	26	27	January 3-week classes end Jan. 23
28	29 Semester Begins	30	31	FEB-1	2	3	Classes Begin-Monday, Jan. 29.
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19 No Classes President's Day	20 No Classes	21	22	23	24	Presidents' Break- No classes Monday, 2/19 & Tuesday, 2/20.
25	26	27	28	MAR-1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19 No Classes	20 No Classes	21 No Classes	22 No Classes	23 No Classes	24 No Classes	Spring Break-No classes Sun., 3/18 - Sat. 3/24.
25	26	27	28	29	30 Good Friday Staff Holiday	31	
APR-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	MAY-1	2	3	4	5	
6	7	8	9	10 Snow/Study Day	11 Snow/Study Day	12	Snow/Study Day = May 10 & 11
13	14 FINALS	15 FINALS	16 FINALS	17 FINALS	18 FINALS	19 FINALS	5/14-19 = Finals Week
20 Commencement	21	22	23	24	25	26	Commencement = May 20 Memorial Day = May 30

of Spring 2018 Meetings:

UNDERGRADUATE (Does not include Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	13	13	14	13	13	14

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	40	55	120	2320	2250	70
TuTh	26	85	120	2330	2250	80
MW	27	85	120	2415	2250	165
MF	26	85	120	2330	2250	80
Saturday	14	165	120	2430	2250	180

GRADUATE (Includes Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	14	14	15	14	14	15

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

Notes:

Last day for January 2017 is January 23.

All classes begin January 29, 2017.

No classes Monday, Feb. 19, and Tuesday, Feb. 20. (President's Break)

No classes March 18-24. (Spring Break)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
1 20 Commencement	21	22	23 SS I Begins	24	25	26	May 23, Summer Session I Begins
27	28 No Classes Memorial Day	29	30	31 JUN-1			2 Memorial Day - May 28 - No Classes
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20 4-week classes end	21	22	23	4-week classes end Jun 20
24	25	26	27 5-week classes end	28	29	30	5-week classes end Jun 27
JUL-1	2	3	4 No Classes JULY 4th Holiday	5 SS II Begins	6	7	7 July 4th Holiday - No Classes July 5, Summer Session II Begins
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31 AUG-1		2	3 4-week classes end	4	4-week classes end Aug 3
5	6	7	8	9	10 5-week classes end	11	5-week classes end Aug 10
12	13 SS III Begins	14	15	16	17	18	18 Aug. 13, Summer Session III Begins
19	20	21	22	23	24	25	25 Aug. 24, Summer Session III Ends
26	27	28	29	30	31 SS III Ends	SEP-1	
2	3 Labor Day	4	5	6	7	8	8 Labor Day - Sept. 3

of Summer Session I 2018 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	3	4	5	4	4	4
5 week	4	5	6	5	5	5

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	16	145	2320	2250	70
4 Week UG	MTW	12	190	2280	2250	30
4 Week GR	MTW	12	130	1560	1500	60

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	20	130	2600	2250	350
5 Week GR	2 days per week	10	150	1500	1500	0
5 Week GR (ZARB)	2 days per week	10	210	2100	2100	0

of Summer Session II 2018 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	4	4	4	5	5	4
5 week	5	5	5	6	6	5

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	MTWR	17	145	2465	2250	215
4 Week UG	MTW	12	190	2280	2250	30
4 Week GR	MTW	12	130	1560	1500	60

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	MTWR	21	130	2730	2250	480
5 Week GR	2 days per week	10	150	1500	1500	0
5 Week GR (ZARB)	2 days per week	10	210	2100	2100	0

of Summer Session III 2018 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3	3	3	3	3	2

	Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
3 Week UG	MTWRF	15	150	2250	2250	0
3 Week UG	MTWR	12	190	2280	2250	30
3 Week GR	MTWR	12	130	1560	1500	60

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)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
							Sept-1	
1		2	3 Labor Day	4 Classes begin	5	6	7	8 9/3 - Labor Day = No classes 9/4 - Fall classes begin 9/5 = Convocation (Common Hour)
2		9	10	11	12	13	14	15
3		16	17	18	19	20	21	22
4		23	24	25	26	27	28	29
5		30 OCT-1		2	3	4	5	6
6		7	8	9	10	11	12	13
7		14	15 No Classes	16 No Classes	17	18	19	20 10/15 & 16 = Mid-Semester Break
8		21	22	23	24	25	26	27
9		28	29	30	31 NOV-1		2	3
10		4	5	6	7	8	9	10
11		11	12	13	14	15	16	17
12		18	19	20	21 Thanksgiving	22	23	24 11/21-24 = Thanksgiving break
13		25	26	27	28	29	30 DEC-1	
14		2	3	4	5	6	7	8
15		9	10	11 Snow/Study	12 Snow/Study	13 Finals	14 Finals	15 Finals 12/11 & 12 - Snow/Study Days 12/13-19 = Finals Week
16		16 Commencement	17 Finals	18 Finals	19 Finals	20	21	22 12/16 = Commencement
		23	24	25	26	27	28	29

of Fall 2018 Meetings:

UNDERGRADUATE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	13	13	13	13	13	13

Meeting Pattern	# of Meetings	Min. in Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	39	55	120	2265	2250	15
TuTh	26	85	120	2330	2250	80
MW	26	85	120	2330	2250	80
MF	26	85	120	2330	2250	80
Saturday	13	165	120	2265	2250	15

GRADUATE (Includes Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	14	14	14	14	14	14

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/T/W/R require a minimum of 13 meetings + 120 minute final

Notes:

Last day for Summer III 2018 8/24/18.

