

---

**FIFTY - THIRD  
ANNUAL REPORT  
OF THE  
HOFSTRA UNIVERSITY SENATE  
2017-2018**

---



**HOFSTRA**  
UNIVERSITY®

**FIFTY-THIRD ANNUAL REPORT**

**of the**

**HOFSTRA UNIVERSITY SENATE**

**2017- 2018**

# **TABLE OF CONTENTS**

Foreword From President Rabinowitz

<b>I. Introduction.....</b>	<b>1</b>
<b>II. Components of the Senate</b>	
The Senate, 2017-2018.....	2
The Standing committees of the Senate, 2017-2018.....	3
The Subcommittees & Special Committees 2017-2018.....	4
The Senate, 2018-2019.....	5
The Standing committees of the Senate, 2017-2018.....	6
The Subcommittees & Special Committees 2017-2018.....	7
<b>III. Responsibility, Structure and Bylaws of the University Senate.....</b>	<b>8</b>
<b>IV. Reports of the Committees of the Senate</b>	
Senate Executive Committee.....	22
Undergraduate Academic Affairs Committee.....	23
Subcommittee on Academic Review.....	25
Graduate Academic Affairs Committee.....	25
Planning and Budget Committee.....	26
Subcommittee on the Library.....	27
Subcommittee on Academic Computing.....	27
Faculty Affairs Committee.....	29
Student Affairs Committee.....	29
Special Committee on Recruitment, Elections and Nominations.....	31
Special Committee on Athletic Policy.....	32
Special Committee on the Academic Calendar.....	34
Special Committee on Environmental Safety.....	34
<b>V. Activities of the Senate.....</b>	<b>36</b>
<b>VI. Appendices</b>	
A. Mobile Device Policy.....	37
B. Revisions to UNIV001.....	39
C. Religious Observance Policy.....	46
D. Recommended Graduate Bulletin Changes.....	48
E. Town Hall Meeting/What's Happening at Hofstra Switch.....	49

## **FOREWORD**

**PRESIDENT STUART RABINOWITZ**



---

STUART RABINOWITZ, PRESIDENT

June 2018

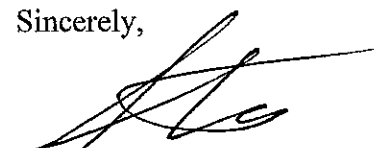
George Giuliani, PsyD  
Chair, University Senate Executive Committee  
Hofstra University  
Hempstead, New York 11549

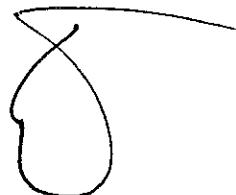
Dear Dr. Giuliani:

It is my pleasure to congratulate the University Senate on the success of the 2017-18 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

George Giuliani, J.D., Psy.D., Associate Professor  
Chair, University Senate Executive Committee (S.E.C.)

It is with a great sense of pride and accomplishment that I submit my first report as Chairperson of the Senate Executive Committee (S.E.C.). This 2017-2018 Annual Report of the Hofstra University Senate is its fifty-third report. The initiatives, efforts, accomplishments, and ongoing deliberations summarized in this Report are a testimony to the goal-oriented, motivated, and dedicated members of the Hofstra University Senate. Through their efforts, along with the support of the faculty and administration, the S.E.C. has been able to develop policies and procedures that continue to enhance and strengthen the various functions and services of the university.

The S.E.C. reports to the Senate and full faculty making recommendations and proposals for new and revised policies and practices. The S.E.C. welcomes input from faculty, students and administration to enhance and improve the university community. In addition, the Chair of the S.E.C. serves as a delegate to the University's Board of Trustees reporting the agenda and actions of the Senate.

Thanks to all who serve on the Hofstra University Senate, have served, and are now first entering service. Special thanks are extended to:

- Drs. Gail Simmons and Terri Shapiro, whose support of university governance is critical to its ongoing success;
- All Chairpersons of the S.E.C. for their tireless dedication to shared governance (including 3 outstanding members of the S.E.C. who have finished their terms of service on the S.E.C. and have stepped down from their positions, Dr. Debra Goodman, Dr. Marc Silver and Donna Balson);
- Prof. Stuart Bass, Speaker of the Faculty, and Prof. Gene Maccarone, Former Chairperson of the S.E.C., for their guidance and counsel in my first year as SEC Chair;
- Senate administrator, Ms. Caroline Schreiner, whose efforts on behalf of governance are invaluable; and
- The Board of Trustees for its continued interest and support of shared governance

Shared governance at Hofstra continues to be an essential part of what makes Hofstra University and outstanding institution of higher learning, and it is the ongoing efforts of numerous people that make it so. I continue to be inspired by the commitment to excellence and dedication of the Hofstra University Senate. It is highly encouraging to be a part of this special community, and we will continue to pursue our goals with the highest level of integrity, collegiality, and professionalism. I very much look forward to another successful year of service as Chairperson of the S.E.C. in 2018-19.



George Giuliani, J.D., Psy.D.  
Chair, Senate Executive Committee

## **II**

### **COMPONENTS OF THE UNIVERSITY SENATE**

**2017 – 2018**

**and**

**the 2018 – 2019 Senate**



## 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

---

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

## **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 (Fall) , Caniano (chair), Ellinger (Spring), Ghorayeb

**At-Large Faculty:** Burnett, Henton, Sobel

**Chairs' Representative:** Wallace

**Staff:** Hovert

**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):** Rifkin, Shapiro

**President AAUP:** Mazzocco

#### **Student Affairs Committee:**

**Elected Faculty:** Dippel

**At-Large Faculty:** Outlaw

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

**At-Large:** 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, Catalano Herbert, Kuehn, Ma, Miller, Oppenheim, Puerzer, Rooney, Silver, Spencer, Valenti

### ***OF PLANNING AND BUDGET***

#### **On the Library**

Chair: Niedt

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

#### **On Academic Computing**

Chair: Selby

Blue, Harpel-Burke, Hollander, Juckiewicz, Marsellos, Quinn, 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

