

**UNIVERSITY FACULTY MEETING MINUTES
MONDAY, MAY 1, 2019**

For attendees, please see attachment A1.

I. The minutes of the February 25th, 2019 meeting were approved.

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

Prof. Bass convened the meeting by expressing thoughts and prayers with our colleagues and students at the University of North Carolina. This is a reminder that the incoming faculty leadership that we must continue to engage in alertness, awareness, and most importantly preparedness. He reported that we are awaiting a pending report from a security team that was here this past semester, who are supposed to report to the President on their findings.

Prof. Bass stated the following:

“This is my last meeting I will preside over as your speaker. The past sixteen years, in my judgement, has been a good run. I have had the privilege and the honor of serving both as chair of the Planning and Budget Committee and chair of the Senate Executive Committee, and the last four years serving as your speaker. As a team, I think I can say with all humility, that we have accomplished much over those sixteen years. And yes, no doubt there have been some bumps in the road, but that’s part of the landscape.

In balance, I believe we have achieved much, but there is yet so much more to achieve. The President and the Provost for example, have given us the ability to change the University Senate bylaws which in fact have effectively increased transparency and accountability between faculty, the administration, and even students. We have those Senate bylaws and they well within play as I speak to you now. We continue with our very successful Town Hall meetings, we have banned smoking on the south campus, but still need to address a fair but limited and meaningful ban on the north campus. We have changed the academic calendar and provided for a meaningful religious observance policy. We have secured a pedestrian traffic control at the intersection of Weller and CV Starr Halls. Adjuncts are now represented on the Senate. We have approved the mid-semester advisory program. We have approved a ban on personal, romantic relationships between faculty, students and other employees. The list goes on.

My point is that university service, my friends, dear colleagues, is a noble and challenging undertaking for all of us. It can be frustrating no doubt. At the end of the day, and final analysis, it is rewarding, it is beneficial, and it helps the academy. I can think of no other way, assuming that your time and schedules allow, for every one of us to stay involved, participate, and to engage in the issues that affect the university and our alliance. I will miss my involvement. I will miss my participation and it’s time to take a step back.

I want to express my deepest thanks and appreciation to George Giuliani, our new speaker-elect, to Bill Caniano, chair of the Planning and Budget Committee, Will Nirode, former speaker, to my good friend Gene Maccarrone, and to everyone on the faculty, particularly to those who serve on the Senate, (senators-at-large and members of the standing committees) for their efforts for that which best serves the interest of the university, and most importantly our

students. My deepest thanks go to Provost Berliner, Liora Schmelkin, Cliff Jernigan, Terri Shapiro, for their wise guidance and counsel over the years.

To all of you, we will face many challenges in the coming months and years ahead. I want to thank all of you for your support and I wish each of you good health, good luck and much success. Keep fighting the good fight and persist, persist. I thank you all very much.”

III. Report of the Provost, Herman A. Berliner

The Provost thanked George Giuliani for his service as chair of the Senate Executive Committee and congratulated him on his recent election to serve as Speaker of the Faculty.

The Provost also congratulated Daniel Seabold for returning as Parliamentarian, and Margaret Abraham, the new Harry H. Wachtel Distinguished Teaching Professor for the Study of Nonviolent Social Change.

The Provost welcomed Cornell Craig, the new Chief Diversity and Inclusion Officer. The Senate will also begin the process to change its bylaws to create a seat for the CDIO. We now must make sure that this position is woven into the fabric of everything that happens at the university. The CDIO should be invited to meet with department chairs, Departmental Personnel Committee (DPC) chairs, and the Faculty Personnel Board (FPB) chairs.

Regarding new first year students, the Provost reported that we are very cautious, this is a highly competitive market with institutions that are still raising their discount rate. The Excelsior Program has made a difference. This is a competitive time, and we are doing everything we can to ensure we meet our target. The Postbaccalaureate program, students taking courses that they didn't take as an undergraduate with the hope of entering Medical School or another health field, is helping. Applications for this program are up substantially.