All classes begin September 4, 2017.

No classes Monday, October 15, and Tuesday, October 16.

No classes November 21-24. (Thanksgiving Break)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
Dec-30	31	Jan-1 New Year's day	2 Semester Begins	3	4	5	NEW YEAR'S DAY, Tuesday January 1. CLASSES BEGIN, Wednesday January 2.
6	7	8	9	10	11	12	
13	14	15 2 week classes end	16	17	18	19	Two-week Courses END, Tuesday, January 15.
20	21 No classes MLK Day	22	23 3 week classes end	24	25	26	Martin Luther King Jr. Day - Monday, Jan. 21 Three-week Courses END, Wed. January 23.
27	28 Spring Begins	29	30	31 Feb-1		2	Spring 2018 Semester begins Mon., Jan. 28.

NYS COMPLIANCE INFORMATION:**Undergrad 3.0 credit course = 2,250 minutes required****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 & 45 minutes, Monday through Thursday****Notes:****All classes begin January 2, 2019.****No classes Monday, Jan. 21 (Martin Luther King Day)****Spring Semester Begins Jan. 28, 2019**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
	20	21	22	23	24	25	26	January 3-week classes end Jan. 23
1	27	28 Semester Begins	29	30	31 FEB - 1			Classes Begin-Monday, Jan. 28.
2	3	4	5	6	7	8	9	
3	10	11	12	13	14	15	16	
4	17	18 No Classes President's Day	19 No Classes	20	21	22	23	Presidents' Break- No classes Monday, 2/18 & Tuesday, 2/19.
5	24	25	26	27	28 MAR-1			
6	3	4	5	6	7	8	9	
7	10	11	12	13	14	15	16	
8	17 No Classes	18 No Classes	19 No Classes	20 No Classes	21 No Classes	22 No Classes	23 No Classes	Spring Break-No classes Sun., 3/17 - Sat. 3/23.
9	24	25	26	27	28	29	30	
10	31 APR-1		2	3	4	5	6	
11	7	8	9	10	11	12	13	
12	14	15	16	17	18	19 Good Friday Staff Holiday	20	
13	21	22	23	24	25	26	27	
14	29	29	30 MAY-1		2	3	4	
15	5	6	7	8	9 Snow/Study Day	10 Snow/Study Day	11	Snow/Study Day = May 9 & 10
16	12	13 FINALS	14 FINALS	15 FINALS	16 FINALS	17 FINALS	18 FINALS Semester Ends	5/13-18 = Finals Week
	19 Commencement	20	21	22	23	24	25	Commencement = May 19 Memorial Day = May 27

of Spring 2019 Meetings:

UNDERGRADUATE (Does not Include Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	13	13	14	13	13	14

Meeting Pattern	# of Meetings	Min. In Each Meeting	Min. for Final	Total Meeting Minutes	Required Minutes	Minutes Over Compliance
MWF	40	55	120	2320	2250	70
TuTh	26	85	120	2330	2250	80
MW	27	85	120	2415	2250	165
MF	26	85	120	2330	2250	80
Saturday	14	165	120	2430	2250	180

GRADUATE (Includes Finals Week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Days	14	14	15	14	14	15

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/T/W/R require a minimum of 13 meetings + 120 minute final

Notes:

Last day for January 2017 is January 23.

All classes begin January 28, 2017.

No classes Monday, Feb. 18, and Tuesday, Feb. 19. (President's Break)

No classes March 17-23. (Spring Break)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Notes
19 Commencement	20	21	22 SS I Begins	23	24	25	May 22, Summer Session I Begins
26	27 No Classes Memorial Day	28	29	30	31 JUN-1		Memorial Day - May 27 - No Classes
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19 4-week classes end	20	21	22	4-week classes end Jun 19
23	24	25	26 5-week classes end	27 SS II Begins	28	29	5-week classes end Jun 26 Jun 27, Summer Session II Begins
30 JUL-1		2	3	4 No Classes July 4th Holiday	5	6	July 4th Holiday - No Classes
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25 4-week classes end	26	27	4-week classes end Jul 25
28	29	30	31 AUG-1 5-week classes end		2	3	5-week classes end Aug 1
4	5 SS III Begins	6	7	8	9	10	Aug. 5, Summer Session III Begins
11	12	13	14	15	16	17	
18	19	20	21	22	23 SS III Ends	24	Aug. 23, Summer Session III Ends
25	26	27	28	29	30	31	
SEP-1	2 Labor Day	3	4	5	6	7	Labor Day - Sept. 2

of Summer Session I 2019 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	3	4	5	4	4	4
5 week	4	5	6	5	5	5

