

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, November 4, 2019**

Present: M. Abraham, H. Berliner, C. Burnett, W. Caniano, C. Eliot, S. Glasser, D. Harb, R. Hirsch, E. Koegl, T. Shapiro

Absent: K. Boston-Hill

The October 2, 2019 minutes were unanimously approved.

**A. Chair's Report**

There was no chair's report.

**B. Action Items**

1. Prof. Caniano presented for action, an amendment to the 2020-2021 Academic Calendar, specifically an amendment to Fall 2020. Evan Koegl, Registrar, reported that since Columbus Day is a large recruitment date for the Office of Admissions, they have asked the Academic Calendar Committee to move the mid-semester break. There were a few changes made to accommodate this request:

- The Mid-Semester break was kept during the week of October 12th but moved to the Thursday (15th) and Friday (16th) of that week from the Monday (12th) and Tuesday (13th).
- To offset the changes to the days of the break the December 10th Snow/Study day was removed, leaving only one Snow/Study day on December 11th so we had enough Thursday meeting dates.
- The conversion day on October 14th was changed from running on a Monday schedule to a Friday schedule to address the lack of Friday meetings due to the change of the break.

The item passed unanimously.

2. Prof. Caniano presented for action a survey from the Environmental Priorities Committee (EPC). The Planning and Budget Committee approved it via email but forwarded any comments to the committee. Sarah Glasser, a member of the EPC, reported that the committee took all the recommendations except for the notes on question #25 "Hofstra University currently employs the following green initiatives. Please check the ones you are aware of" because the survey is more for educational purposes, rather than assessment purposes. A discussion followed and it was decided to send the survey back to the committee with suggestions from the Senate Executive Committee, and to have Prof. Burnett and Senior Vice Provost Shapiro attend. Caroline Schreiner reported that since the next full faculty meeting is on December 2, this survey would need to be passed by the Senate at the November 11 meeting. Therefore, this survey can be presented at the February 24 faculty meeting, pending approval by the Senate by the February 10 meeting.

3. Prof Caniano presented for action revisions to Faculty Policy Series #28 – Retirement. Prof. Hirsch, chair of the Faculty Affairs Committee, reported that the Senate Executive

Committee considered rescinding at its last meeting, but was sent back to the committee for a closer look because some items may not be covered by the Collective Bargaining Agreement (CBA) as originally thought. The committee combed through the CBA to see what was covered and made necessary revisions to the policy series. A discussion followed and it was decided to send the item back to the committee to take another look at the retirement age mentioned. Provost Berliner reported that he will reach out to the Office of General Counsel.

4. Prof Caniano presented for action, revisions to Course and Teacher Ratings (CTRs) survey form for online and hybrid courses. Prof. Hirsch reported that the Faculty Affairs Committee has reviewed the CTR instrument and made some minor changes for CTR's that will be geared towards online and hybrid delivery courses. Revisions were made to questions #4, 5, 9 and 17. The following amendments were made:

changing "*Do not respond if not applicable*" to "*N/A*"

In #18, (4) *1.69 or under* was changed to (4) *below 1.70*

The item passed as amended.

5. Prof Caniano presented for action, a discussion on the vacant student senate seat. Caroline Schreiner reported that in the spring, we only received three nominations for four undergraduate senate seats, therefore one is vacant. In addition, student interest in the Student Affairs Committee is low. She and David Harb recently reached out to students' campus-wide to gather interest in joining the committee. One undergraduate student, Michelle Donefer, expressed assuming the vacant seat in addition to joining the Student Affairs Committee. Since there isn't too much time to run a student-wide election, Ms. Schreiner is asking the Senate Executive Committee to approve Ms. Donefer's appointment for the academic year. The appointment was approved.

### **C. Discussion Items**

1. Prof Caniano presented for discussion, the CTR Diversity ad-hoc initiative. Prof. Hirsch reported that at the last Faculty Affairs Committee meeting, they had extensive discussion about a proposal brought fourth by Prof. Chun, the senator representing the Lawrence Herbert School of Communication. The proposal was to develop a CTR measure of diversity and inclusion. The committee decided to create an ad-hoc committee to work on this and figure out proper language to revise the CTR forms and send back to the FAC. A discussion followed and it was decided to create this ad-hoc committee and Prof. Caniano will reach out to the chairs of all executive committees of the various schools to become members.

### **D. New Business**

There was no new business.

### **E. Committee Reports**

1. Christopher Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee plans to have a recommendation for guidelines for graduate program handbooks by the next Senate Executive Committee meeting. The committee is also starting to look at what guidelines exist for online graduate courses and reviewing the

state of construction. This initiative was presented to the committee from Elfreda Blue, Vice Provost for Undergraduate and Graduate Academic Affairs. He also reported that the committee will look at what kinds of interest's faculty have in globalization, and what they can support in terms of globalization beyond having international students.

2. David Harb, chair of the Student Affairs Committee, reported that he was directed by the Student Government Association (SGA) Vice President, Kaylor Dimes, to speak with Alexa Osner, Student Services Chair of SGA, who is spearheading a survey during Student Appreciation Week to identify whether students are interested in having a 100% smoke and tobacco free campus. The committee will then analyze the data to work on its smoke and tobacco free initiative. He will be meeting with President Rabinowitz and W. Houston Dougharty, Vice President for Student Affairs, on November 13 to present the initiative and gather support.
3. Rina Hirsch, chair of the Faculty Affairs Committee, reported that aside from the items presented today, the committee discussed Faculty Policy Series #9 - Classes, Faculty Absences, Lateness, Office Hours, Syllabi, Course and Teacher Evaluations, as it relates to adjunct faculty office hour requirement as well as office hours for online delivery courses for both full faculty and adjunct faculty. The CBA does not specify that adjuncts are required to hold office hours. Provost Berliner reported that there has been passed practice but not a written policy.
4. Craig Burnett, chair of the Planning and Budget Committee, reported that the committee will dedicate its next meeting to discussing the latest draft of the proposed modifications to the class schedule. He also reported that the committee had a discussion with members the Office of Residential Life about what they can do to create better synergy between faculty and their office. A discussion followed about the Faculty in Residence program.
5. There was no report from the Undergraduate Academic Affairs Committee.

The meeting was adjourned at 3:35 p.m.