

MINUTES
Faculty Affairs Committee
November 26, 2018
12:30 p.m. 901D Axinn Library

Present: Kevin Boston-Hill, Francesca Cassio, Maureen Houck, Kevin McElory, Elisabeth Ploran, Jean-Paul Rodrigue, Holly Seirup, Terri Shapiro, Geoffrey Tarson

Absent: Deborah Elkis-Abuhoff, Xiang Fu, Ann Grafstein, Rina Hirsch, Silvia Silberger, Elisabeth Schlegel

1. The October 22, 2018 Minutes were unanimously approved.
2. Discussion on AEFIS Course Evaluation Solution v. Campus Labs
 - Notes from Sylvia Silberger:
 - The good:
 - — They had a nice option which they called the “Course Rollup Question option.” It allowed us to add questions at each level: university, college, department, course, section. That might be something worth asking other platforms about.
 - — It integrates with blackboard, but can also have a single sign-in with our myHofstra system
 - — Can add individual questions based on student responses to other questions. For example, there may be a drop-down menu asking the students major and additional questions given to the student about the course based on his/her major.
 - — Option to automatically copy surveys to subsequent semesters (I’m assuming all platforms must do that)
 - — Had a syllabus template that would automatically link to learning goals and add things like info on harassment or academic honesty to every survey.
 - The not-so-good:
 - — No way to limit surveys to being in class. You can’t even supply the survey with a sign-in code that the teacher can give out while in class or to limit the survey to being done during class time — they always start at midnight of a day and end at 11:59 pm that or a later day. So, students who never ever come to class would be able to fill out CTRs on the class.
 - — No way to keep written comments for only faculty to view.
 - Notes from Elisabeth Schlegel:
 - I learned that based on the University Bargaining Agreement the textual answers would have to be anonymous and independent from the survey administration, which cannot be accommodated by AEFIS.
 - In addition, my concerns were the presentation itself. One of my spouse’s role is IT Solution Manager for several medical schools (one of which I worked for several years), and I was surprised about the lack of enthusiasm to provide Hofstra U with

individualized solutions. Survey software can and should be accommodating the client, and the lack thereof should be a deal breaker.

- Terri Shapiro noted that from her perspective, we already deal with Campus Labs, so implementation would be easier
- AEFIS has a larger product for one price
- Qualtrics could be a possibility and we already have a contract with them

3. Discussion on pilot program

- Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies will volunteer
- call for volunteers
- what are we going to measure?
- pilot in the spring – with Campus Labs
 - at the end of the semester
- protections for faculty who volunteer
 - only tenured faculty?
 - adjuncts
 - depends on what their career goals are
- how large of a pool do we need
 - preferably 10% in each school
 - one course of a faculty member's semester?
 - what are the goals per school?
 - Have historic data we can compare to

Two charges the committee has to come up with questions for evaluation software and to start thinking about criteria for selecting for our pilot program.

4. Emeritus Status

- Margaret Burke – approved
- discussion followed about reviewing criteria for Emeritus Status
 - Faculty Policy Series #29

5. Old Business

- Peer Evaluation
 - there were revisions made to Faculty Policy Series #46 but only in hard copy and former chair is no longer in the country

6. New Business

- Brief discussion on journals – open access
 - Committee will create a recommendation for individual departments to examine faculty publication procedures regarding the validity of publications

Meeting was adjourned at 1:09 p.m.