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	16	145	2320	2250	70
4 Week UG	12	190	2280	2250	30
4 Week GR	12	130	1560	1500	60

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	20	130	2600	2250	350
5 Week GR	10	150	1500	1500	0
5 Week GR (ZARB)	10	210	2100	2100	0

of Summer Session II 2019 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 week	4	4	4	4	4	4
5 week	5	5	5	5	5	5

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
4 Week UG	16	145	2320	2250	70
4 Week UG	12	190	2280	2250	30
4 Week GR	12	130	1560	1500	60

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
5 Week UG	20	130	2600	2250	350
5 Week GR	10	150	1500	1500	0
5 Week GR (ZARB)	10	210	2100	2100	0

of Summer Session III 2019 Meetings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3	3	3	3	3	2

Meeting Pattern	# of Meetings	Min. in Each Meeting	Total Meeting Min.	Required Minutes	Minutes Over Compliance
3 Week UG	15	150	2250	2250	0
3 Week UG	12	190	2280	2250	30
3 Week GR	12	130	1560	1500	60

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)

Proposal Pertaining to the Designation of Departmental Honors

The following proposal is being offered in order to resolve ambiguities and potential misunderstandings concerning the designation of the award of departmental honors. The proposed changes are intended to make clear that the awarding by a department of honors is not contingent solely on the basis of having been enrolled in and having received a passing grade in a departmental course offering designed for students pursuing the award of departmental honors. Towards that end two changes in current University documentation are being proposed:

1. All departmental course offerings designed to allow majors to pursue a project to be considered worthy for the award of departmental honors shall have the title, **“Departmental Honors Candidacy: [*Research, Project, or Essay as appropriate*]**”.
2. The following section shall be added to the Notes appearing on the reverse side of the Official Transcript immediately following the section headed “Degrees with Distinction (Baccalaureate)”:

Departmental Honors

Requirements: overall GPA 3.4; Major GPA 3.5; at least 60 total credits in residence and 15 credits for the major in residence.

Departmental Honors awarded only if so designated on front side of the Official Transcript.

APPENDIX F

To amend item 19 for Basic Regulations Governing Graduate Programs as follows:

Students studying for master's degrees must complete at least 24 semester hours of their course work ~~(not including elementary school student teaching)~~ in-residence at Hofstra. In cases where graduate students have completed a previous graduate degree at Hofstra, there may be an overlap of coursework. Under advisement of the program director, and in accordance with any program regulations or accreditation standards, coursework taken for a prior graduate degree may be applied to additional master's or certificate degrees. In the case of master's degrees, at least 50% of coursework must be unique.

<http://bulletin.hofstra.edu/content.php?catoid=81&navoid=8824#grad%20programs>

Master's Cases

As following examples show, allowing 50% overlapping coursework for master's degrees requires graduate students to do significant work and appears to maintain program integrity. In addition, students are afforded additional job opportunities through accredited master's programs.

MSED in Counseling (42 s.h.) / MA in Mental Health (60 s.h.)

50% overlap would allow 30 s.h. to apply towards the MA.

MSED in Counseling	42 s.h. (School Counselor)
Advanced Cert. in Mental Health Counseling	21 s.h. (Additional)
MA in Mental Health	60 s.h.

MSED + AC 42 s.h. + 21 s.h. Total: 63 s.h.

MSED + MA 42 s.h. + 30 s.h. Total: 70 s.h. (If 50% overlapping credits is allowed.)

From Holly Seirup:

With the new policy, the student would have the opportunity to earn a second masters in Mental Health by applying 30 credits from the MSED to the 60 credits for the MA in Mental Health. Although this requires the student to take an additional 7 credits (between the 30 for the MA and the 21 CAS) it could be professionally advantageous. CACREP, the accrediting organization for Counseling, does not accredit Advanced Certificate programs.

MBA:

- **41-48 s.h. degrees** including a 15 s.h. major concentration.
- Students can earn additional concentration areas if they take the 15 s.h. additional coursework. However, additional coursework must be completed within MBA.

I looked at the degrees below based on the following email from Edward Coffield: (12/12)

The Master of Health Administration (MHA) program has had students ask about two degrees previously, where the first/second degree is generally an MPH or MBA. I like the proposal you suggest.

MBA (Business Administration) 41-48 hours / MHA (Health Administration) 45-48 hours

- One concentration areas for the MBA is Health Services Management (15 s.h.)
- Students with an MBA may bring the 15 s.h. into the MHA.
- Students with the MHA, would bring the concentration into the MBA.
- The overlapping coursework of 15 s.h. in 40+ hour degrees is less than 50%

MPH (Public Health) 42 s.h. / MHA (Health Administration) 45-48 s.h.