Donahue, Freda, Ghorayeb, Peden-Christodoulou, Ramirez, Rowland, Shapiro

#### **On Environmental Safety**

Chair: Bisceglia

Anderson, Antony, 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/>**

## 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, Abby Normandin

---

<b><u>Humanities:</u></b>	<b>Elected:</b> DeTora, Dippel, TBD <b>At Large:</b> Bartolatta, Cassio, Cole, Devine, Hart, Henton, Hollander, Lotier
<b><u>Gov't, PP &amp; Int'l Affairs:</u></b>	<b>Elected:</b> Burnett, Fritz, TBD <b>At Large:</b> Elsey, Niedt, Mirghasemi
<b><u>Natural Science &amp; Math</u></b>	<b>Elected:</b> Santangelo, N., Ward-Ciesielski <b>At Large:</b> Barkley-Levenson, Bernhardt, Bisceglia, Campolo, Doros, Durst, Garren, Huang, Lynch, Marsellos, Mazumder, Phillipi, Rigel, Rowland, Santangelo, J., Sarno, Sobel, Sunik
<b><u>SEAS:</u></b>	<b>Elected:</b> Ghorayeb <b>At Large:</b> deGuzman, Fu, Hunter, Segal, Vaccaro
<b><u>Business:</u></b>	<b>Elected:</b> Basile, Hirsch, Maccarrone <b>At Large:</b> Bishnoi, Castonguay, Lee, K., Ma, Outlaw, Spieler, Vogel
<b><u>SOE:</u></b>	<b>Elected:</b> Giuliani <b>At Large:</b> Blue, Duarte, Phillips
<b><u>HPHS:</u></b>	<b>Elected:</b> Ellinger, Elkis-Abuhoff <b>At Large:</b> Ciani, Moidu, Nerlich, Santella
<b><u>Communication:</u></b>	<b>Elected:</b> Chun, Mazzocco <b>At Large:</b> Fletcher, Franklin, Freda, Hill, Quinn, Peyronnin, Semple, Tarson
<b><u>Library:</u></b>	<b>Elected:</b> Caniano <b>At-Large:</b> Burke, Catalano, Grafstein, Harpel-Burke
<b><u>Law School:</u></b>	<b>Elected:</b> TBD <b>At Large:</b> Kuh, Selby
<b><u>Medical School:</u></b>	<b>Elected:</b> Sorrentino <b>At Large:</b> Peragine
<b><u>Nursing School:</u></b>	<b>Elected:</b> Houck <b>At Large:</b> Zauderer
<b><u>Adjunct:</u></b>	<b>Elected:</b> Boston-Hill, Miller, TBD
<b><u>Chairperson:</u></b>	<b>Elected:</b> Wallace
<b><u>Staff:</u></b>	<b>Elected:</b> Hoovert <b><u>Senior Support Specialist:</u></b> Schreiner
<b><u>Students:</u></b>	<b>Elected:</b> Agcaoili, Doan, Gershman, Hinson, Kurtz, Ramirez <b>At-Large:</b> Chiagozie, Cinquemani, Council, Getz, Gonzalez, Ismail, Kiani, Jones, Munson-Pritchard, Patokina, Tadbiri, Wong

## **THE COMMITTEES OF THE SENATE 2018 – 2019**

### **THE STANDING COMMITTEES**

#### **Senate Executive Committee:**

**Provost:** Simmons

**Elected Faculty:** Caniano, Chun (FAC -Fall), Fritz, Giuliani (chair), Hirsch (FAC- Spring), Santangelo (GAAC-Fall)

**Students:** Ramirez

**Permanent Guest/Advisor:** Shapiro

#### **Undergraduate Academic Affairs Committee:**

**Elected Faculty:** Burnett, DeTora, Fritz (chair), Miller

**At-Large Faculty:** Durst, Huang, Santangelo, Spieler

**VP for Enrollment Services:** Eads

**Provost (or Designate):** Donahue

**Guests:** Peden-Christodoulou, Hickling, Koegl, Valenti

#### **Graduate Academic Affairs Committee:**

**Elected Faculty:** Mazzocco, Ward-Ciesielski, Santangelo (chair).

**At-Large Faculty:** Does, Moidu, Sunik

**Students:** Gershman, Patokina

**Advisor (Provost or Designate):** Brinkmann

**Guests:** Conforti, Koegl, Peden-Christodoulou

#### **Planning and Budget Committee:**

**Elected Faculty:** Caniano (chair), Ellinger, Ghorayeb

**At-Large Faculty:** Henton, Lee, K., Sobel

**Chairs' Representative:** Wallace

**Staff:** Hovert

**Advisor (Provost or Designate):** Apollo

#### **Faculty Affairs Committee:**

**Elected Faculty:** Boston-Hill, Chun (chair Fall), Elkis-Abuhoff, Filippi, Hirsch (chair, Spring), Houck, Sorrentino

**At-Large Faculty:** Cassio, Fu, Grafstein

**Advisor (Provost or Designate):** Rifkin, Shapiro

**President AAUP:** Ploran

#### **Student Affairs Committee:**

**Elected Faculty:** Dippel

**At-Large Faculty:** Outlaw

**Elected Senators:** Doan, Gershman (graduate) Hinson, Kurtz, Ramirez (chair)

**At-Large:** Chiagozie, Cinquemani, Council, Getz, Gonzalez, Ismail, Kiani, Jones, Tadbri, Wong

**Dean of Students:** Pertuz

**SGA Delegate:** Normandin (SGA President)

**Guests:** Koegl

## **THE SUB-COMMITTEES, 2018 - 2019**

### ***OF UNDERGRADUATE ACADEMIC AFFAIRS***

#### **On Academic Review**

Chair: Donahue

Bales, Catalano, Herbert, Kuehn, Ma, Miller, Oppenheim, Roberts, Rooney, Silver, Valenti, Zalewski

### ***OF PLANNING AND BUDGET***

#### **On the Library**

Chair: Niedt

Bishnoi, Burke, Caniano, Duarte, Graves, Harpel-Burke, Hollander, Nerlich, Peyronnin, Sarno, Selby, Vaccaro

#### **On Academic Computing**

Chair: Selby

Bartolatta, Blue, Castonguay, Hollander, Juckiewicz, Marsellos, Mazumder, Quinn, Semple, Shapiro

#### **On Environmental Priorities**

Chair: Garren

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

## **THE SPECIAL COMMITTEES, 2018-2019**

#### **On Recruitment, Elections and Nominations**

Chair: Schreiner

Agcaoili, Balson, Cole, Phillipi, Tarson, Shapiro

#### **On Athletic Policy**

Chair: Jernigan

Artinian, deGuzman, Donahue, Dougharty, Eads, Elsey, Franklin, Gibbons, Hathaway, Hill, Lally, Lewis, Lynch, Mervius, Mone, Morales-Kelly, Samuel, Santella

#### **On Academic Calendar**

Chair: Koegl

Donahue, Freda, Ghorayeb, Peden-Christodoulou, Ramirez, Rowland, Shapiro

#### **On Environmental Safety**

Chair: Bisceglia

Anderson, Antony, Bernhardt, Campolo, 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 Committee<sup>1</sup>**

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

---

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

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

#### **A. Academic Review Committee<sup>1</sup>**

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 Committee<sup>1</sup>**

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 Committee<sup>1</sup>**

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 Library<sup>1</sup>**

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

It shall:

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



## **B. Committee on Academic Computing<sup>1</sup>**

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 Priorities<sup>1</sup>**

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

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

The Committee shall:

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

#### **V. The Faculty Affairs Committee<sup>1</sup>**

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 Senate<sup>1</sup>**

### **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 Grievances<sup>1</sup>**

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

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

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

#### **C. Special Committee on Athletic Policy<sup>1</sup>**

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

The Committee shall:

1. report to the Senate through the Executive Committee its recommendations for Hofstra' policies concerning intercollegiate athletics;
2. advise the President directly concerning the University's policies concerning intercollegiate athletics;
3. receive reports from the Director of Intercollegiate Athletics on proposals for major changes in athletics and provide feedback to the Director on these proposals;
4. annually review the academic performance and graduation rates of all student athletics and report its findings to the Senate and the President;
5. at the request of the Director of Intercollegiate Athletics, review student athlete eligibility;
6. every three years evaluate the intercollegiate athletics program's rules and compliance program and report its findings to the Senate and the President;

7. receive and review periodic reports from the Faculty Athletic Representative;
8. receive and review annual reports from athletic department staff regarding gender equity and minority representation;
9. annually invite the University Equal Rights and Opportunities Officer to address current minority and gender issues, concerns and questions with potential impact on the intercollegiate athletic program;
10. annually review the Student Athletic Handbook;
11. annually review the results of questionnaires administered to student athletes.