The Provost reported that it is still too early to tell the number of new transfer students. Transfer students are the most price sensitive population that is out there. Many of them are used to the tuition rate they had at Nassau Community College, Suffolk Community College, Queensborough Community College, etc. Transferring to any private institution can become a shock to the system. There are institutions out there on Long Island that are offering transfer students the equivalence of 50% more in terms of their scholarship and are competition for us. The transfer market is very difficult.

The Provost reported that we are doing well with regard to graduate students with the exception of the Frank G. Zarb School of Business. We have lost a substantial number of our international (Chinese) students. For next year, international graduate students will be down making it challenging for us to meet our graduate targets. We are hoping to increase the domestic students coming to the business school, and at least to some extent, mitigate the loss of international students. This loss may be short term, as we now have a partnership with INTO, which is a pathways program and a very successful private effort to recruit students internationally and bring them to institutions in the United States. Frank Gaughan is the Academic Director of the INTO effort at Hofstra. This is a program that has very good oversight and will be very helpful to us.

The Provost reported that the first time he was the Dean of the business school, he did all of the local student recruitment for the MBA program at Hofstra. Our competition now is no longer just on Long Island or New York state. It is now nationally, globally, and online in some pivotal areas

which are a key part of our graduate enrollment. More than 50% of the MBA programs are online and that number is increasing. The next area that will have this type of growth in online programs will be Health Administration. We are going to have to do everything we can that our online programs are as competitive and ultimately as successful as they can be. The Provost reported that he tried this years ago with the School of Education. The Provost of Drexel University reported that their largest area of online programs is education. We need to do more in terms of instructional design and production. In terms of sub scores, our MBA faculty are rated #1 in terms of all the schools being evaluated. We need to work very hard that we expand fully into this market, as this is way many of our students learn nowadays. Millennials will look for that work-life balance, so we must be competitive online, and the Provost encourages everyone to think about the programs that can be online and what more we can do to make those programs as successful as they can be.

The Provost reported that we have received the best Middle States report we've ever had, and he credits the faculty. He read the following:

“Overall Hofstra’s provided an excellent education to its students. The university has worked nimbly through shared governance to examine areas where the student experience can be improved inside and outside the classroom. It has used the opening of the new schools and programs as an opportunity to embrace new forms of experiential learning and to create innovated curricula dynamic practice opportunities. There is strong evidence that regular assessment is now used to form program development, strategic planning and budgeting.”

The Provost reported that we have received accommodation during this visit for assessment, as we did during the last Middle States report for assessment, and he stated that there is no other institution he is aware of across the country, which has received twice in a row, accommodation on assessment. In fact, where institutions have their greatest difficulty is in outcomes assessment. We have been very fortunate with the work of faculty and leadership because it is a tremendous amount of work. He credits Terri Shapiro, Senior Vice Provost for Academic Affairs, and before her, Ralph Polimeni, and Barbara Bohannon who have made all the difference. Our assessment is as robust as any institution around. The Provost continued:

“The culture at Hofstra now seems to equip the school to whether economic and enrollment challenges in the northeast better than most peers and to enable the university to continue to flourish in the coming years. The team was impressed by the leadership team at Hofstra, that because of long tenure, and deep commitment to the institution has been able to lead all stake holders to participate in tough strategic decisions such as eliminating football and opening new schools. The university has clear goals and demonstrative confidence in the execution of its strategy.”

The Provost reported on an important initiative. The revision of the class schedule, for better classroom utilization and better distribution of the courses. This is the same schedule, other than common hour, as when he started at Hofstra. It doesn't work anymore and needs a fresh look, making it as convenient as possible for the students. The schedule as it is right now, is not an efficient use of resources. The Provost's hypothesis is that if we schedule our classes in an efficient manner, we won't need more buildings on campus and still be able to bring in more student lounges attached to departments, which are invaluable for students. We don't use our physical space as efficient as we could use it, and it is time to make that change, and time to have the kind

of schedule that works. The Provost asks that everyone review the proposal that has been circulated and come up with suggestions.

