

**Minutes of the Meeting of the Planning and Budget Committee
Hofstra University Senate
Friday, November 15, 2019**

Present: Craig Burnett, Kathleen Wallace, Nate Rigel, Sleiman Ghorayeb, Sabrina Sobel, Michael Sikorski, Geoff Tarson

Meeting began at 12:50pm.

Motion to approve minutes of last meeting with amendment with Nate Rigel added to the 'present' list. Motion approved unanimously.

Reviewing Proposed Revision to the Academic Schedule

- Remaining Concerns:
 - o 4-credit early morning choice overlaps imperfectly with the early morning.
 - o Improvement over last version: this version has a 4-credit class with five meeting hours choice.
 - o There are lingering concerns about about scheduling lab classes with expanded Common Hour slots.
 - o At the Chairs' Caucus, all science, performing arts concerns were discussed, and guiding statements were changed from absolute to recommendations. Provost's office acknowledges that individual departments will need more flexibility. Fridays may be a time for more experimentation in scheduling for departments.
 - o Significant discussion of a once/week meeting time for a class, e.g. labs and skills classes that are 3-4 hours long. Departments do have the freedom schedule these courses in the evening when conflicts are minimal, or the department can use graduate course time slots with permission of the Dean.
 - o There is also the possibility of being able to extend 3 credit time slots enough to convert to a four credit class timing.
 - o Discussion of when Culture and Expressions (HUHC) would be offered.
 - Keeping it at the same time slot allows for planning of other departments around this restriction. Proposals included M/W or T/R approximately 9:40 am – 12:40 pm or 2:20 – 5:20 pm.
 - Possibility that afternoon time slot will create conflicts with performing arts and student athletes. If a department wants to offer an elective course, there is an advantage to scheduling it in a 'prime time' slot, approximately any time slot from 11 am to about 2 pm. This committee suggests that moving C&E to the earlier time slot may be advantageous.
- Going forward:
 - o P&B conclude that the administration should assess the success of the new schedule after Spring 2022, perhaps relying heavily on the initial analysis from Chairs: issues/successes, basic data of how many classes conform to the new schedule. After the initial assessment, reassess after two years (i.e., Spring 2024) to see progress.

Motion to approve the new proposed schedule was carried. Motion to approve a recommendation to reassess the new schedule in Spring 2022 was carried.

No new business was brought up.

Motion to adjourn, seconded and approved. The meeting concluded at 1:45pm.