**D. Special Committee on the Academic Calendar<sup>1</sup>**

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 Safety<sup>1</sup>**

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

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

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

## **IV**

### **REPORTS OF THE COMMITTEES OF THE SENATE**

**NOTE: Rosters for all committees' 2017-2018 memberships can be found on pages 2, 3, and 4 of this Annual Report.**

### **SENATE EXECUTIVE COMMITTEE**

Chairperson: George Giuliani

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.

As in previous years, the 2017-18 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 continues to work very efficiently, and we are proud to report that all 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 of an Academic Calendar Religious Observance Policy (Approved by the Faculty and under advisement of the President at the time of this submission):

The policy passed recognizes that students and/or faculty may from time to time miss class due to religious observances. Students who anticipate missing class for this reason should notify faculty members in advance. Likewise, faculty members who anticipate missing class for religious observance should notify students in their classes. As per Faculty Policy Series 12 (B): "No student shall be expelled or refused admission to Hofstra University because he or she is unable to participate in any examination, study or work requirement because of his or her religious obligations and practices. However, all students are expected to complete all assignments and examinations. It is understood that no adverse or prejudicial effects shall result to any student who avails him or herself of religious observances. The University, faculty, and student shall work together to achieve a reasonable accommodation concerning any conflicts between educational and religious obligations."

Additionally, in accordance with New York State Law, students who are absent from school because of their religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that they may have missed because of that absence on any particular day or days.

Passage of Changes to University 001 (Approved by the Faculty and President):

Students on probation will now be required to meet with their Advisement Dean in the Fall and Spring semesters. While on probation, students are required, in consultation with their Advisement Dean, to create and fulfill an annual action plan that reflects a program of support and activities designed to aid them in improving their performance and academic standing beginning with the first semester that probation takes effect and continuing while on probation. Such an action plan may include such requirements as regular meetings with their major advisor and Advisement Dean, as well as availing themselves of tutoring services, and appropriate support services available through the Center for Academic Excellence. Failure to meet this requirement will preclude students from registering for subsequent semesters.

Updating Governance Documents:

Further discussion with the Ad-hoc Committee to Review and Update Governance Documents continues, including updating names of schools and keeping the language and style consistent throughout.

#### Discussion Regarding Secretary of the Faculty:

Discussion began about implementing a role of Vice Speaker to help the Speaker of the Faculty with his duties. The FAC addressed the role of “Secretary of the Faculty” and is in discussions to potentially recommend an “Election and Communications Officer” who will supervise and edit the minutes of full faculty meetings, oversee the Special Committee on Recruitment, Elections and Nominations (SCREAN), and take an active role in recruitment. This issue will continue to be explored in the 2018-2019 academic year.

#### Work with Public Safety:

Ongoing coordination continues between the SEC (largely through its Student Affairs standing committee) and Hofstra’s Office of Public Safety to promote mutual respect and understanding, to better benefit and safeguard all members of the Hofstra community.

#### Undergraduate and Graduate Bulletin Changes:

Ongoing review of undergraduate and graduate bulletin changes and possible recommendations for updates continues to be addressed.

#### Smoking Ban Discussion:

The senate continues to address the issue of potentially expanding its smoking ban to the North Campus (which would make Hofstra’s campus entirely smoking-free);

#### Leadership Meetings:

Finally, 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.

### **UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE (UAAC)**

Chairperson: Marc Silver

The Undergraduate Academic Affairs Committee (UAAC) had several issues on its agenda for the Academic Year (AY) 2017-2018. The Committee began the academic year with two issues carried forward from the preceding academic year: 1) the relationship between student acts of academic dishonesty and the repeat course option; 2) the status of UNIV001 as a requirement for students on academic probation. Three new issues were brought to the attention of UAAC in the Spring ‘17 semester: a request to review issues pertaining to FPS50 on Classroom Conduct of Students; the review of the proposed working on religious observance proposed by the ad hoc committee on the new academic calendar and religious observance; and a proposal to remove all workstations from technology enhanced classrooms and require students to use personal devices to access course-relevant software applications. By the end of the academic year, the Committee saw through to passage by the full faculty the conversion of UNIV001. The Committee also disposed of the other issues brought before it.

**Violations of Academic Honesty and use of the Repeat Course Option:** The UAAC initially 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. Since the issue was not resolved between the Provost and SEC



in the Spring 2017 semester, the Committee discussed it once again at its first meeting of the 2017-18 academic year. By a unanimous vote (with one abstention), the Committee upheld its support for its original proposal on the matter (an advisory 'no' vote was offered by the Provost's representative). This position was conveyed by the Chair at the next SEC meeting. Eventually during the academic year, an agreement was reached between the Provost and SEC on resolving the issue and instituting a new policy.

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 in the prior academic year. 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. The Committee worked closely with the appropriate offices responsible for advising and supporting students' academic performance. A model for eliminating the online tutorial module in favor of a system on hands-on advising and support for probationary students was developed. The proposal for altering UNIV001 in accord with the new advising model was passed by the Full Senate and the Full Faculty in the Spring 2018 semester.

FPS 50: The UAAC was asked to review FPS 50 Classroom Conduct of Students in light of recent incidents that had occurred in the prior and current academic years. After examining the FPS and considering the incidents related to the Committee, it was determined that it was not a matter that properly fell under the province of UAAC. Rather, it was a matter more appropriately handled by the Faculty Affairs Committee. The Chair conveyed that perspective to the Chair of SEC and the matter was redirected to FAC.

Report from Ad Hoc Committee on Religious Observance: The UAAC Chair sat as a member of the ad hoc committee through the AY 206-17. Once the committee submitted its final report, SEC Chair asked the UAAC to review the recommendations and wording proposed by the ad hoc committee. UACC voting members offered their unanimous approval of the proposed wording on religious observance.

Removal of Computer Workstations from classrooms: The UAAC Chair was informed of a proposal to remove all computers from classrooms starting in the Fall 2018 semester. He brought that matter before the UACC. The matter was discussed at length. It was the consensus of the Committee that the proposed change that would require students to use their personal devices (laptops, tablets, smartphones, etc.) to access course-relevant software applications was not in the best interests of the students, faculty, and sound pedagogy. The matter was also brought forth from the Committee to SEC. The Chair discussed the matter with personnel in Faculty Computing Services (now Educational and Research Technology Service), and the Vice President for Information Technology. The matter was resolved when the proposal to replace physical workstations with online, internet based virtual connections reliant on student devices was dropped. The Chair reported on the resolution of the matter to UACC.

The UAAC resolved all matters brought before it by the end of the AY 2017-2018

## **SUBCOMMITTEE ON ACADEMIC REVIEW (ARC)**

Chairperson: Neil Donahue

The Academic Review Committee (ARC) enters all decisions in Banner and Student Success Connect (SSC). Reinstated/continuing students are granted a semester by semester continuance allowing the Committee to review and intervene, if necessary.

ARC meets several times throughout the Summer and during January. Ad hoc decisions are also made via email. The primary goal of each meeting is to review all reinstatement 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 the prior semester.

Students who reach a 2.0 cumulative GPA are released from the conditions of ARC. Academic Records is notified to release the ARC holds related on their student accounts, as well as the Registrar, Center for University Advising and Student Financial Services.

