

## **UNIVERSITY FACULTY MEETING MINUTES MONDAY, NOVEMBER 28, 2016**

For attendees, please see attachment A1.  
The meeting was called to order at 2:04 pm.

**I.** The minutes of the October 24 minutes were approved.

### **II. Report of the Speaker of the Faculty, Stuart Bass**

Prof. Bass convened the meeting by reporting that a special informational meeting of the faculty was held on November 22 to discuss the mid semester assessment policy that was tabled at the last faculty meeting. A second informational meeting will be held on Wednesday, February 1 in the Student Center Theatre. A formal notice will go out shortly.

### **III. Report of the Senate, Eugene Maccarrone:**

Prof. Maccarrone reported that the Senate Executive Committee approved the formation of two new ad-hoc committees to which members of the standing committees, as well as representatives from the Provost's Office, (serving as a liaison with Legal Counsel), would participate:

- Ad-hoc committee to develop Academic Calendar Religious Observance Policy.
  - This committee should come up with language, to propose to the Senate, for the policy that is already in place, and monitor the implementation of the effectiveness of current year with the new calendar format.
- Ad-hoc committee to review and update Governance Documents (By-Laws, Faculty Statutes, and Faculty Policy Series).
  - Many documents may be outdated and therefore be reviewed by a committee and make suggestions to the appropriate committee. The committee will not be responsible for updating the documents; just recommend which policies or bylaws might need to be updated.
  - Caroline Schreiner, Senior Support Specialist to the University Senate, will co-chair this committee.

These committees are currently being populated.

Prof Maccarrone also reported that Student Access Services (SAS) has a task force that has created three sub committees:

- on facilities and physical space
- on academic experience
- on the student experience

### **Action Items**

1. Prof. Maccarrone presented for action both the 2017-2018 & the 2018-2019 Calendars. These are standard calendars that do not work around religious observances. Classes begin after Labor Day and include a fall semester break after Columbus Day. Provost Simmons pointed out that Fall Commencement is being held at night during the week, during Finals. A brief discussion followed. A question was raised why the mid-semester break cannot be held at the same time as the public schools in the area. Prof. Maccarrone reported the reason for this is because since the high schools are on break,

high school students can visit the campus while classes are in session and has been an asset to the admissions office who does substantial recruitment during this time. Kathleen Wallace suggested alerting faculty members as to who chairs the Special Committee on the Academic Calendar, a subcommittee of the Planning and Budget Committee of the University Senate, should they have any questions or suggestions on the calendar. Prof. Maccarrone reported that the chair is Evan Koegl, Director of Academic Records. In addition, William Caniano, chair of the Planning and Budget Committee also sits on that committee. The calendars passed with 36 approved, 3 opposed and 3 abstained.

2. Prof. Maccarrone presented for action, revisions to Faculty Policy Series #36 - The Use of Human Subjects in Research. This item came to the Provost's Office from the Institutional Review Board (IRB) and was sent to the Faculty Affairs Committee and Graduate Academic Affairs Committee for approval. Some of the revisions reflect the changes in the structural arrangements at Hofstra. Hofstra's research strength has increased and there more investigators in more schools whose proposals require IRB review and this document brings it up to speed. A discussion followed about what constitutes research, as well as who actually sits on the IRB. The motion failed with 13 approved, 17 opposed and 7 abstentions. A motion was made to send the item back to the IRB to further discuss representation on the IRB with 25 approved, 8 opposed, and 2 abstentions. Herman Berliner, Dean of the Frank G. Zarb School of Business, suggested that since the school is starting to change fundamentally with a very sophisticated behavioral research lab, a represented from the Business school should be included on the IRB.
3. Prof. Maccarrone presented for action the Repeat Course Policy. Marc Silver, chair of the Undergraduate Academic Affairs Committee reported that this issue was brought forward from the Honor Board who came across with what they felt was an ambiguity in bulletin language pertaining to the relationship between the Repeat Course option, and the grade exception which would allow students to repeat a completed course, regardless of grade. There was an area of ambiguity of this policy and the instances in which a student has committed an act of academic dishonesty in the first course and whether that meant that they would or would not be allowed invoke the grade exception. He reported that there are three documents that are affected:
  - bulletin text
  - undergraduate repeat course request form
  - online academic dishonesty form

The new language indicates that if the act of academic dishonesty was so severe, that the penalty is failing the course, then the student should not be eligible for grade forgiveness.

