

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Wednesday, October 5, 2016

Present: W. Caniano, G. Giuliani, D. Goodman, E. Maccarrone (Chair), T. Shapiro, M. Silver,
G. Simmons

Absent: B. Pickering

A. The minutes of the August 29, 2016 meeting were unanimously approved.

B. Chair's Report

Prof. Maccarrone convened the meeting by reporting that at the last Senate meeting the following items were passed:

- University Senate Budget Allocations Checklist
- Audio Recordings Policy
- Revisions to the Grievance Committee Bylaws & Membership

Prof. Maccarrone reported that William Caniano was elected as chair of the Planning and Budget Committee and welcomes him to the Senate Executive Committee.

Prof. Maccarrone reported that Fall Fest was rescheduled for October 8th and 9th, with a faculty reception on October 8.

Provost Simmons gave a brief update on enrollment:

- made our budget with a little room to spare, therefore there is no anticipation of any budget cutting for the 2016-2017 academic year
- first to second year retention came in at 82.2 which is an all-time high
- Six year graduation rate looks like it is on track to be at an all-time high
 - Entering class of 2010, graduating spring, 2016.
- Graduate Enrollment is doing well, with HCLAS not as good as the other schools

C. Action Items

1. Prof. Maccarrone reported that it has been requested to table discussion and action on both the 2017-2018 and 2018-2019 Academic Calendars. Provost Simmons reported that the calendars need to be reviewed with regard to Commencement and Final dates. The items will come back to the Senate Executive Committee shortly.
2. Prof. Maccarrone proposed for action forming an ad-hoc committee to develop Academic Calendar Religious Observance Policy. Representatives should include a member from the Faculty Affairs Committee, Student Affairs Committee, Undergraduate Academic Affairs Committee and someone from the Provost's Office (serving as a liaison with Legal Counsel). This committee should come up with language, to propose to the Senate, for the policy that is already in place, and monitor any issues or problems on how the new calendar is being handled in accommodations for the religious observances presently during this year. The committee would bring in people from the university who should be involved. A discussion followed. The proposal was passed unanimously.

3. Prof. Maccarrone proposed for action forming an ad-hoc committee to review and update Governance Documents (By-Laws, Faculty Statutes, and Faculty Policy Series). He reported that many documents may be outdated and therefore be reviewed by a committee and make suggestions to the appropriate committee. The committee will not be responsible for updating the documents; just recommend which ones might be updated. Caroline Schreiner will help coordinate the committee and its work will be ongoing until complete. Since union leadership is represented on standing committees, membership should include members from all the standing committees as well as someone from the Provost's Office, who will correspond with legal. A brief discussion followed on whether or not the dean representative serving on the Faculty Affairs Committee is a voting member, which was discussed at length last year. Caroline Schreiner will produce the minutes from those meetings and create a timeline. The item passed unanimously.

D. Discussion Items

1. Prof. Maccarrone presented a discussion on meeting times. Since Monday, April 10 is the first day of Passover, it should be rescheduled. Caroline Schreiner will work on moving the meeting to Monday, April 17, pending the Provost's schedule. A brief discussion followed on whether or not to schedule meetings on holidays, when classes are in session. Since the calendar was designed to address classes, meetings should not be scheduled on major holidays.

E. Information Items

1. Caroline Schreiner reported for information:
 - Paul Fritz has been elected as the senator representing the School of Government, Public Policy & International Affairs for a three year term.
 - Deborah Elkis-Abuhoff has been elected as the senator representing the School of Health Professions and Human Services for a three-year term.
 - Lisa Filippi agreed to represent the School of Natural Sciences and Mathematics for one year until a replacement for William Nirode is found to carry out the last year.
 - There are still two vacant spots for senators representing School of Humanities, Fine and Performing Arts.
 - 1-one year term
 - 1-three year term

A discussion followed and it was decided to make the following appointments:

- Deborah Elkis-Abuhoff to the Faculty Affairs Committee
- Lisa Filippi to the Faculty Affairs Committee
- Paul Fritz to the Student Affairs Committee

F. New Business

1. Caroline Schreiner reported that she received a phone call from a faculty member whose office is in Hauser Hall. There are students who regularly smoke outside his office and when the window is open the smoke comes directly in. He has both approached the students and called Public Safety on occasions but the problem still persists. A discussion followed. Prof. Maccarrone reported he will speak to Stuart Bass, the Speaker of the Faculty about revising the issue.

2. Provost Simmons reported that she received a message from Alan Flurkey, chair of the Institutional Review Board (IRB), that they have been working with Sofia Kakoulidis, Associate Provost for Research & Sponsored Programs, and Bob Brinkman, Vice Provost for Scholarship and Engagement, on bringing Faculty Policy Series #36- The Use of Human Subjects in Research into alignment with actual practice regarding human subjects research as well as to acknowledge that we now have the potential human subjects' research in virtually every school at the university. The proposed revisions need to go through shared governance, therefore the Faculty Affairs Committee needs to review them.
3. Debra Goodman, chair of the Graduate Academic Affairs Committee, reported that she is concerned about the lack of faculty involved in decisions that are made about people who then become their supervisors (Vice Deans, Associate Deans, etc.) Provost Simmons reported that what's specified at Hofstra is when a new dean is chosen, there are representatives from the school involved in the search. Part of the dean's responsibility is to create an organizational structure that is effective for running whatever his/her unit is. It is specified how they work with chairs, but the other administrative positions are generally at the discretion of that dean. A discussion followed.

G. Committee Reports

1. George Giuliani, chair of the Faculty Affairs Committee, reported that the committee will meet and will be working on online evaluations from students taking distance learning classes, as well as the revisions to Faculty Policy Series #36 - The Use of Human Subjects in Research, that the Provost previously mentioned.
2. Debra Goodman, chair of the Graduate Academic Affairs Committee, reported that the committee will continue discuss the overlapping semester hours in a double master's program. A simple policy statement has been drafted. One issue they came across involves Certificates of Advanced Studies. In some cases they can be brought in as electives into an MA program.
3. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee dealt with the relationship between the Repeat Course Option and instances of academic dishonesty. The committee has been asked to establish a clear statement in the bulletin. They have tentative language which should come to the Senate Executive Committee at its next meeting. The other issue the committee is working on concerns with Departmental Honors.
4. William Caniano, chair of the Planning and Budget Committee, reported that the committee will continue to work on the issue with Internship Travel. The committee will also work on drafting a resolution to receive the Director of Financial Affairs' information packet a day early from the meeting she will attend.
5. There was no report from the Student Affairs Committee.

The meeting was adjourned at 4:08 p.m.