In the Summer of 2017, ARC met in person on four occasions and conducted reviews via email when necessary. ARC reviewed approximately 67 students during that time; some students having been reviewed more than once. In January 2018, the Committee met three times and reviewed 55 students; some students having been reviewed more than once. At the end of the 2017/2018 academic year, ARC upheld the dismissal of 20 students who appealed to return.

As of June 18, 2018, the Committee has met once and has reviewed 15 students thus far. 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:

Basic Regulations Governing Graduate Programs

A major project for the committee this year was a review of the Academic Policies and Procedures for graduate programs in the Hofstra Bulletin. This included the Basic Regulations Governing Graduate Programs and Doctoral programs.

<http://bulletin.hofstra.edu/content.php?catoid=92&navoid=11787>

In conducting this review, the committee looked at any policies that appeared to require updating, and inconsistencies between bulletin policy and program practices. Committee members reviewed program handbooks and discussed policies with program directors and departments. Representatives from Provosts' Office, Graduate Admissions, Registrar's Office, SOE certification office and other offices also recommended changes so that the bulletin is consistent with current policy and practice.

The committee recommended bulletin changes to the SEC and Hofstra Senate for approval.

### Accelerated Programs

The GAAC reviewed a proposal for Accelerated Programs at the request of Robert Brinkmann, Vice Provost for Scholarship and Research. NYSED has changed its policy regarding five year dual degree programs (bachelor's + master's). For programs approved since 2017, the degrees earned are not conferred until the completion of the master's requirements. In order to provide five year options for Hofstra undergraduate students, Hofstra is providing Accelerated Programs for completing undergraduate and graduate degrees in approximately five years.

The Accelerated Programs are existing degree programs where undergraduate coursework is a typical pathway to the associated master's degree. Accelerated Programs have a plan of study coordinated by the two departments. The idea is for students to apply to the accelerated program after 60 hours of undergraduate coursework so that they can be advised into the appropriate coursework to complete both degrees.

In assisting Provost Brinkmann with this project, the GAAC consulted with graduate directors and discussed the policy and bulletin language. The committee also assisted in compiling a list of programs that already have plans of study in place. The Accelerated Programs options are included in the 2018-2019 undergraduate bulletin.

<http://bulletin.hofstra.edu/content.php?catoid=91&navoid=11797&hl=accelerated+programs&returnto=search>

### Badges

Provost Brinkmann also invited the committee to discuss a new initiative offering graduate badges. Badges would offer a student a skill or area of expertise in addition to a graduate degree or as a non-matriculated graduate student. Badges would consist of existing courses and might be cross disciplinary (i.e. sustainability), provide expertise in a specific area (i.e. adolescent development), etc. Committee members discussed possibilities for Hofstra badges and shared ideas within their home departments.

### Other Discussion Topics

- Graduate Orientation: Bob Brinkmann coordinated the first campus wide graduate orientation in Fall, 2017.
- Upon request from the Senate Executive Committee, the GAAC reviewed and discussed issues before the Hofstra Senate including:
  - The Repeated Course Policy with regards to academic honesty at request of the Senate Executive Committee. Committee members preferred a policy that provided discretion to faculty members. This policy was reviewed by all senate committees.
  - Hofstra Bulletin copy in relation to religious observation. Committee recommended minor changes. The GAAC members felt the policy should be displayed on web but that faculty not be required to include in syllabi.
- Graduate Admissions: Monica Conforti, Graduate Admissions Director, provided reports on graduate admissions issues.

### **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:

- 10 October 2017 Provost Simmons
- 4 December 2017 Vice President for Facilities and Operation Joseph Barkwill
- 16 March 2018 Vice President for Financial Affairs and Treasurer Catherine Hennessy and Senior Vice President for Legal Affairs and General Counsel Dolores Fredrich
- 11 April 2018 Vice President Houston Dougharty

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

A University Town Hall Meeting was held in Wednesday, April 25th 2018 sponsored by P&B, and SAC. The annual Town Hall Meeting gives students an open forum to discuss their concerns with Senior Administration of the University. Many important issues and concerns were raised from students and designated to the appropriate offices. In the 2018-2019 Academic Year the Town Hall will be moved to the Fall semester.

### **LIBRARY COMMITTEE**

Chairperson: Christopher Niedt

The Library Committee began the year by discussing an institutional repository for Hofstra University research. We unanimously passed a draft resolution supporting the establishment of a repository, and referred the proposal to the Planning and Budget Committee.

The committee decided to use the remainder of 2017-2018 assessing progress on the recommendations made in the Report on the Future Directions of Axinn Library (2010). We divided into three subcommittees (corresponding to the original report's sections), developed a progress / update grid, and distributed the grid to relevant Library staff and administrators for completion. After follow-up in the early Spring semester, Margaret Burke, Chris Niedt, and Courtney Selby compiled the responses into a draft report. The full committee reviewed and revised the draft, which was then sent to Library administrators and staff for review. The committee will incorporate the feedback it receives during the summer, and send the final report to Planning and Budget in September.

### **ACADEMIC COMPUTING COMMITTEE**

Chairperson: Courtney Selby

The Academic Computing Committee met regularly this year and completed the following:

- Reviewed Univ. IT's 5-year strategic plan and offered comments and recommendations.
- Explored University initiatives and procedures to assure accessibility of the Hofstra web site and portal. Met with Jennifer Mone (General Counsel's Office) and Francis Rizzo (University Relations) for a detailed review.
- Extended accessibility exploration to other University IT resources and services, including computer lab spaces, current academic software (e.g. Blackboard, VoiceThread, etc.), and developing accessibility standards for adoption of new software.
- Met with leadership of Student Access Services regarding accessibility in University IT services and resources and received recommendations.
- Received a report from Laura Martin of Univ. IT's Educational & Research Technology Services, who is also a committee member, regarding committee questions on ADA compliance and accessibility more generally.

- Received a report from Bob Juckiewicz, VP for Information Technology, regarding university procedures for classroom design and renovation, including opportunities for faculty input and inclusion of UDL principles.
- Received a report from Bob Juckiewicz, VP for Information Technology, regarding the Virtual Desktop Environment project currently under way.

Based on the work of the 17-18 year, the Committee has identified the following priorities for the 18-19 year.