- Possible 9-12 hours of overlapping coursework (required + electives) between these degrees.
- There may be other coursework applied to the second degree via waiver.
- The 50% rule would allow for these overlaps. (Up to 21 s.h. could overlap.)

Advanced Certificate Cases:

Bilingual Education and Teaching English as a Second Language (TESOL) Programs

Under the “50% or more” requirement for overlapping coursework, Tatiana Gordon shared a discrepancy in the AC degrees described. She says.

- I just feel it’s unfair not to permit students get credit for all the classes that overlap.
- In my opinion, transfer of 9 credits should be okayed in both cases.

MA in Bilingual Education - 31 sh

MA in Teaching English as a Second Language – 37 s.h.

CAS in Bilingual Education – 18 s.h.

CAS in TESOL – 15 s.h.

- There are nine overlapping semester hours between the Bilingual and TESOL degrees.
- MS TESOL students taking CAS in Bilingual (18 sh) after graduation:
 - Permitted to transfer all 9 TESOL s.h. ($9/18 = 50\%$)
- MA Bilingual program graduates enroll in the CAS TESOL (15 sh) program.
 - Permitted to transfer only 6 s.h., so must take an additional 3 s.h. elective course. ($9/15$ is less than 50%)

Current semester hour policy: (50% of coursework allowable.)

<u>MA Bilingual + AC TESOL</u>	<u>MSED TESOL + AC Bilingual</u>
MA in Bilingual Education - 31 sh	MS TESOL 37 sh
15 SH AC in TESOL (Transfer 6 s.h. of 9 s.h.)	18 SH CAS Bilingual (Transfer 9 s.h. of 9 s.h.)
Total : 40 sh	Total: 46 sh

Proposed policy without limiting overlapping hours:

<u>MA Bilingual + AC TESOL</u>	<u>MSED TESOL + AC Bilingual</u>
MA in Bilingual Education - 31 sh	MS TESOL 37 sh*
15 SH AC in TESOL (Transfer 9 s.h.) 6 s.h.	18 Hour CAS Bilingual (Transfer 9 s.h.) 9 s.h.
Total : 38 sh	Total: 46 sh
Note: MA in Bilingual students must be certified, so students have already completed coursework for an initial certification.	Note: TESOL is Initial certification. 6 s.h. is required for student teaching. Students with a certificate do 3 s.h. student teaching and take a 3 s.h. elective.

Case Study – MSED in Mathematics Education (Secondary)

MSED in Math Education (37 hours)

19/37 unique

AC in Middle Childhood (6 sh)

0/6 unique. Certificate approved.

AC in Bilingual Education (18 s.h.)

6/18 s.h. unique. Certificate denied.

Overlapping credits: Math Education/ Middle Childhood 6

Math Education/ Bilingual Education 12*

12 s.h. (Some waivers and subs within math education degree to allow following courses.)

CT 260 Theories in Bilingual Education

FDED Perspectives in Multicultural Education

LYST 213 Bilingual and Biliteracy for Children and Adolescents

CT 226 Linguistics for teachers of English as a Second language.

APPENDIX G

Revisions are highlighted. New copy is double underlined. Copy to be deleted has strikethrough.

Basic Regulations Governing Graduate Programs

All graduate students will be governed by the regulations and requirements specified in the *Graduate Studies Bulletin* in effect at the time of first graduate program matriculation at Hofstra. Refer to the major area for specific requirements.

1. Students who wish to study for graduate degrees, certificates or diplomas should apply to the Office of Graduate Admission for acceptance in their major programs before commencing graduate study. Until they have been accepted in their major area, they have no assurance that any credits they receive will apply toward their degree. Nonmatriculated students must make application for acceptance in their major area before they have completed 12 semester hours at the University unless they have written approval from the Office of the Provost or the appropriate graduate program director to continue their studies on a nonmatriculated basis.
2. Grading in graduate courses includes the categories A, B, C, D, F and P/F. Alphabetical grades are further divided into plus and minus levels (see [Grades](#)). The alphabetical grades, including plus (+) and minus (-), have the grade point values listed below. No credit will be allowed toward graduate degrees for D grades or lower. Graduate students may repeat courses in which they receive D grades or lower.

