

**UNIVERSITY FACULTY MEETING MINUTES
MONDAY, DECEMBER 6th, 2013**

For attendees, please see attachment A1.

The meeting was called to order at 3:05 p.m.

I. The minutes of the October 21st, 2013 meeting were unanimously approved.

II. Report of the Speaker of the Faculty:

Prof. Nirode convened the meeting by calling attention to Attachment B, the Financial Status Report from the Board of Trustees Finance Committee. Prof. Nirode then reported updates on various task Forces:

- Task Force on Retention and Student Experience
 - continues to meet looking at ways to help retain and identify students who might be struggling. met and
- Task Force on Safety and Security
 - Hofstra Nighttime Shuttle Bus Service that started in mid-October is now up and running seven days a week from 9PM – 5AM
 - Has been very successful – over 1800 students have used the service
 - "preferred pathways" going north/south and east/west on both North and South campuses have been identified and are being created, with expanded walkways, newly added lights, emergency telephones and video surveillance.

Prof. Nirode reported that he, along with Prof. Bass, chair of the Senate Executive Committee and Prof. Yohn, chair of the Chairs' Caucus, have met with President Rabinowitz on the following topics:

- Enrollment
 - This year's enrollment targets were met
 - a small increase in the target size of the Freshman Class of about 10-50 is planned
 - a small increase in the discount rate to help recruit students for the Fall 2014 semester
 - continued decline in Law School Applications
 - recent article in Newsday about the increased enrollment in the School of Engineering and Applied Science – Published November 30th, 2013
- Meetings with the Board of Trustees
 - discussed having another meeting with the Board of Trustees, which will take place in February.
 - discussed the possibility of different formats such as having faculty give presentations to the board.

III. Report of the AAUP, Dennis Mazzocco

Prof. Mazzocco reported that the AAUP's Legal Counsel, Gladstein, Reif & Meginniss is having a reception in Manhattan at 6:00pm. One of the partners, Kent Hirozawa will become a member of the National Labor Relations Board. In addition, Ellen Dichner, another associate, will become the Chief Counsel to the Chairman of the National Labor Relations Board.

Prof. Mazzocco also reported that the AAUP co-sponsored with the administration a TIAA-Cref seminar at the beginning of November which was well attended. TIAA-Cref has become the central administrator for the pension funds for the University and the AAUP continues to hope that the transition is smooth. If any faculty members have questions, do not hesitate to contact the AAUP Office or the Human Resources Department.

Prof. Mazzocco reported that 2013 marks the 40th anniversary of Collective Bargaining at Hofstra University and to commemorate this occasion, the chapter is co-sponsoring a bid to bring the Summer Institute to Hofstra in the summer of 2014. The Provost's and President's Offices have been notified and have offered support. The selection team is visiting the campus to look at our facilities on Wednesday, December 11th. Every year, faculty members from around the country attend this four-day series of intensive workshops to learn about AAUP policies, discuss the issues facing the academy, sharpen their skills as union leaders, and develop strategies for organizing.

Prof. Mazzocco also reported that this year the AAUP was able to put together the Graduate Director Committee. This has been an issue that faculty have been concerned about since 2007. The chair from the AAUP side is Marc Silver with Laurie Johnson, Benita Sampedro, Department of Romance Languages, Aashish Kumar, Department of Radio, TV & Film, and Ann Grafstein, Library, assisting. This joint committee of the administration and AAUP will come up with some formulations and turn them over to the Joint Standing Committee in the spring.

The Hofstra AAUP chapter has been putting a lot of resources and effort into its website. It has been reviewing various periodicals, the Chronicle of Higher Education, and other major publications to highlight important items they think faculty should be looking at in terms of the status of the profession as well as national collective bargaining. He also encourages faculty members to sign up for important pertinent emails and links to articles they highlight.

