

UNIVERSITY FACULTY MEETING MINUTES FRIDAY, DECEMBER 7, 2012

For attendees, please see attachment A1.

The meeting was called to order at 2:07 p.m.

I. The minutes of the October 26, 2012 meeting were approved.

II. Report of the Speaker of the Faculty:

Prof. Niode convened the meeting by reporting that at the last faculty meeting, Marc Silver, a professor in the Sociology Department, presented a resolution to the faculty regarding consultation and inclusion. Several meetings and conversations followed between the Provost's Office, Prof. Bass, chair of the Senate Executive Committee, Prof. Papper, chair of the chairs' caucus, Prof. Silver and Prof. Niode and it was decided to table the resolution for the time being. Due to these discussions, President Rabinowitz has been asked to address these issues to the faculty at the March 18th meeting, and provide ideas for meaningful ways to increase collaboration between the faculty and the administration. In addition, they have met with Pat Adamski, Senior Vice President for Planning and Administration with a goal to continue these meetings at least twice a semester. Should anyone have issues or ideas, please contact Prof. Niode, Prof. Bass or Prof. Papper.

There was a discussion about the time frame in which faculty were alerted that classes were cancelled because of Hurricane Sandy.

III. Report on Enrollment by Vice President for Enrollment Management, Jessica Eads

- Office of Admissions has already received 46% of our application pool, which is up approximately 18% (with a high completion rate).
- Students typically apply to up to 20 schools, and in most cases do not finish the paperwork steps necessary to complete the process.
- We are in the period of Early Action, which is a nonbinding early application and notification process.
- Early action deadline is November 15th for decision on December 15th.
- Recruitment Counselors recruited across the nation from August until November.
- We are up 18% in our offers of admissions. The goal is to have more early offers of admission so families can start considering Hofstra more seriously.
- There are typically two open house programs during the fall semester.
 - The first open house for this semester was held on October 28th and had a decent turn out despite the anticipation of a hurricane the next day. There were 450 people in attendance (as opposed to the typical 700-740 attendees).
 - The second open house event was scheduled on November 17th which turned out to be the makeup date for the SAT (the SAT was rescheduled due to the hurricane). Since both of these events had smaller than average turnouts, the Office of Admissions scheduled a third event for Saturday, December 1st. There were 160 students who attended this last event.

- The Office of Admissions is piloting with James Cohen and the School of Communication to host a virtual open house in the fall. This event will be just for the School of Communication and will give students from various locations an opportunity to speak to Hofstra faculty. Students will be given the opportunity to text questions to the panelists. There are 25 people who have already RSVP'd for the event. The hope is to repeat this type of virtual open house with each of the colleges at the university.
- The Office of Admissions is hopeful that these strong signs of activity in admissions will prove to be positive signs for admission outcomes.
- A consulting firm has been working with the Office of Admissions to look at all of its processes, procedures and operations in general, and is providing feedback in terms of things the university might be able to do to increase enrollment. Much of the conversation has been focused around discount rate. Vice President Eads has been meeting with faculty members individually and in sub groups to gather feedback and suggestions that the office can implement. Some faculty members are sharing their experiences as parents going through the college application process with their own children. This is a great way for the Office of Admissions to incorporate suggestions and expand what the office does as it improves their admission process.
- The office has implemented a series of what they call “market segments” which is an email or print communication stream that will reach out to students that are in our inquiry pool and follow them through the application process. One example of this type of marketing is that anyone who enters our “stream” with an interest in Engineering will receive a letter from the Dean of the School of Engineering and Applied Science, talking about his vision, with an email and paper letter also sent to the parents of the student. Additionally, the prospective student will receive:
 - a letter from a current student who will exchange contact information with the prospective student.
 - a letter from alumni sharing their recent experiences with Hofstra and their experience in the work force
 - a letter from a faculty member
 - a letter from a current Hofstra parent (to the parents of the prospective students)

There are about 25 different units at the university implementing this type of strategy with students on the inquiry phase. Eventually the office hopes to incorporate some market strategies to students on the admission phase to help with the universities yield activities.