- Continue to review accessibility issues and advancements to encourage the broadest level of access to the benefits of technology for the entire Hofstra community.
- Review existing procedures for assigning classrooms each semester to determine if there are ways to better align faculty technology needs with the resources available in various classrooms. While classroom teaching technology resources are generally standardized, there is enough variation in classroom setup and capacity to make a difference for some faculty who use multiple technologies often in the classroom.
- Strategic planning – Univ. IT would like for the committee to assist in exploring where we, as an academic community, hope/expect to be in 5 years with respect to academic computing. This inquiry includes conversation and integration with those shaping the university's broader trajectory in both policy and practice. The committee identified these initial areas for further exploration and discussion.
  - o Should we meet with other faculty committees or administrative departments who are charged with strategic planning and assessment of the university's initiatives and mission?
  - o Online education, broadly
  - o Pedagogical innovation – identifying existing and future initiatives and directions and ways in which technology can enhance learning
  - o Accessibility issues in the use of technology, broadly
  - o Accessibility with respect to creation and delivery of course content for both in-person and online courses
  - o Learning management systems – including developments in functionality and utility, from student, faculty, and administrative perspectives
  - o Identifying opportunities for collaboration between and among departments across campus in various disciplines. (e.g. Law School collaboration with Computer Science to engage in large scale data analysis of legal decisions in specific areas of law)
  - o Artificial intelligence and its application in academic settings, broadly
  - o Adaptive Learning – opportunities to develop and apply adaptive learning in many contexts and subject areas to address existing educational needs
  - o Considering policies that increase flexibility and efficiency in meeting individual faculty and student needs for software and hardware for classroom instruction and research.
  - o Self-paced learning opportunities/platforms and their utility in expanding/augmenting instruction (e.g. Lynda.com)
- The committee agreed to keep improvement in communication regarding technology initiatives and resources on the agenda as an ongoing item. How do we encourage dialogue between academic departments, University IT, and individual faculty members to maximize collaboration and engagement? While Univ. IT does provide information to faculty in various forms, current efforts aren't yielding the kind of engagement and dialogue that will lead to greater collaboration. How can we improve as a community?

## **FACULTY AFFAIRS COMMITTEE (FAC)**

Chairperson: Donna Balson

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

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

- Review of a proposal to create a new position of Deputy Speaker of the Faculty.
- A pilot program to explore a move from the current paper delivery of Course and Teacher Ratings (CTRs) to an electronic delivery system
- Review of FPS 49: Course and Teacher Ratings for applicability to online and blended courses
- The development of a process for peer observations of online courses, including review of FPS 46: Peer Observation of Teaching
- Review and approval of Emeritus status application
- Review and approval of proposed revision of Faculty Statute IXD: Faculty Meetings. Language referring to the process for setting the agenda was brought into alignment with the current practice.
- The process and implementation of an award for Adjunct Teacher of the Year.
- Review of language to be posted online re the Religious Observance Policy
- Review of special leave applications and recommendations for the 2018-2019 academic year
- Administration of attendance requirements for committee members
- Review of the Repeat Course Policy revision

## **STUDENT AFFAIRS COMMITTEE (SAC)**

Chairperson: Carissa Ramirez

The purpose of the Student Affairs Committee (SAC) is to advocate for all students at Hofstra University. Unlike other organizations on campus, SAC's initiatives apply and affect every student on campus, not just a portion of them. The primary goal of SAC this year was to follow through on initiatives and work toward change on campus on issues that are brought forth directly by students. This was done through the following projects:

### **“Public Safety Hears You” Event**

The idea for this event was created and developed by Chairperson Carissa Ramirez and the Chairwoman Deandra Denton of the Student Affairs Committee in the Student Government Association (SGA). They started work in the summer of 2017 to plan an event that would allow students on Hofstra's campus to voice questions, concerns, and suggestions to the Department of Public Safety. Karen O'Callaghan and Lynda O'Malley were integral parts in the planning process of the event and worked closely with Chairs Ramirez and Deandra. This event was held on February 28, 2018 with students, Public Safety Officers and Administrators, and other

Hofstra administrators present. Some topics discussed included, but are not limited to: the night shuttle drop of locations, train shuttle schedules, active shooter protocol and protections, issues with non-binary students being improperly addressed, and procedure for mental health calls.

#### Mental Health Initiative

These efforts were led by senator-at-large Pak Ho Wong to work with the Student Health and Counseling Center (SHACC) to improve the mental healthcare and counseling options available on campus. He worked with Dr. John Guthman to increase the visibility of the current available options and took part in meetings to discuss further improvements students on campus would like. Many of these conversations included Sofia Pertuz the Dean of Students, Dr. John Guthman the Executive Director of the SHACC, representatives from SAC, representatives from the Student Government Association (SGA), and students directly affected by the SHACC policies. Senator Wong also planned and successfully held an event with the SHACC titled “Cookout and Conversation” which offered students free food and the chance to ask any questions to the counseling staff in a low-pressure environment. This initiative will be continued in the coming year.

#### Smoking Ban Initiative

The chair of SAC, Carissa Ramirez, led this initiative after being approached by a student who suggested to extend the smoking ban on campus to reach outside of the Student Center on the North (Residential) side of campus. She worked with members from the Student Government Association (SGA) to include a question in the annual survey given to students; the results showed that a majority of the students surveyed agreed with the goal of the initiative. From there, Chairperson Ramirez met with the Office of Undergraduate Admissions to make sure they did not feel the extension of the smoking ban would negatively affect admission rates; the verdict was that it would not. Ramirez then penned a resolution to be passed through SGA to show that the elected student officials also supported the goals of the initiative; the resolution passed with a unanimous vote. The resolution was sent to Karen O’Callaghan the Director of Public Safety to look over and present to Vice President for Facilities and Operations, Joseph Barkwill. This initiative will be continued in the coming year.

#### Collaboration with Student Government Association

This academic year, SAC worked closely with SGA on a number of initiatives and held discussions to ensure that further collaboration will also take place. There was talk of creating an opportunity for the future SAC chairs to provide updates to SGA during formal Senate meetings, though nothing was officially finalized or passed through Senate. These conversations will likely continue in the future.

#### Graduate Student Initiative

Two graduate senators Gaby Senderowicz and Amanda Getz worked to create a survey administer to graduate students to gauge what type of extracurricular involvement a majority of graduate students want. Ultimately, the goal of the initiative is to ensure graduate students feel more welcome and included in the Hofstra community. It could not be sent out this year, but this is an ongoing initiative, so hopefully it will be in the future.

#### Town Hall (event)

The annual Town Hall was held on April 25, 2018. There were many students and administrators in attendance. Though some of the topics of conversation were highly contentious and emotionally charged for some, there were no significant problems or delays during the event. Some of the topics discussed include, but are not limited to: the potential outcome of the Thomas Jefferson statue and meetings, the lack of transparency between Public Safety and the SHACC when dealing with mental health-related calls, the lack of funding for club sports, how opportunities after graduation are made accessible for students with disabilities, and why credits taken at community colleges are not always transferrable at Hofstra, which makes an education less attainable for some.

### Legislation to Switch Town Hall

Legislation was created in and passed through SAC to switch the time of Town Hall from the spring semester of each academic year to the fall semester of each academic year. This was successfully passed at the last Full Senate meeting of the 2017-2018 academic year.

### Academic Calendar Committee Meeting

The SAC Chair attended the Academic Calendar Committee Meeting to ensure there was a student voice present. Discussions were productive and are still ongoing.

### Open Student Affairs Committee Meeting

The last SAC meeting held was open to the potential senators for next academic year. They were invited to see what a meeting is like and to ask any questions about what the committee does, what leading an initiative is like, and what expectations are in place for senators.

## **SPECIAL COMMITTEE ON RECRUITMENT, ELECTIONS AND NOMINATIONS (SCREAN)**

Chairperson: Caroline Schreiner

In 2017/2018, Special Committee on Recruitment, Elections and Nominations (SCREAN) was comprised of faculty members Donna Balson (SEC representative), Daniel Cole, Bradley Phillipi, Geoffrey Tarson, and Antonio Agcaoili, student representative and Caroline Schreiner, who chaired the committee, also represents Hofstra staff. Terri Shapiro served as advisor from the Provost's Office.

