

**Minutes**  
**Hofstra University Senate Faculty Affairs Committee**  
**November 6, 2017**  
**Axinn Library 411**  
**10:00 a.m.-11:00 a.m.**

**Present:** Donna Balson, Francesca Cassio, Russell Chun, Lisa Filippi, Rina Hirsch, Maureen Houck, Dennis Mazzocco, Holly Seirup, Terri Shapiro,

**Absent:** Conrad Herold, Georgina Martorella, James Sample, Xiang Fu

**EMERITUS STATUS**

The Committee voted unanimously in favor of recommending that Associate Professor Charles McMellon be granted Emeritus Status.

**PROPOSED REVISION OF FACULTY STATUTE IXD:**

FS IXD refers to an 'Agenda Committee.' Because there is no Agenda Committee, the Ad-hoc Committee to Review and Update Governance Documents has recommended a revision to eliminate the reference and to reflect the current agenda-setting protocol. Dennis Mazzocco proposed adding language to the Statute to include the taking of a formal vote to approve the agenda at the beginning of Full Faculty meetings. This item was tabled, pending a response to Dennis' suggestion from the Ad-hoc committee.

**PROPOSAL TO CREATE THE POSITION OF ASSOCIATE SPEAKER**

At the invitation of the FA committee, Speaker of the Faculty, Stuart Bass, visited the meeting to answer questions about the proposal. He pointed out that FS IX C states "The Faculty shall elect from its own membership a Speaker, a Secretary and a Parliamentarian." Historically, there have been no faculty members willing to serve as Secretary, perhaps because the duties as described in the FS seem uninteresting. Caroline Schreiner, as Senior Support Specialist to the Senate, has taken on the duties of the Secretary. Caroline, therefore, may have been charged with administrative responsibilities that were intended for a faculty member to assume.

The creation of the Associate Speaker position would eliminate the position of Secretary. A revision would have to be made to FS IXC. Speaker Bass explained that the creation of the AS position would bring procedural improvements and should induce and encourage further contribution in governance from the faculty. Stu outlined the various duties of the Speaker, including meetings with the Provost, President, and Trustees, taking a role in the negotiation of faculty matters such as the mid-semester advisory reports and changes to the library. The AS would assist the Speaker and also assist Caroline. The AS would serve as co-chair of SCREAM which, according to Stu, would add a degree of transparency to the current voting process.

Further questions arose during the discussion following Stu's visit. Dennis Mazzocco did not agree that a co-chair would necessarily make the SCREAM voting process more transparent, as adding an extra person adds a layer to the process. Other committee members wondered about the extent of the AS's role: would they attend every meeting alongside the Speaker, or only attend when the Speaker was not available? Who would appoint the AS? Will they be an independent voice, or will they be representing the views of the Speaker? The committee would also like clarification of Caroline's role to better understand the changes that would take place if an AS were appointed: to whom does she answer, and what supervision does she have when she takes the minutes and assumes other responsibilities?

The discussion was tabled, pending responses from Stu Bass and Caroline to the questions raised in our discussion.

### **PROPOSAL TO REPLACE PAPER CTRs WITH WEB-BASED**

The committee discussed the proposal and looked at a study from UNC-Charlotte comparing web-based with paper course evaluations. Dennis Mazzocco voiced concerns about a significant change to the instrument which is a crucial element in determining faculty reappointments, promotions, and tenure. The committee agreed that any shift to web-based CTRs would be a long and careful process. Terri Shapiro said that Faculty Affairs should determine the criteria and develop procedures for the transition. Maureen Houck noted that the current CTRs are less relevant for classes using alternative teaching techniques. The committee will have the chance to review the current CTR questions and may determine that some of them need updating while we are in the process of debating the change to a web-based instrument.

### **ONLINE PEER EVALUATIONS**

Terri Shapiro noted that there is no current protocol for the evaluation of online courses at Hofstra. The committee held a short preliminary discussion which will be continued at future meetings.

The meeting Adjourned at 11:00 a.m.

Respectfully submitted,

Donna Balson, Adjunct Professor

Chairperson of Faculty Affairs