- Other yield campaigns include:
 - Generating a brochure, which does not currently exist, that will be included with the student's financial aid award letters. This is a variable printing job which will be geared towards various areas, such as majors or divisions, and include specialized content such as outcomes assessment, information on campus life, internships etc.
 - Phone calls – will start by the end of February and continue up until April 15th. In years past, the Office of Admissions has requested assistance from the Deans' Offices. This year, Vice President Eads will work with the chairs caucus instead and try to go directly to the chairs to see if we can get some faculty who are willing to make some phone calls and outreach to students during that very important time when they have all their decisions in front of them and they need some help in terms of finding the “right fit.”

IV. Report of the Senate:

Action Items

1. Prof. Bass presented for action revision to the Unofficial Withdrawal Statement for Graduate Student Bulletin and revisions to the Basic Regulations Governing Graduate Programs. An amendment was made to the Basic Regulations Governing Graduate program. The following sentence:

It is the student's responsibility to be informed of the time and place of the examination.

was changed to:

It is the student's responsibility to be aware of the time and place of the examination.

Both items passed as amended.

2. Prof. Bass presented for action the University Senate Representation Resolution and reported as a result of the creation of the School of Engineering and Applied Sciences, the School of Health Sciences and Human Services, as well as a realignment for the School of Education and HCLAS, representation on the University Senate needed to be revised to allow for appropriate representation. The resolution passed.
3. Prof. Bass presented for action the International Student Task Force Resolution. On the October 8th Senate meeting, Bob Papper, chair of the chairs' caucus raised a very critical and urgent issue regarding some of the issues and challenges facing our international student community and how it impacts the university as well. As a result, the Senate Executive Committee has created a proposal to create a special task force and emphasizes that the composition of this task force is a work in progress. The Senate Executive Committee will designate members and they encourage faculty to recommend members who they feel would be an asset to this task force as well as any ideas they have.

The following sentence:

9) Students – at least 3 (representing undergraduate and graduate international students)

was changed to:

9) Students – at least 3 (at least one representing undergraduate and at least one representing graduate international students)

V. Report of the AAUP, Dennis Mazzocco

Prof. Mazzocco reported that the AAUP that the faculty appreciated the President's Office opening up the Hofstra University Community Disaster Relief Fund to adjuncts.

Prof. Mazzocco reported that the AAUP has heard from members regarding the recent POS changes in the Health Plan. The Health Care Committee, which was added into the CBA during the 2011 negotiations, has only had one meeting so far and hopes to meet soon to discuss these increases and properly advise the faculty.

Prof Mazzocco reported that the AAUP is concerned about adjunct hours and the affordable health care plan. There has been a lot of news in *The Chronicle of Higher Education* regarding institutions with large adjunct populations. Under the guidelines of the ACA (Affordable Care Act), language exists related to institutions with employees working 30 hours and health care

coverage. Hofstra has a large number of senior adjuncts who work a good number of credit hours. Prof. Mazzocco asks that if anyone knows of adjuncts that have experienced a rapid cut in the number of teaching hours to please contact the AAUP.

Prof Mazzocco reported that in the third, fourth and fifth year of our contract (we are currently in year two) there is an option for faculty to apply for additional credit release for scholarly purposes. The Provost and the AAUP will figure out the rationale and how they will adjudicate this.

Prof Mazzocco reported that thanks to the Speaker of the Faculty, William Nirode, we were able to invite Jennifer Jokinen to the faculty meeting today and asks for all attendees to give her a round of applause for the work she has been doing.

Prof Mazzocco offered thanks to the chairs present. Since the new contract started, the AAUP has been making an effort to reach out and bring more of our adjunct members into good standing with the union. Prof. Mazzocco is proud to report that as of today we have 401 adjunct members in good standing with another 75 that they are still trying to reach. There are 419 full time members and approximately another 30 who participate as chairs. He reported that there are currently 724 full-time administrators.