The committee switched running elections from Blackboard to Qualtrics, research and experience software. It is more secure and anonymous than Blackboard.

The committee reviewed faculty membership and adjusted representation numbers according to Faculty Statute VII B2a.

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

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

- Adjunct Faculty
  - Kevin Boston-Hill from the School of Humanities, Fine and Performing Arts was elected for a three-year term.
- Frank G. Zarb School of Business
  - Rina Hirsch was elected for a three-year term
- School of Health Professions and Human Services
  - Jayne Ellinger was elected for a three-year term
- School of Humanities, Fine and Performing Arts
  - Lisa DeTora was elected for a one-year term



- School of Natural Sciences and Mathematics
  - Erin Ward-Ciesielski was elected for a three-year term

The following schools have vacant spots. 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. Twelve undergraduate students and four graduate students applied. As per the Senate bylaws, four undergraduate students and one graduate student were elected. The remaining eight undergraduate students and three graduate students will be appointed to one of the Senate standing committees.

SCREAN will continue to monitor committee membership, and solicit interest throughout the 2018/2019 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 2017-2018 academic year. As determined by the members of the APC, this year was the first operating with a reduced number of committee members, from fifteen to thirteen (seven faculty, four administrators, and two students). Having completed the revision of the APC bylaws, the committee moved ahead with its review of each bylaw as mandated. Below are the revised bylaws and how the APC addressed each this past academic year: By way of this report, the APC has reported to the Senate Executive Committee its discussions and actions concerning Hofstra's intercollegiate athletics.

1. By way of this report, the APC advised the President, through the Senate, of the APC's discussions and actions concerning Hofstra's intercollegiate athletics.
2. The Director of Athletics reported to the APC on December 18th, 2017 about the Department's Health and Safety Program, as well as the Concussion Safety Protocol. At the May 14th, 2018, meeting, the Director reviewed the Academic Progress Report (APR) and noted that the NCAA mandates a passing score of 930 for each team with a score of 1,000 deemed perfect. Hofstra athletics had 13 of its 17 teams receive a score of 1,000. Only the Men's Cross-Country team received a score below 930. However, the NCAA did not penalize the team because the sample size (members on the team) was extremely small. The lower score was a direct result of one student not completing all requirements for graduation.
3. Review the academic performance and graduation rates of all student-athletes and report findings to the Senate. Our student-athletes have a 93% graduation success rate (GSR). Both the APR and the GSR were reviewed at the December 18th, 2017 meeting and updated at the May 14th, 2018 meeting.
4. Review the rules and compliance program and report any relevant changes to the Senate. At the December 18th, 2017 meeting the Associate Director reported that the compliance staff had hired an Assistant Director of Athletics/NCAA Education and Compliance.

5. Receive and review annual reports from the Faculty Athletic Representative (FAR) and Director of Athletics (AD). At the December 18th, 2018 meeting the committee reviewed the annual athletic report. At each meeting this academic year the FAR and AD updated the committee members (see notes from the FAR in Other Items).
6. 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. At the March 12th, 2018 meeting, the University's Equal Rights and Opportunity Officer provided, for the APC, a presentation detailing Title IX and the gender equity issues that face collegiate athletics in general, and the Hofstra Department of Athletics in particular.
7. Review, in an ongoing manner, the student-athlete handbook. After soliciting feedback from the APC at the December 18th, 2017 meeting, the Department of Athletics presented to the committee the final version, in hard copy, of the 2017-18 student-athlete handbook. Subsequently, all members of the APC received an electronic version (PDF). At the May 14th, 2018 meeting, the committee reviewed the 2018-19 version of the student-athlete handbook.
8. Review the results of questionnaires or other evaluations administered to student-athletes. At the March 12th, 2018 meeting, the Assistant Vice President for Institutional Research and the Associate Director for Administrative Assessment provided a detailed presentation, describing the annual student-athlete questionnaire and the results and evaluation of the data.

#### APC important points:

##### 2017

- NCAA now mandates that all student-athletes and athletic staff members must attend training sessions on the dangers of sexual harassment and sexual violence. This is a NY state law and Hofstra already has trainings protocols in place. Allison Vernace, our campus Title IX officer, is the point person for these training sessions and has also trained Alyssa Morales Kelly, Samantha Hegmann, and Cindy Lewis so that they are certified to complete these protocols when she cannot attend. Each year our University verifies that these training sessions are complete through a signoff by the Director of Athletics, IX officer and the President.
- Jeff Hathaway (AD) provides the committee with copies of the 2016-17 Athletic Department Annual report (handout) and highlights the academic success of our student-athletes this past year. Jeff and Cliff Jernigan (APC Chair and FAR) notes that the Athletic Department honors the academic success of student-athletes each year at a basketball half time where all 3.0 student-athletes, and spirit support members, take part in a special ceremony.
- Rachel August (Associate Director of Athletics/Finance and Administration) provided the committee with the 17-18 student-athlete planners which contain key information about campus services (bylaw 8). Each student-athlete receives a copy of the planner at the start of every academic year. Committee members request that the handbook also be sent to them in a PDF for their records.
- Jeff Hathaway reviews the Academic-Based Revenue Distribution handout with the committee and explains that the NCAA relies on the revenue derived from the NCAA Men's basketball tournament to run all operations at the Division I, II and III levels.

- Academic based revenue sharing is a new distribution model following the academic success of each of the 351 Division I institutions. The academic based revenue distribution will first take place in the spring of 2020; however, if the formula had been implemented this past year Hofstra would have qualified to receive a revenue share based on the criteria set out by the NCAA. Only 2 CAA schools would not have qualified to receive a share. These revenues are/will be used to support the operating costs of the athletic department.

### **SPECIAL COMMITTEE ON THE ACADEMIC CALENDAR**

Chairperson: Evan Koegl

The Academic Calendar Committee met during the 2017-2018 year to discuss concerns raised after the first full year of using the secular calendar in 2016-2017. The proposal of the 2019-2020 calendar was held during this time to make sure these concerns were addressed as soon as possible. The only notable change to calendar planning to come out of the issues that were brought up was the movement of the Spring Recess from the 8th week to the 10th week of the Spring term starting in Spring 2020. This change was made because of concerns raised by the Chairs Caucus about the length of instructional time that students have prior to registration due to the placement of Spring Recess and the possibility of additional closures due to inclement weather. Moving the Spring Recess later in the term allows for another week of instruction prior to registration and addresses additional concerns about holding the Spring Recess during the registration period. The 2019-2020 calendar with this alteration will be proposed in the upcoming Fall 2018 term.

The committee will work on the 2020-2021 and 2021-2022 calendars in the upcoming Fall term to return to the previous extended proposal timeline and will continue to discuss the timing of the registration period in the academic year as well as some of the additional concerns that have been raised about the secular calendar.

### **SPECIAL COMMITTEE ON ENVIRONMENTAL SAFETY**

Chairperson: Kevin Bisceglia

The Special Committee on Environmental Safety (SCES) was composed of faculty members and lab directors from an array of academic departments: Christine Anderson (HCLAS/Chemistry), Kevin Bisceglia (HCLAS/Chemistry), Steve Campolo (HCLAS/Physics), Daniel Devine (HCLAS/Fine Arts), James Hart (HCLAS/Drama and Dance), Margaret Hunter (SEAS/Engineering), Cira Peragine (SoM), Nathan Rigel (HCLAS/Biology), Seth Rosenberg (SEAS/Engineering), Carol St. Angelo (HCLAS/Biology). The committee also benefited greatly from the guidance and expertise of the following campus representatives: Jose Antony (Radiation Safety Officer), Subin Antony (Environmental Health & Safety Officer, EHSO), David Crawford (Business Affairs & Risk Management), Sofia Kakoulidis (Provost's Office), Lisa Ross (General Counsel), Erika Schaub (Public Safety), William Sollin (Fire & Life Safety Officer, FLSO).