A discussion followed and the following amendment was made:  
The following sentence:

*GPA exceptions are not permitted for any course in which a grade of F was issued as the penalty for academic dishonesty. In all other instances of academic dishonesty for which the penalty was not the grade of F, it is at the instructor's discretion whether GPA exceptions will be permitted for that course.*

was amended to:

*GPA exceptions are not permitted for any course in which a grade of F was issued as the penalty for academic dishonesty. In all other instances of academic dishonesty for which the penalty was not the **final** grade of F, it is at the instructor's discretion whether GPA exceptions will be permitted for that course.*

The item passed with 23 approved, 9 opposed and 9 abstentions.

#### **IV. Report of the AAUP, Dennis Mazzocco**

Prof. Mazzocco reported that the AAUP has partnered with Human Resources for a meeting on Open Enrollment, tomorrow at 2:00p.m. on the 10<sup>th</sup> floor of Axinn Library. He also reported that on Wednesday, November 30 at 9:30 a.m. in CV Starr, a meeting will be held with Graduate and Undergraduate Directors to discuss compensation.

#### **V. Report of the Chairs' Caucus, Kathleen Wallace**

Kathleen Wallace, chair of the Chairs' Caucus reported that they have met with Bob Brinkman, Vice Provost for Scholarship and Engagement, to discuss his new position in the Provost's Office and the new initiatives in the area of community outreach, sponsored research and centers. The caucus has also met with Dean Frisina to discuss an update on Honors College. Several meetings are planned with:

- Michelle Cheung, Assistant Director of International Student Affairs and Jean Peden-Christodoulou, Assistant Vice President for Student Affairs, to discuss procedures for processing for our international students.
- Robert Juckiewicz, Vice President for Information Technology to discuss computing and Faculty Computing Services
- Howard Graves, Senior Assistant Dean of Library Systems
- Neil Donahue, Vice Provost for Academic Affairs & Terri Shapiro, Senior Vice Provost for Academic Affairs

Prof. Wallace reported that most chairs have been working with their Departmental Personnel Committees (DPCs) to implement the new procedures in the Collective Bargaining Agreement (CBA) for constituting the DPC and for observing adjunct faculty going forward.

Prof. Wallace reported that the caucus has also been working with the Provost's Office and the Information Technology Department to develop training in the use of Banner for a variety of administrative tasks and had a very helpful demo session thanks to Steve Costenoble, Senior Associate Dean for Budget and Planning, and Jennifer Boscarino-Green, Senior Associate Dean of University Advising.

#### **VII. Old Business**

Marc Silver made a motion to un-table the mid-semester grades proposal. The item was un-tabled. Prof. Silver made a motion to withdraw the item from the full faculty and refer the item back to the University Senate and Undergraduate Academic Affairs Committee for further consideration of the issue. The motion passed with 34 approved, 1 opposed and 0 abstentions.

## **VIII. New Business**

Prof. Martin presented the following motion on behalf of the Frank G. Zarb School of Business faculty:

The Zarb Faculty believes it is in students' interest to know their level of achievement in their courses mid-semester. To give them that information, faculty should either

1. list on their syllabi the weight of each assignment in determining the semester grade (e.g., 30% for each 3 exams and 10% for class participation), and how numerical grades are translated into letter grades

OR

2. by the 7<sup>th</sup> week of the semester, give each student a letter that indicates whether work to that point is "satisfactory" or "cause for concern."

She reported that this motion was passed by the Zarb faculty with 2 abstentions on October 27 at the Frank G. Zarb School of Business faculty meeting.

Prof. Bass reminded the faculty that there will be an additional informational meeting regarding this issue on February 1, and respectfully suggests that this motion be either tabled or withdrawn, pending further information and discussion on the issue.

Prof. Sonfield motioned to amend the Zarb School's motion to refer it to the Undergraduate Academic Affairs Committee of the University Senate. The amendment passed. The motion passed with 32 approved, 0 opposed, and 1 abstention as amended.

## **IX. Adjournment**

The meeting was adjourned at 3:13p.m.