<u>A</u>	<u>4.0</u>
<u>A-</u>	<u>3.7</u>
<u>B+</u>	<u>3.3</u>
<u>B</u>	<u>3.0</u>
<u>B-</u>	<u>2.7</u>
<u>C+</u>	<u>2.3</u>
<u>C</u>	<u>2.0</u>
<u>C-</u>	<u>1.7</u>
<u>D+</u>	<u>1.3</u>
<u>D</u>	<u>1.0</u>
<u>F</u>	<u>0.0 (Only one F grade in any one course will be included in the cumulative GPA.)</u>

3. Graduate students may repeat a course with the approval of their graduate program director or academic adviser. Students also are encouraged to consult with the faculty member who will be teaching the course that they intend to repeat. A faculty member may give preference to first-time takers of the course when enrollment reaches its limit. Students may not repeat a course for credit towards the GPA if that course was a prerequisite for a course that has already been taken. Prior to registering for a repeated course, a graduate student must submit the [Graduate Repeat Course Request Form](#), signed by the graduate program director or academic adviser, and by the

chair of the department or program, to the Office of Academic Records. Graduate students may repeat a course only once to receive credit toward their GPA. In addition, students may repeat no more than two courses to receive credit toward their GPA. However, the total number of courses that a graduate student may repeat to fulfill or complete the requirements for a degree will be determined by the graduate program director or academic adviser. Both the grade for the initial course and the grade for the repeated course will be included in the calculation of the GPA. Both grades will appear on the transcript. Credit toward the degree will be awarded only once for this course. Repeating a course more than once may impact a student's financial aid. Please consult with the Office of Student Financial Services.

4. An Incomplete grade will be given at the discretion of the instructor in a graduate course and only under unusual circumstances. Incomplete work must be completed and submitted to the instructor for a grade by the end of one calendar year from the close of the semester or session in which the course was taken.
5. Students who wish to withdraw from a course must secure the appropriate forms at the Student Financial Services and Registrar Suite located in Memorial Hall or online and return the completed form to the Office by the last day of classes prior to the start of the designated final examination period. The student may withdraw without the approval or agreement of the instructor. If a student withdraws after the first 1/4 of the course a grade of W will appear on the transcript.
6. All credits applied toward the master's degree must be earned within the period of five years starting from the date of completion of the first course applicable to the degree. Exceptions will be made for any period of intervening military service.
7. As a condition for graduation, the master's candidate must successfully complete a comprehensive examination, thesis, or other summative/capstone project that is a substantive equivalent in the major area of study. The comprehensive examination grade must be reported by the major department to the Office of Academic Records no later than December 1, May 1, or August 1 in the semester in which the degree will be granted. No advanced degree will be conferred upon a candidate who fails this examination more than once. A request for a review of a comprehensive examination must be made no later than three (3) weeks into the subsequent fall or spring semester following the comprehensive examination. The examination is typically offered twice during the year, in October and March. (Exception: Psychology, see Degree Requirements for each program.) Exact dates are determined at the beginning of each semester. For further information, see the degree requirements for each program. It is the student's responsibility to be aware of the time and place of the examination.
8. No graduate credit will be granted for courses numbered below 200 in the Hofstra system.
9. Graduate students, with the permission of their graduate adviser, chairperson of the department in which the course is offered, and course instructor, may take up to two 2000-level courses (not to exceed 8 s.h.). 2000-level courses are graduate courses offered in conjunction with 100-level courses, for which graduate students are expected to fulfill substantially enhanced requirements. No student, however may enroll in a 2000-level course if he/she received undergraduate credit for the equivalent undergraduate course.
10. No credit will be allowed for courses taken at another school while enrolled in a degree program at Hofstra unless they are relevant to the student's program of study and are approved in

advance on an official form available online and in the Office of Academic Records.

11. Courses numbered 251 and 252 should be devoted to independent readings under the direction of a faculty member assigned to the graduate student applying for such credits. A maximum of six semester hours of credit may be earned toward a graduate degree in 251 and 252 courses.
12. A graduate student who has not completed the work in courses 301 and 302 must maintain matriculation each subsequent semester until the requirements of the course have been completed. This will require paying a matriculation fee if the student is not enrolled in one or more regular credit courses. Students who are enrolled solely in non-credit bearing course work will be registered as Maintaining Matriculation by the Registrar and will be charged the published Maintaining Matriculation fee.
13. Whenever matriculated graduate students wish to transfer candidacy from one major area to another, they must initiate their request on an official form, which is available at the [Office of Academic Records](#).
14. ~~A.~~ It is the responsibility of all graduate students to monitor their academic progress. A full-time or part-time graduate student will be placed on academic probation at the end of any fall or spring semester in which his/her cumulative grade point average falls below 3.0. For master's, doctoral, and other graduate programs in which academic performance standards are set either by accrediting bodies or by the programs themselves, those standards will take precedence over this university probation policy. In addition, graduate students who are enrolled in student teaching or an internship/externship must abide by the field experience policies established in their respective graduate programs. Those policies supersede the university probation policy stated here.
15. ~~B.~~ All students placed on academic probation will be sent a letter by the Office of Academic Records informing them of their probationary status by the third week of January following the fall semester and by the third week of June following the spring semester. A copy of this letter also will be sent by the Office of Academic Records to the student's program director or adviser. This letter will serve as formal notification by the University that graduate students on academic probation must raise their GPA to 3.0 or higher by the end of the subsequent spring or fall semester to avoid the possibility of dismissal. Graduate students who do not raise their GPA to 3.0 or higher within these stipulated limits may be dropped officially from their program of study. (See [Policy for Dismissal and Appeal of Dismissal from a Graduate/Post-Graduate Program](#).)
16. ~~C.~~ While on academic probation, a student must receive the approval of his/her program director or adviser to register for further course work. Therefore, all students on probationary status are required to meet with their program director or adviser. The program director or adviser will make a record of this meeting and will place it in the student's department file. In addition, a student on academic probation will have a hold placed on his/her subsequent course registration by the Office of Academic Records. This hold will be removed, and the probationary status will be cleared, once the student raises his/her GPA to 3.0 or higher.
17. ~~D.~~ Students who have accumulated 25 percent or more of total attempted semester hours in permanent incompletes (INCs), ~~which have stood longer than the time allowed for completion,~~ and Ws may be placed on probation after due consideration by the program director and the department chairperson. A graduate student with especially serious academic deficiencies is