IV. Report of Outcomes Assessment, Stephanie Bushey and Terri Shapiro:

Job Placement Outcomes

Vice President Bushey reported that the University has been collecting this kind of data for a number of years, but it hasn't been very systematized and have only collected it a couple of months after a student graduates. Since there is more interest in this kind of data and reporting, it is important for the university to understand our performance. Most recently in the last year, changes have been made to the data collection process including trying to collect data from more sources. This way there is a more complete data set. The process for collecting this is a robust methodology and the information includes:

- 2 weeks before commencement and email survey is sent to all students who are about to graduate and are asked about their employment and activities after leaving Hofstra. If students complete the survey, they receive an "express pass" to pick up their cap & gown for graduation as an incentive for filling out the survey.
 - Those who have indicated that they have a job or are attending Graduate School, are considered a complete outcome.
 - For everyone else, non-respondents and those students who do not have a job at the time and are not sure whether or not they will attend Graduate School, stay in a "follow up" pool. Another online email invitation to participate is sent out in October.

- After that, anyone who is still in the follow up pool gets a telephone call in November. Institutional Research works very closely with the Career Center who does two rounds of phone calls to those non-respondents.
- Last year for the first time, outreach to faculty was added.
- In February and March a data file of everyone's information was created and was shared with chairs and asked to share with their faculty. Faculty members are asked to report what information they have about their students' outcome. Other options include forwarding the survey link to their students or contact the students themselves. Since faculty members have the best contact and relationships with the students, it is critical for them to share information with the Institutional Research Department.
- Hopefully a new web form will be available this year.
- In mid-March, students will be asked for the last time to take the online survey.
- The last stitch effort is done in April with two more telephone calls to students.
- At this point, we are attempting to follow up with students for almost a whole year. Since this new system was implemented the percentage of jumped from approximately 48% to approximately 62%.
- In July, the data was cleaned, reports were produced and the raw data files were then shared via the Provost's Office back with the Deans and requested that they be shared with the chairs of departments. This data lists every graduate from the year before and any information we have about them.
- At the same time, an internship report is released. (In May only students are asked about possible internships.)

Vice President Bushey then gave a brief presentation on how to navigate the Outcomes Assessment website (<http://www.hofstra.edu/about/iraa> - click on "Employment and Outcomes." She gave a brief overview of the data listed which includes:

- Total Undergraduate Alumni
- Hofstra College of Liberal Arts & Sciences - Undergraduate Alumni
- Hofstra University Honors College - Undergraduate Alumni
- Hofstra College of Liberal Arts & Sciences - Graduate Alumni
- School of Education - Undergraduate Alumni
- School of Education - Graduate Alumni
- School of Engineering and Applied Science - Undergraduate Alumni
- School of Health Sciences & Human Services - Undergraduate Alumni
- The Lawrence Herbert School of Communication - Undergraduate Alumni
- Frank G. Zarb School of Business - Undergraduate Alumni
- Frank G. Zarb School of Business - Graduate Alumni

V. Report of the Chair of the Senate Executive Committee, Stuart Bass

Prof. Bass reported that there was a very proactive move back in the spring 2013 semester on the part of the Senate and ultimately with the faculty, enhancing the bylaws of the Senate and creating a greater sense of accountability, transparency and communication between the standing committees of the University Senate and Senior administrators.

- Jessica Eads, Vice President for Enrollment Management, would report to the Undergraduate Academic Affairs Committee
- Catherine Hennessey, Vice President for Financial Affairs and Treasurer, would report to the Planning and Budget Committee
- Liora Schmelkin, Dean of Graduate Studies, and Carol Drummer, Dean of Graduate Admissions, would report to the Graduate Academic Affairs Committee

Since there are no action items, the chairs of the Undergraduate Academic Affairs Committee, Planning and Budget Committee and Graduate Academic Affairs Committee have been asked to give brief reports.

VI. Report of the Undergraduate Academic Affairs Committee, Paul Fritz

Prof. Fritz reported that all participants have been interacting and offering support in accordance with the faculty resolution revising the Senate bylaws that has institutionalized the consultations between the Undergraduate Academic Affairs Committee and the Vice President for Enrollment Management.