The Provost reported asked the University Senate to modify Faculty Policy Series #47 - Policy on Personal Relationships Between Faculty/Other Employees and Students. Our present wording is outside instructional or supervisory context. The aforementioned conduct or relationships between employees and students are discouraged although not expressly prohibited by university policy. The Provost feels the aforementioned conduct relationships between employees and undergraduate students should just be prohibited, and suggests the policy be modified as quickly as can.

The Provost reported that the Task Force on Representation in Public Spaces is in the process of finalizing its report, and offers thanks to co-chairs Meena Bose and W. Houston Dougharty, Vice President for Student Affairs, for their leadership. He hopes this report will be the roadmap for us to follow moving forward. The report will be finalized and circulated as soon as possible.

The Provost reported that the Hofstra Gala is tomorrow, May 2. The honoree is Robert Rosenthal, Chairman, Chief Executive Officer, and Chief Investment Officer of First Long Island Investors, LLC, as well as vice chair of the Board of Trustees and head of the Endowment Committee. The event is also important because of the recognition and celebration of the Teachers of the Year, who are tremendous assets to the university. This year will be a record in terms of fundraising.

The Provost reported on the Colonial Academic Alliance (CAA), the parallel organization to the Colonial Athletic Association. Each year, the CAA sponsors an Undergraduate Research conference, which he attended last week. There are 30 athletic conferences. Consistently, out of the 30, the CAA is in the top five in terms of academic accomplishments of the students. There are only two other athletic conferences that are consistently in the top five. Our students do extremely well, and we are recognized as a very academically focused athletic conference. The Provost is enormously proud of the accomplishments of the students. Over 70% have a B average or above, and 40% are on either the Dean's List or the Provost's List. We are in very good company, as the other schools in the CAA are as follows:

- College of Charleston
- University of Delaware
- Drexel University
- Elon University
- James Madison University
- Northeastern University
- Towson University
- UNC Wilmington
- College of William and Mary

The Provost reported on commencement, being held on May 19, and May 20 (for the Law School):

- Emmy Award and multiple NAACP Image Award-winning film, television, and stage veteran Joe Morton is speaking at the Undergraduate ceremony for Hofstra College of Liberal Arts & Sciences, School of Education, School of Health Professions and Human Services and Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies

- Wolf Bitzer, CNN’s lead political anchor, will speak at the Undergraduate Ceremony for the Frank G. Zarb School of Business, Lawrence Herbert School of Communication, and the Fred DeMatteis School of Engineering & Applied Science
- Roger Ferguson Jr., CEO of TIAA, and former Vice Chair of the Federal Reserve will speak at the Graduate Commencement
- The Honorable Loretta Lynch, former Attorney General of the United States, is the commencement speaker at the Maurice A. Deane School of Law

IV. Report of the Senate, George Giuliani

Prof. Giuliani thanked Prof. Bass for the tremendous job he has done as Speaker of the Faculty. He reported that the Senate Executive Committee this year did an excellent job due to the guidance of Provost Berliner and Terri Shapiro, Senior Vice Provost for Academic Affairs, as well as the hard work of the standing committee chairs:

- Paul Fritz, chair of the Undergraduate Academic Affairs Committee
- Erin Ward-Ciesielski, chair of the Graduate Academic Affairs Committee
- Carissa Ramirez, chair of the Student Affairs Committee
- William Caniano, chair of the Planning and Budget Committee
- Rina Hirsch, chair of the Faculty Affairs Committee
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Action Items

