

Meeting Minutes
Graduate Academic Affairs Committee
December 11, 2019 (210 West Library Wing, 1:55 PM)

Present members and adviser: Christopher Eliot (Chair), Michael Dores, Liudmila Patokina, Elfreda Blue (Provost's Office), Monica Florio (Graduate Recruitment)

The minutes of November 20, 2019 were approved unanimously.

1 Graduate Program Handbook Guidelines proposal

- The committee updated the outline for Graduate Program Handbooks, to improve its coherence, but also wrestled with the problem that such a set of recommendations might not fit all needs. At the same time, some members felt that a central source for general university information should be available to graduate students. We discussed the possibility of turning the list into a set of links.

2 Online Instruction Review

- The committee reviewed an email from Joseph Bartolotta, Chair of the Academic Computing Committee. ACC had the following charge: > During the 18-19 academic year, the committee should explore best practices in online teaching as articulated by and implemented in both peer and aspirational institutions across the country. A report summarizing the findings of this exploration will be delivered to the P&B committee, along with copies of any policy or procedural documentation gathered in the search. The committee may also work with the faculty senate to solicit recommendations for best practices from Hofstra faculty who teach (or have taught) in an online environment. Dr. Bartolotta reported that ACC had collected data, but had not gone ahead to analyze the information or make recommendations.
 - On our committee, Liu had identified standards for online instruction from NY State. They set parameters for our discussion, but are quite general.

3 New business

No new business was introduced.

The meeting adjourned at 2:40 PM.