He reports that Vice President Eads regularly attends UAAC meetings, as she has in the past. At the UAAC's first meeting, Vice President Eads provided a detailed report on the fall 2013 admissions and answered questions about this year's admissions strategy, as well different questions regarding changes or strategies for the next enrollment cycle. At the next UAAC meeting, Vice President Eads will provide the committee with an update on applications for the 2014 admissions process.

Prof. Fritz noted that she also offers admissions perspectives on UAAC policies that might not seem directly related to admissions but has an effect and helpful. He also reported that as chair of the committee, he has been in regular contact with Vice President Eads and feel strongly that the line of communication is always open.

On November 20th, he and Vice President Eads met for a long discussion of the strategy for the 2014 admissions cycle and she explained and showed how admissions uses the data they have when high school graduation rates and other sorts of factors creates a very complex travel and event schedule that's intended to maximize the office's resources. They covered both international and domestic strategies and events and discussed in detail how the admissions' personnel track their success rates in different areas, as well as the communication and messaging strategies designed to distinguish Hofstra from other universities, including how admissions gives personal touches for students who apply. He reported that they also discussed different initiatives, including implementation of new events on campus for prospective students that highlight the innovative work faculty are doing on campus, as well as discussed "YouAreHofstra.com" which is an admissions website that links to Facebook, etc. which pulls admissions academic programs and other things together to make the web experience for prospective students much more seamless and personalized.

VII. Report of the Planning and Budget Committee, Eugene Maccarrone

Prof. Maccarrone reported that he has met with both Vice President Bushey and Associate Provost Shapiro to try and get faculty involvement in the outcome's assessment process. The Planning and Budget Committee will populate a subcommittee on outcomes assessment, looking at careers and where students go to work, what their salaries are, and generally where they go when they graduate from Hofstra. In addition, the subcommittee will look into why students leave Hofstra. He reported that if anyone is interested in serving on this subcommittee to contact him.

Prof. Maccarrone reported that the Parking Task Force met on the November 20th with Director O'Callaghan and Joe Barkwill, Vice President for Facilities and Operations, in attendance, to speak about the logistics of parking on campus as well as enforcement issues. Also in attendance was Michael Salatti, an adjunct professor in the Engineering Department, who discuss a senior project he will be doing in the spring semester to look at zoning, site plans, student demands, etc. that involve parking.

The Town Hall Meeting has been scheduled for Wednesday, April 30th. The committee, along with the Student Affairs Committee and Student Government Association are looking to expand the meeting to a full day to include Graduate Students. The working theme of the meeting is consistent with empowering better outcomes.

Prof. Maccarrone reported that Vice President Hennessey was at the November 19th Planning and Budget Committee meeting to give a short presentation that was essentially founded on the Board of Trustees Financial Report that is part of today's agenda. She went through it and was able to break it down for the committee to be heard by people who are not CPAs or Financial Professionals. It was followed by a robust and candid Q&A. He reported that Vice President Hennessey has some limitations in terms of the contributions she's able to make to actual planning of budgetary matters. She and the committee agreed to access those people during the budgeting period who have subsequent input, including her and the Provost's Office.

VIII. Report of the Chairs' Caucus, Susan Yohn

Prof. Yohn reported that the Chairs' Caucus reported that the caucus met this past Wednesdays with Vice President Eads and Vice President Johnson, to discuss retention. They talked in a very wide ranging way their efforts to raise our retention rate and the efforts that are being pursued by the Admissions Department as well as the Student Affairs Department to improve retention. She reported that if we raise our retention rate a few percentage points it would mean much more in tuition. If our students continue year to year, there would be more money available and higher tuition revenues. She reported that they discussed how to keep our students and make them feel connected and how faculty can help with that effort. One of the most important things is that faculty have to deepen their connection with students such as reaching out to a student when the faculty member thinks the student might be in trouble, as well as to intervene much earlier. She stresses that early feedback for the student is critical and important. She reported that 75% of our students who leave Hofstra, leave for financial reasons. We need to think about how to make the Hofstra experience worth the investment.

IX. New Business

There was no new business.

X. Adjournment

The meeting was adjourned at 4:13pm