The ESC held two formal meetings during the 2017-2018 academic year. 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 will remain so until Fall 2018.

**Chemical Hygiene and Lab Policies:** The committee has continued to update the university's Chemical Hygiene Plan (CHP) by reviewing standard operating protocols (SOPs) for chemicals and laboratory practices. Instructions have been approved for the storage and safe handling of peroxides and water reactive materials.

The ESC also continued its efforts to codify university policies on chemical hazard identification and control. The CHP list of hazardous substances requiring SOPs was increased from 100 to 690, bringing it into compliance with lists promulgated by OSHA and similarly relevant regulatory agencies.

The committee also continued to facilitate discussion between the EHSO, the Provost's office, and faculty members in an effort to revise and clarify the CHP's policy on students working in university laboratories. At present, agreement has been reached that students with 60 credits or more are allowed to work in labs unsupervised during normal operating hours (8AM-6PM, Monday through Friday) provided that they have been properly trained, approval has been obtained from the student's home department, and that a supervising staff or faculty member is aware of their presence and available in case of emergency. No consensus has yet been reached about students working outside of normal operating hours.

**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 he conducted visual inspections of laboratory spaces on campus. The committee is also pleased to report that all science and engineering faculty hired before the 2017-2018 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.

**Creation of Subcommittees within SCES:** Members worked with the EHSO to create subcommittees within SCES to address specific issues that need not be presented to the entire community or are not currently receiving sufficient attention under the current committee structure. Starting in Fall 2018 the SCES will have three subcommittees:

- The Research Laboratory and Chemical Safety Subcommittee will review lab safety procedures, inspections, and trainings.
- The Institutional Biosafety Subcommittee will assist the EHSO with developing and implementing a campus biosafety plan in accordance with federal regulations. The Hazard Management and Safety Subcommittee will establish procedures and safety plans for faculty, staff, and students working inside machine shops, fine arts, and theater spaces on campus.

Each subcommittee will be populated with members of the SCES and will report periodically to the larger committee during its fall and spring semester meetings.

**V**

**ACTIVITIES OF THE SENATE**

**2017 – 2018**

## **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 29<sup>th</sup>, 2014), but has yet to be approved by Legal Counsel, the Provost or the President (Appendix A)

## **2017 – 2018 SENATE ACTIVITIES**

### **1. CHANGES TO THE HOFSTRA BULLETIN**

March 12, 2018 (Senate Agenda)

The Senate approved the revisions to UNIV 001. This item was approved by the Full Faculty (April 10, 2018), by Legal Counsel (April 17, 2018), by the Provost (April 19, 2018) and by the President (April 20, 2018). (Appendix B)

March 12, 2018 (Senate Agenda)

The Senate approved the Religious Observance Policy. This item was approved by the Full Faculty (May 2, 2018), but has not been approved by Legal Counsel, the Provost or the President. (Appendix C)

May 7, 2018 (Senate Agenda)

The Senate approved the Recommended Graduate Bulletin Changes. It has not been approved by the Full Faculty, Legal Counsel, the Provost or the President). (Appendix D)

### **2. OTHER ACTIONS**

May 7, 2018 (Senate Agenda)

The Senate approved the Town Hall Meeting/What's Happening at Hofstra Switch. It does not need to be approved by the Full Faculty, Legal Counsel, the Provost or the President. (Appendix E)

## **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](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.

### **CURRENT BULLETIN COPY**

#### **University Probation Standards for Low GPA**

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

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

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

All students placed on academic probation will be required to take a course on strategies for academic success ([UNIV 001](#)) for one semester hour of non-liberal arts credit. The course will assist students in developing study skills, test-taking skills, and time-management skills. The course will also offer support services related to financial aid, relationships, and mental health issues.

Students must meet with their Advisement Dean in the fall or spring and must take and successfully complete the one semester hour course ([UNIV 001](#)) during the term that probation takes effect in order to register for subsequent terms.

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

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

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

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

### **University Probation Standards for Low Completion Ratio**

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

Students who do not meet the standards below in any single *term* will receive a warning from Academic Records. Students whose *cumulative* completion ratios fall below this standard will be placed on academic probation. *(Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.)*

- 0-29 attempted hours: must satisfactorily complete at least 60% of attempted credits
- 30-59 attempted hours: must satisfactorily complete at least 70% of attempted credits
- 60 or more attempted hours: must satisfactorily complete at least 80% of attempted credits

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

- Satisfactorily completed credits are made up of
  - Transfer credits
  - Credits completed with a passing grade of D or better
  - Credits completed with a passing grade of P.
- Attempted credits are made up of
  - Satisfactorily completed credits, as defined above
  - Failures, withdrawals, unofficial withdrawals, and Incompletes (F, W, UW and I)
- Repeated courses are included in both attempted and earned hour calculations.

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

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

All students placed on academic probation will be required to take a course on strategies for academic success ([UNIV 001](#)) for one semester hour of non-liberal arts credit. The course will assist students in developing study skills, test-taking skills, and time-management skills. The course will also offer support services related to financial aid, relationships, and mental health issues.

Students must meet with their Advisement Dean in the fall or spring and must take and successfully complete the one semester hour course ([UNIV 001](#)) during the term that probation takes effect in order to register for subsequent classes.

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

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

## PROPOSED BULLETIN COPY

### **University Probation Standards for Low GPA**

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

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

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

Students must meet with their Advisement Dean in the Fall and Spring semesters. While on probation, students are required, in consultation with their Advisement Dean, to create and fulfill an annual action plan that reflects a program of support and activities designed to aid them in improving their performance and academic standing beginning with the first semester that probation takes effect and continuing while on probation. Such an action plan may include such requirements as regular meetings with their major advisor and Advisement Dean, as well as availing themselves of tutoring services, and appropriate support services available through the Center for Academic Excellence. Failure to meet this requirement will preclude students from registering for subsequent semesters.

A full-time student on academic probation may carry no more than 13 semesterhours . A part-time student on academic probation may carry no more than 7 semester hours.

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

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

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

### **University Probation Standards for Low Completion Ratio**

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

Students who do not meet the standards below in any single *term* will receive a warning from Academic Records. Students whose *cumulative* completion ratios fall below this standard will be placed on academic probation. *(Please note that all students in their first term of attendance at Hofstra may only be placed on academic warning, not academic probation, for failing to meet the required completion ratio.)*

- 0-29 attempted hours: must satisfactorily complete at least 60% of attempted credits
- 30-59 attempted hours: must satisfactorily complete at least 70% of attempted credits
- 60 or more attempted hours: must satisfactorily complete at least 80% of attempted credits

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

- Satisfactorily completed credits are made up of
  - Transfer credits
  - Credits completed with a passing grade of D or better
  - Credits completed with a passing grade of P.
- Attempted credits are made up of
  - Satisfactorily completed credits, as defined above
  - Failures, withdrawals, unofficial withdrawals, and Incompletes (F, W, UW and I)
- Repeated courses are included in both attempted and earned hour calculations.