1. Prof. Giuliani presented for action, the revisions to Faculty Policy Series #36 - The Use of Human Subjects in Research. Alan Flurkey, chair of the Institutional Review Board (IRB), reported that this is the policy that describes the operations of the IRB and last came up for revision in 2012. The IRBs in institutions who receive federal grant money, are required by the Department of Health and Human Services to provide oversight and assurance that no more than minimal risk is encountered by participants of human subject research. For this revision there are three key changes
 - expansion of the number of committee members from six to include one faculty member representing each school at Hofstra, three from HCLAS.
 - change in quorum to at least 50% of the IRB members, including the “outside” member
 - Requirement that all persons conducting research involving humans as research subjects shall participate in the Collaborative Institutional Training Initiative (CITI) before project approval may be granted

The item was passed.

2. Prof. Giuliani presented for action, the revisions to January session withdrawal date. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that this revision will make the procedure similar to the fall and spring semesters, which is two days before the last session. The item passed.
3. Prof. Giuliani presented for action, the revisions to Faculty Policy Series #46 - Peer Observation of Teaching. Prof. Hirsch, chair of the Faculty Affairs Committee, reported that adjustments were made so that the policy can apply to online course modules. Overall, the goal

was to make the changes so that the observes would set the module which they would like reviewed in the online course. The item passed.

4. Prof. Giuliani presented for action, the Online Course and Teacher Ratings (CTRs) Pilot Program. Prof. Hirsch reported that this will be a pilot program where the current CTR instrument will be delivered online to our students, using the same procedure that is currently in effect right now. Instructors will be able to access their own respective CTR scores and comments immediately following the data collection. The FAC has already approved an assessment rubric to determine whether the online pilot program is similar enough to written CTR program to move forward, which will be presented to the faculty in the fall. The committee will also move towards creating a CTR procedure applicable to online courses. A discussion followed and the item passed.

V. Report of the AAUP, Elisabeth Ploran

Elisabeth Ploran, President of the AAUP, reported that the AAUP continues to monitor the introduction of the INTO program previously mentioned, as well as the student complaint email apparatus created last semester. They continue to press for an adjunct version of the Teacher of the Year Awards. She reported that at the April membership meeting, there was a lively discussion on the priorities for the union moving forward. The AAUP looks forward to announcing the results of the recent elections at its next meeting. Prof. Ploran requests that faculty who are considering retirement should review articles 7.23 and 7.24 as there are changes occurring on September 1, 2019 which will impact healthcare. Prof. Ploran reminded the faculty that they have a legal protective right to have an AAUP representative present at any meeting with administration. She also reminded the faculty that if they are not receiving emails from the AAUP office, to please contact them.

VI. Report of the Chairs' Caucus, Kathleen Wallace

Kathleen Wallace, chair of the Chairs' Caucus, asked for a moment of silence in remembrance of Jennifer Henton, Associate Professor of English. Prof. Wallace reported that there have been very productive discussions amongst the chairs, other faculty and the Provost, regarding Faculty Policy Series #43 - Hofstra University Harassment Policy. The Provost has agreed to address concerns of the faculty. The Chairs' Caucus has met with Gabrielle St. Leger, the new Dean of Students and Assistant Vice President for Student Affairs, to discuss how the Office of Student Affairs can help support the academic side, and to enhance retention. The Chairs' Caucus will meet with the new CDIO, Cornell Craig, as well as the Faculty Affairs Committee of the University Senate, in the fall. Prof. Wallace reported that the caucus has had some quite productive discussions and created resolutions of some issues involving daily work processes of chairs concerning scheduling, use of work flow, curriculum, and tracking dual degree majors. This involved working with the Provost's Office, as well as Steve Fabiani, Vice President for Information Technology, and Evan Koegl, Registrar and Director of Academic Records. At its next meeting, the Chairs' Caucus will discuss the modifications to existing class schedule and communicate feedback to the Provost's Office and others on campus.

VII. New Business

There was no new business.

VIII. Adjournment

The meeting was adjourned at 3:24 p.m.