subject to immediate dismissal when such deficiencies make it apparent that the student's continuation in the program will not result in his or her successful completion of the program. Dismissed students may petition for readmission no sooner than one full year following the dismissal. However, they may be readmitted only under special circumstances and after a careful review of their case by either the program director, chairperson or dean and the faculty of their major area.

18. Graduate students clearly guilty of gross and unambiguous violations of academic honesty (e.g., cheating on exams or graded projects, quoting a substantial portion of a source verbatim without citation) shall be suspended or dismissed. Graduate students clearly guilty of other forms of academic dishonesty (particularly those concerning a more sophisticated understanding of the use of sources and development of an authorial voice) shall be subject to a range of penalties, including rewriting the assignment, failure of the assignment or of the course, or suspension/dismissal from the University. For further details concerning violations of academic honesty within graduate study as well as procedures for handling such violations and for reviewing and appealing charges of academic dishonesty, see [Faculty Policy Series 11G](#).
19. Students studying for master's degrees must complete at least 24 semester hours of their course work in-residence at Hofstra. In cases where graduate students have completed a previous graduate degree at Hofstra, there may be an overlap of coursework. Under advisement of the program director, and in accordance with any program regulations or accreditation standards, coursework taken for a prior graduate degree may be applied to additional master's or certificate degrees. In the case of master's degrees, at least 50% of coursework must be unique.
(NOTE: Wording for 19 approved by senate in separate motion re: Overlapping coursework 3-13-17.)

Master's Essay or Thesis

For specific thesis subject approval and completion requirements, see [individual programs](#) for details. Once the thesis is signed by the appropriate departmental faculty member(s), the manuscript must be submitted to the Axinn Library electronically. Electronic submission is easy and convenient. Complete instructions are available on the [Axinn Library website](#). The thesis must be submitted no later than the last day of classes of the semester or summer session when the degree is expected to be conferred. (For exceptions, see individual programs for details.)

Part-time students should arrange to take not more than three semester hours of course work in addition to 301 or 302 in each of the semesters during which they are writing their essays. All subjects must be approved by the chairperson of the department in which the work is to be done of the thesis committee.

University Senate Budget Allocations Checklist

The purpose of this Checklist is to facilitate access by student clubs and organizations to funding from the Hofstra University Senate, beyond funding that is available from the Student Government Association (SGA), for undertaking special or unique programs and furthering support for those events that fulfill Hofstra's Pride Principles that will:

- a) promote personal and social responsibility
- b) promote respect for self and others
- c) promote integrity, ethics and leadership
- d) promote diversity and community
- e) promote expression and free exchange

1. Name of Club or Organization
2. Description of proposed Event
3. Date of proposed Event
4. Written support for meeting P.R.I.D.E principles
5. Date Budget Proposal due as specified by the Chair of the Student Affairs Committee
6. Budget proposal
7. Total amount received / to be received from SGA
8. Total amount received / to be received from resources other than University Senate (identify source)
9. Total amount requested by University Senate
10. Identity of speaker and / or company that may either attend the Event and / or provide sponsorship funds.

The decision to approve requests for supplementary funds will be made by or from the Student Affairs Committee, The Planning and Budget Committee, the Senate Executive Committee and The University Senate, with notification of results to the SGA.

Hofstra University Office of Student Access Services (“SAS”)
Policy on Audio Recordings of Classes

Hofstra University is committed to providing reasonable accommodations for students with disabilities, in accordance with federal and state law and Hofstra policy. Under the Rehabilitation Act of 1973, audio recording of classes is considered to be a reasonable accommodation that must be permitted where necessary for a student to fully participate in an educational program.

Students who wish to receive this accommodation should follow all regular SAS procedures for registering, providing documentation, and requesting accommodations. As with other accommodations, students will notify professors of their accommodation by providing them with an SAS accommodation letter. Students are encouraged to discuss this accommodation with their professor during the first week of class or within a week of receiving the accommodation, whichever is earlier, in order to facilitate smooth implementation of the accommodation. Any professors with questions or concerns about audio recording of classes are encouraged to contact SAS. SAS is available to educate and support both student and faculty member in understanding and employing the allowed accommodation, and in implementing this Policy.