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

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

Students must meet with their Advisement Dean in the Fall and Spring semesters. While on probation, students are required, in consultation with their Advisement Dean, to create and fulfill an annual action plan that reflects a program of support and activities designed to aid them in improving their performance and academic standing beginning with the first semester that probation takes effect and continuing while on probation. Such an action plan may include such requirements as regular meetings with their major advisor and Advisement Dean, as well as availing themselves of tutoring services, and appropriate support services available through the Center for Academic Excellence. Failure to meet this requirement will preclude students from registering for subsequent semesters.

A full-time student on academic probation may carry no more than 13 semester hours. A part-time student on academic probation may carry no more than 7 semester hours.

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

## NEW BULLETIN LANGUAGE

Students must meet with their Advisement Dean in the Fall and Spring semesters. While on probation, students are required, in consultation with their Advisement Dean, to create and fulfill an annual action plan that reflects a program of support and activities designed to aid them in improving their performance and academic standing beginning with the first semester that probation takes effect and continuing while on probation. Such an action plan may include such requirements as regular meetings with their major advisor and Advisement Dean, as well as availing themselves of tutoring services, and appropriate support services available through the Center for Academic Excellence. Failure to meet this requirement will preclude students from registering for subsequent semesters.



### **2016-2017 Ad-hoc Committee to Develop Academic Calendar Religious Observance Policy Report**

Craig Burnett (Chair)  
Neil Donahue  
Eugene Maccarrone  
Gina Sorrentino  
Marc Silver

#### *Summary of Findings for the 2016-2017 Academic Year*

All things considered, the calendar change from the previous format to the new academic calendar's structure was smooth overall. While the committee recognizes that some individuals will continue to require additional accommodations under the new calendar (e.g., religious observations and childcare concerns), the view of the committee is that overwhelming majority of faculty, staff, and students have adjusted to the new calendar without much difficulty. Going forward, some students, staff, and faculty will need to make accommodations for religious observances — including both religious holidays that Hofstra observed previously and holidays that Hofstra did not previously observe. Importantly, however, there were zero reports of cases in which those accommodations were denied to the relevant parties. While some faculty preferred the old calendar, it is worth noting that some responses appreciated the new calendar, citing pedagogical improvements. Overall, the committee views the new calendar as a success, with no real need for intervention at this time. As time passes, the committee anticipates that the new calendar will become the new normal.

#### *Specific Activities and Observations*

- The committee workshopped and approved language to e-mail/post online regarding the religious observance policy. It was unclear to the committee if the entire Senate needed/wanted to approve it. The official committee-approved language is appended to the end of this report.
- The committee solicited and collected from faculty any and all concerns with the new academic calendar. There were few responses (less than twenty overall), but most responses cited issues with matching the local school calendar to their own needs and some students missing classes during holidays. Others expressed their belief that the calendar was working well. The committee was not able to gather specific information about attendance issues (no one who indicated drops in attendance, when asked, were able to provide specific records). There were no reported instances where students or faculty members did not receive the appropriate accommodation(s). On the whole, responses were fairly balanced. The committee concluded that, for the overwhelming majority of instances, the new calendar worked without much difficulty. Further, noting that the calendar was already set for the next few years, the committee concluded that most faculty, staff, and students would adapt easily to the new calendar. One issue relating to clinical observations was referred to the provost's office directly.

- At the request of one chair, the committee considered compiling a list of holidays. Ultimately, deciding what holidays would make the list proved to be a quagmire. The committee concluded that trying to compile a list of holidays that could, by accident, give the sense that the list somehow constituted an “approved” list of holidays. Having such a list, the committee concludes, would lead to more confusion. Instead, it is imperative that faculty, staff, and students who need accommodations for religious observance will take the appropriate steps to notify relevant individuals of their need.

## **PROPOSAL APPROVED BY AD HOC COMMITTEE AND SEC ON 3/5/18**

### **Guidelines Related to Absences for Religious Observances**

Hofstra University recognizes that students and/or faculty may miss class due to religious observances. Students who anticipate missing class for this reason should notify faculty members in advance. Likewise, faculty members who anticipate missing class for religious observance should notify students in their classes in advance. As per Faculty Policy Series 12 (B): “No student shall be expelled or refused admission to Hofstra University because he or she is unable to participate in any examination, study or work requirement because of his or her religious obligations and practices. However, all students are expected to complete all assignments and examinations. It is understood that no adverse or prejudicial effects shall result to any student who avails him or herself of religious observances. The University, faculty, and student shall work together to achieve a reasonable accommodation concerning any conflicts between educational and religious obligations.”

Additionally, in accordance with New York State Law, students who are absent from school because of their religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that they may have missed because of that absence on any particular day or days.

## APPENDIX D

### **Recommended Bulletin Changes approved by GAAC on April 19, 2018.**

On April 19, 2018 the GAAC continued the review of bulletin copy for graduate student policies and procedures. The following bulletin changes are recommended.

<https://bulletin.hofstra.edu/content.php?catoid=92&navoid=11787>

#### Academic Leaves

<https://bulletin.hofstra.edu/content.php?catoid=92&navoid=11787#academic%20leaves>

After submitting this request, graduate students ~~must contact~~ will be contacted by the Office of Graduate Admission in order to process and finalize their request. International students must contact the Office of International Student Affairs for further guidance on immigration policy and regulations. **Please note that academic leave and withdrawal requests are not final until students are approved by the appropriate office.**

Rationale: Monica Conforti, graduate admissions, says above is the actual practice.

#### **Application for Graduation**

<https://bulletin.hofstra.edu/content.php?catoid=92&navoid=11787#application%20for%20grad>

A degree can be awarded to a student who has maintained a satisfactory record of conduct and has ~~paid all University fees~~ completed all university requirements.

Rationale: The actual policy is that the degree is awarded but the transcript is not available until fees are paid. (Even Koegl, registrar).

#### **Grade Appeal Policy**

<https://bulletin.hofstra.edu/content.php?catoid=92&navoid=11787#grade%20appeal%20policy>

DeMatteis School of Engineering and Applied Science.

(Note that each school has a link to a specific grade appeal policy except for School of Engineering.)

## APPENDIX E

Hofstra University  
Student Affairs Committee of University Senate  
*Two Thousand Eighteen*

---

A Resolution to Switch “Town Hall” and “What’s Happening at Hofstra”

---

*Whereas*, representatives from the Student Government Association and University Senate Student Affairs Committee have discussed switching the “Town Hall” and “What’s Happening at Hofstra” events.

*Whereas*, the “What’s Happening at Hofstra” event provides an update about the university and takes place in the Fall Semester of each academic year.

*Whereas*, the “Town Hall” is structured as a question and answer event that takes place in the Spring Semester of each academic year.

*Whereas*, both governing bodies agree students should be able to ask questions about various aspects of the university first and provide Hofstra the opportunity to address some of the concerns and provide an update second.

*Let it be resolved*, that the order of “Town Hall” and “What’s Happening at Hofstra” shall be reversed starting in the 2018-2019 school year and continuing in subsequent years.

Respectfully Submitted,

Carissa Ramirez  
Student Affairs Committee Chairwoman