

**UNIVERSITY FACULTY MEETING MINUTES  
FRIDAY, DECEMBER 5, 2014**

For attendees, please see attachment A1.

The meeting was called to order at 3:06 pm.

**I.** The minutes of the November 17<sup>th</sup>, 2014 meeting were approved.

**II. Report of the Speaker of the Faculty, William Nirode**

Prof. Nirode convened the meeting by reporting that the Provost Search Committee will be meeting on December 15<sup>th</sup>.

**III. Presentation by the Office of Student Affairs**

**W. Houston Dougharty, Vice President for Student Affairs**

**Jean Peden-Christodoulou, Assistant Vice President for Student Affairs**

**Sofia Pertuz, Dean of Students**

Vice President Dougharty reported on the following:

- Their work is focused on not only the students, but their families and colleagues as well.
- There are 150 Career Employees and hundreds of student employees who are in 15 different departments around campus that help students from the moment they decide to come to Hofstra, until the last job they find.
- Attempting to help students understand their situations reasonably, and to make sure that the right people are in their lives to help them.
  - What is the highest impact with the least drama
  - Who in the student's life can have the highest impact/be the most helpful
    - Faculty member
    - Resident director
    - Provost's Office
    - Student Affairs, etc.
- Focus on moving the student's experience from transaction to relationship to a transformational experience
- Interested in making transactions smooth and clear so relationships can happen
- Use Predictive Models and Proactivity
  - Gather much information about Hofstra's students before they walk in the door
- Supply enough information about what everyone's role is in the Office of Student Affairs so that any one person in the department can connect a student to a specific person who can help them, rather than a place.
- Key people include:
  - Jean Peden-Christodoulou, Assistant Vice President for Student Affairs
  - Sofia Pertuz, Dean of Students
  - Reports directly to the Vice President for Student Affairs:
    - Maureen Houck, Director of the Health & Wellness Center

- John Guthman, Director of Student Counseling Services
- Branka Kestic, Director for Parent and Family Programs
- Kerri Tortorella Director of Communications, Office of Student Affairs

Dean Pertuz reported on the following:

- The Dean of Student's Office tries to create experiences outside of the classroom that enhance the experience inside the classroom.
  - Main contact and conduit for faculty
- Key people include:
  - Anita Ellis, Director of Off-Campus, Commuter Student Affairs
  - Patricia Montagano, Director of Recreation/Intramural Sports
- Office Residential Programs
  - integral part of the total student experience at Hofstra
  - offer a variety of residential facilities and living options for our students
  - 24/7 operation
  - Care for student's needs & listen to their concerns
    - 8 Residential Directors
    - 3 Graduate Assistants
    - Over 150 Resident Assistants (students)
- Office of Student Leadership and Activities
  - Sarah M. Young, Executive Director for the Office of Student Leadership and Activities
  - designed to enhance the co-curricular life of the Hofstra community and help students become more involved with campus events.
- Multicultural & International Student Programs Office
  - Jenn Christ—Director
  - contribute to the development of an inclusive, multicultural and globally aware campus community by supporting, celebrating, and guiding the international and multicultural student communities at Hofstra.
  - provides educational programs for the larger campus community on a variety of cultural, global, and social justice issues
- HofstraCard Services
  - gain access to facilities like the Fitness Center, technology labs and residence halls
  - tool used to access dining plans, PridePrint and other services using Dutch Debits
- Office of Community Standards
  - Cheryl Betz - Assistant Dean for Community Standards
  - works closely with Residential Programs, Public Safety and a number of other departments to carry out the Conduct Process in a manner that respects both the rights of the individual and those of the community at large

Assistant Vice President Jean Peden-Christodoulou reported on the following:

- “Students Success Collaborative”
  - The Center for Academic Excellence (newly forming)
    - Diane Herbert, Senior Associate Dean of the School for University Studies, helping with this initiative
    - Provide a seamless set of resources for students

- Coordinate outreach for students at academic risk
- Think creatively about new ways to provide academic support
- Enrichment Center for students
- Help excel towards career goals
- connects
  - Center for University Advisement
    - students and advisors discuss academic interests, set goals, and monitor the accomplishment of such goals
  - Services for Students with Disabilities (SSD)
    - arranges academic accommodations and provides support for students with disabilities
  - The Career Center
    - providing services that empower students to develop and pursue career-related goals and complete meaningful practical experiences

#### **IV. Report of the Senate, Stuart Bass:**

##### **Action Items**

1. Prof. Bass presented for action the revisions to Faculty Statute VII – Adjunct Representation. The Senate decided to increase representation from one to 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 Division of Humanities, Social Sciences, and Natural Sciences). The item passed.
  
2. Prof. Bass presented for action, the revisions to the undergraduate bulletin for T- Designation for Transfer Credit. The item passed.

Prof. Bass reported that over the years many students have been denied the appropriate funding for their respective student clubs, organizations and honor societies. Within the last few years there has been some difficulty in dealing with past administrations in Student Affairs and SGA Leadership because of the wording in its constitution that excluded these students from getting proper entitlements. Prof. Bass is happy to report that they have virtually reached a resolution on getting additional funds for these student based upon proper procedure. There will be a meeting on Thursday, December 11<sup>th</sup> at 9:30am in Phillips Hall Room 200 and he strongly urges faculty advisors that has been affected by this past practice to attend. A discussion followed.

#### **V. Report of the AAUP, Patricia Navarro, Recording Secretary for AAUP**

Prof. Navarro, reported for Prof. Mazzocco that she adjunct faculty members establish important standards for working practices and conditions. The Hofstra chapter of the AAUP is unique because it includes both Full Time and contingent faculty since 1973. She also reported that January 1<sup>st</sup> is the deadline to apply for Tuition Remission benefits.

## **VI. Report of the Chairs' Caucus, Susan Yohn**

Prof. Yohn reported that on behalf of the Chairs' Caucus, it has been a pleasure to work with the new Office of Student Affairs team, they have responded very rapidly to all of the Caucus' inquiries. She reported that the Caucus has met with Registrar Lynne Horgan, and Evan Koegl, Director of Academic Records, in a continuing attempt to make degree work more friendly. One of the major complaints of the chairs is that all the courses in a major do not necessarily appear in the same place on degree work so they are working with Evan to make sure it is all in one place. Prof. Yohn reported that more forms are being digitized including "change of grade" form which will be digital in the spring as well as "change of study/ major and minor declaration form." She clarified that students will not be able to finalize the declaration of their major without seeing someone in the major department. Next fall, the "substitution of waiver forms" should also be online.

Prof. Yohn reported that Registrar Lynne Horgan reiterated that she is more than happy to visit departments to give training on DegreeWorks, which is a web-based tool to help students and advisors monitor progress toward degree completion. She also reported that additional Monday/Wednesday time slots for courses have been added and will begin next fall.

Prof. Yohn reported that Kathleen Wallace, chair of the Philosophy Department will be taking over as chair of the Chairs' Caucus in the spring semester.

## **VII. New Business**

Matthew Sonfield reported that there is an issue with Graduate Students being charged an activity fee. The Student Government Association allocates these fees through an appropriations committee made up of entirely undergraduate students. Vice President Dougharty reported that graduate student funds are determined by graduate students.

## **VIII. Adjournment**

The meeting was adjourned at 3:58p.m.