All students who receive an accommodation of audio recording classes will also be required to sign their agreement to the following terms and conditions. This policy covers all audio recording of classes, including the use of computer software that includes audio recording and related note-taking aids:

1. SAS will determine the length of time for which an audio recording accommodation is awarded, and the student’s agreement to abide by the Policy will cover that full time period. Certain types of software are subject to licenses that must be renewed each semester by contacting SAS.
2. Recording devices and software are solely for the use of the student who received the accommodation. Students may not share recording devices or software, or any electronic files created using those devices or software, with any other person. However, students are permitted to discuss course content or share individually-created study materials (i.e. not files directly generated by note-taking software) with classmates in study groups that would otherwise be permissible.
3. Exporting, uploading, or sharing of any recording software and any files created therewith to any Internet website or service is prohibited.
4. Any audio recordings must be destroyed at the end of the course of study, whether the end of the semester for a single course, or on finishing a sequence of related courses.
5. The faculty member shall have discretion to require that recording during class be terminated during classes or portions of classes which involve personal discussion and self-disclosure, where the professor instructs all students to cease taking notes.
6. Failure of the student to abide by this Policy will be considered a violation of the Code of Community Standards, and the student will be subject to disciplinary action. Any faculty

member may bring a complaint against a student for violation of this policy, to be adjudicated under the Code of Community Standards.

HU Doc # 10435

Hofstra University Office of Student Access Services (“SAS”)

Policy on Audio Recordings of Classes - Student Agreement

I have received a copy of the SAS Policy on Audio Recordings of Classes and agree to abide by its terms. I understand that any violation of this Policy will subject me to disciplinary action under the Code of Community Standards.

Signed: _____

Print Name: _____ Student 700# _____

Date: _____

HU Doc # 10434

Revisions to the Special Committee on Grievances

B. Special Committee on Grievances

The Special Committee on Grievances shall consist of twelve tenured members of the Faculty, five from the Hofstra College of Liberal Arts and Sciences, at least one from the School of Natural Sciences and Mathematics, the Peter S. Kalikow School of Government, Public Policy and International Affairs, and the School of Humanities, Fine and Performing Arts, and the School of Education, one each from the Frank G. Zarb School of Business, the Lawrence Herbert School of Communication, the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies or the School of Health Professions and Human Services, the School of Engineering and Applied Science, the Maurice A. Deane School of Law, the Hofstra Northwell School of Medicine, 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 mediate in an effort to achieve amicable resolution of the grievance; failing this, recommend in writing to the Academic Dean of the complainant what it believes to be an equitable disposition of the dispute; submit a written report to the Committee on Faculty Affairs of the nature and outcome of each case it handled;
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

APPENDIX K

At the Full Faculty meeting on February 27, 2017, the following resolution was passed with 17-favor of and 2-opposed.

In light of the executive orders and proposed policies put forth by the Trump Administration pertaining to immigration and deportation; and especially in light of the disruption, fear, insecurity, pain, and loss these actions have already inflicted on people nationally and internationally, the faculty of Hofstra University wish to affirm the following statement:

As members of an institution of higher education we value deeply the principles that provide the foundation for learning, research, and scholarship: inclusion, equality, tolerance, and rationally informed discourse and decision-making. The faculty of Hofstra University thus reject political policies born of prejudice and ideology unsupported by data and cogent analysis, and that appear to be designed to isolate, vilify, and target the weakest and most vulnerable segments of our society. We thereby stand in solidarity with our colleagues, staff, students, and others who have already been adversely affected by the actions of this administration or who may likely be so affected in the future. We reaffirm the stance previously expressed publically by President Rabinowitz that Hofstra needs to be “a safe place for scholarship and tolerance”. Moreover, it is our collective responsibility to ensure that all who work at Hofstra University - its students, faculty, staff, and administrators- can contribute to the goals of higher education in an atmosphere of security, acceptance, and mutual support.

Mid-Semester Advisory for Undergraduate Students

Based upon a survey of similar/competitive/aspirant institutions, as well as a survey of recent literature on student retention and early intervention strategies, it appears that Hofstra is somewhat behind the curve with respect to ensuring that students receive early notification of their course progress. While the specific systems employed by institutions in the survey vary, most all have some form of early assessment report. Similarly, research on retention and academic early warning systems reported in the literature often include an early assessment of student performance as part of a more comprehensive early warning system to identify students at-risk, but early assessment by itself is an insufficient step in maximizing student success and retention. Therefore, the focus is on additional efforts that build upon the baseline provided by early knowledge of student progress in courses.

In light of the above and strong student support, the UAAC proposes the following pertaining to an advisory program.