Prof. Mazzocco reported that the dues referendum has passed for both full-time and part-time faculty. It will go into effect for the full-time faculty starting in the 2013-2014 academic year, and for the part-time faculty in the 2014-2015 academic year. Starting in the 2014-2015 academic year the part-time faculty dues will be correlated with the full-time faculty dues in that it will be from September 1st until August 31st.

Prof. Mazzocco reported that they have been concerned at the AAUP of the “lack of commitment” to full-time lines. Last year there were less than 5 new tenure track lines announced and this situation continues to cause the AAUP consternation and concern about the vitality of this institution. Just this morning there was an article in *The Chronicle of Higher Education* which talked about the University of Connecticut and how it is moving forward with its plan to hire almost 300 new faculty, despite the fact that they have been cut 10.3 million dollars in state aid. The President of the university Susan Herbst said:

"Things are very tight here. It's a tough economy, but we're committed to hiring new faculty because it's the key to building an even better research university. Without the intellectual firepower of our faculty, we can't go forward."

One can argue that the University of Connecticut is a top research university and receives a considerable portion of funds from their grants, but this is a bold step, and Prof. Mazzocco reported that he would argue that President Herbst understands, like many who lived through the great depression that all economies turn around. The really great schools are the ones that are going to be there decade after decade, century after century. Prof. Mazzocco reported that he hopes there will be some movement in terms of commitment towards hiring more full-time faculty in the future.

VI. Report of the Chairs Caucus, Bob Papper

Prof. Papper reported that they are continuing their involvement with academic and general university budgeting as it relates to departmental needs. During the course of this academic year, there will be meetings taking place in individual departments with the Provost's Office and Pat

Adamski, Senior Vice President for Planning and Administration, to discuss the departments' needs.

Prof. Papper reported that the chairs caucus has gotten more involved with admissions and will continue to do so. The chairs' position is very clear that many of the issues we have at this university, especially in terms hiring, come down to the numbers of students at Hofstra. Therefore, the chairs caucus is taking a more activist role in terms of what takes place in the Office of Admissions.

Prof. Papper reported that the chairs' caucus has been involved in issues regarding international students and thanks the faculty for their approval of the International Student Task Force Resolution. As this university makes more of an effort to recruit international students on an undergraduate basis, we need to need to be marshaling resources in order to be dealing with a number of concerns.

Prof. Papper reported that the chairs' caucus continues to be interested in advisement issues. A task force that was created last year proposed a number of recommendations to be discussed with the Provost's Office.

Prof. Papper reported that the chairs' caucus is just getting involved with a new effort in alumni tracking to know the number of graduates with jobs, or jobs in the field they studied at the university.

Prof. Papper reported that the chairs' caucus remains involved with technology and feels that there has been some significant progress in this area, but that there are more steps that need to be taken.

Prof. Papper reported that the chairs' caucus intends to get more involved in class schedules. There is a study that has been taken place regarding this issue, and it is now with the Provost's Office for review.

VII. New Business

Susan Yohn reported that she would be interested in hearing from the Vice President for Financial Affairs and Treasurer about the financial status of the institution as well as the Office of General Counsel to understand some of the legal challenges the university faces. She feels this will go a long way to open communication.

Speaker of the Faculty William Nirode clarified that there is not a task force created to aid in enrollment issues, but rather that this work already belongs to the Undergraduate Academic Affairs Committee as stated in its bylaws.

A question was raised as to why there is no search for a new Dean of the Library.

Provost Berliner reported that Dean Firestone graciously accepted the position as the current Dean is on leave and will be returning to the faculty. There is intent to search for a new Dean, but it has not yet started.

VIII. Adjournment

The meeting was adjourned at 4:43 p.m.