1. The Committee supports the policy of students receiving early advisory that reflects on their progress in their courses. *The mid-semester advisory does not get computed directly into the final grade for the course.* The policy would apply to all fall and spring full-term UG courses.
2. The mid-semester advisory is a simple binary indication of student performance to date: “satisfactory” / “reason for concern”.
3. The deadline for submitting the mid-semester advisory will be no later than the 7th week of the semester. Thus, instructors can enter an advisory to the student(s) and to the Center for University Advising (CUA) and other appropriate offices prior to the deadline. Instructors will be able to change the advisory at any point prior to the end of the 7th week point.
4. Upon email notification, students will be able to access the mid-semester advisory report online.
5. The mid-semester advisory reporting screen for instructors will appear and be available online and will be of a format similar to that for posting Last Date of Attendance (LDA) rosters.
6. The Committee intends to review the policy and assess the effectiveness of a mid-semester advisory program after 2 years of the implementation of the program.

C. Special Committee on Athletic Policy¹

The Special Committee on Athletic Policy shall consist of ~~fifteen~~thirteen members: seven faculty members, the Faculty Athletic Representative, the Director of ~~Intercollegiate~~ Athletics, the Deputy Director of Athletics, ~~Associate Director of Intercollegiate Athletics~~, the Vice President for Student Affairs or ~~his/her~~their designate, ~~one staff member, and~~ two students; ~~and one representative from the alumni who shall be nominated by the Alumni Senate. (ideally one representative from student government and one representative from the Student-Athlete Advisory Committee) or their designees.~~ The following or their designates shall be nonvoting members: the Provost, the Vice President for Enrollment ~~Services~~Management, ~~the Dean of Administrative Services~~, the Registrar, 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~~. Senior Associate Director of Athletics/Senior Women's Administrator (SWA), the Associate Director of Athletics/NCAA Education and Compliance Services, the Director of Financial Aid, the Equal Rights and Opportunities Officer and one representative from the alumni, who shall be nominated by the Alumni Senate. When ~~appointing~~assigning members, the Senate shall seek appropriate gender representation and ~~minority representation~~. representation from diverse and underrepresented sectors of the university community.

The Committee shall:

1. report to the Senate through the Executive Committee its recommendations for Hofstra' policies concerning intercollegiate athletics;
2. advise the President, through the Senate, ~~directly concerning~~regarding the University's policies ~~concerning on~~ 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 ~~-athletes~~ and report ~~its~~ findings to the Senate ~~and the President~~each semester;
5. ~~at the request of the Director of Intercollegiate Athletics, review student athlete eligibility;~~ review the Director of Athletics' rules and compliance program and report any relevant changes to the Senate;
6. ~~every three years evaluate the intercollegiate athletics program's rules and compliance program and report its findings to the Senate and the President;~~ receive and review annual reports from the Faculty Athletic Representative and Director of Athletics;

7. receive and review annual reports from the department regarding gender equity and representation from diverse and underrepresented sectors of the University community, as well as invite the University Equal Rights and Opportunities Officer to address current issues;~~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;~~review, in an ongoing manner, the student-athlete handbook; and
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;~~review the results of questionnaires or other evaluations administered to student-athletes.
- ~~10. annually review the Student Athletic Handbook;~~
- ~~11. annually review the results of questionnaires administered to student athletes.~~

CLEAN

C. Special Committee on Athletic Policy¹

The Special Committee on Athletic Policy shall consist of thirteen members: seven faculty members, the Faculty Athletic Representative, the Director of Athletics, the Deputy Director of Athletics, the Vice President for Student Affairs or their designate, and two students (ideally one representative from student government and one representative from the Student-Athlete Advisory Committee) or their designees. The following or their designates shall be nonvoting members: the Provost, the Vice President for Enrollment Management, the Registrar, the Senior Associate Director of Athletics/Senior Women's Administrator (SWA), the Associate Director of Athletics/NCAA Education and Compliance Services, the Director of Financial Aid, the Equal Rights and Opportunities Officer and one representative from the alumni, who shall be nominated by the Alumni Senate. When assigning members, the Senate shall seek appropriate gender representation and representation from diverse and underrepresented sectors of the university community.

The Committee shall:

1. report to the Senate through the Executive Committee its recommendations for Hofstra's policies concerning intercollegiate athletics;
2. advise the President, through the Senate, regarding the University's policies on intercollegiate athletics;
3. receive reports from the Director of Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
4. review the academic performance and graduation rates of all student-athletes and report findings to the Senate each semester;
5. review the Director of Athletics' rules and compliance program and report any relevant changes to the Senate;
6. receive and review annual reports from the Faculty Athletic Representative and Director of Athletics;
7. receive and review annual reports from the department regarding gender equity and representation from diverse and underrepresented sectors of the University community, as well as invite the University Equal Rights and Opportunities Officer to address current issues;
8. review, in an ongoing manner, the student-athlete handbook; and
9. review the results of questionnaires or other evaluations administered to student-athletes.