

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Wednesday, December 4, 2019

Present: M. Abraham, H. Berliner, C. Burnett, W. Caniano, C. Eliot, D. Harb, R. Hirsch, T. Shapiro
Absent: K. Boston-Hill

An amendment was made in E. 3. The following sentence:

... as it relates to adjunct faculty office hour requirement...
was changed to:

*...as it relates to **full-time** faculty office hour requirement...*

In E. 1. “interest’s” was changed to “interests”

The November 4, 2019 minutes were unanimously approved as amended.

A. Chair’s Report

Prof. Caniano reported that he is in the process of convening the campus-wide executive committees to discuss the diversity questions on the Course and Teacher Ratings (CTRs) that Russell Chun wants to approve.

Prof. Caniano reported that he met with Elfreda Blue, Vice Provost for Undergraduate and Graduate Academic Affairs and Warren Frisina, Dean of Honors College, last week about bringing Timothy Renick, Vice Provost and Vice President for Enrollment Management and Student Success, from Georgia State University to come in for a FRED talk about retention.

B. Action Items

1. Prof. Caniano presented for action, the Graduate Program Handbook Guidelines. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that this proposal are proposed guidelines for programs to develop handbooks. The initiative to this preceded anyone on the committee so they were working on this without a clear sense of what was needed. They opened the guidelines with a strong statement “Graduate programs should provide handbooks for their students for the purpose of communicating program-specific information and referring students to relevant, general University information.” The committee members who a little non- committal about this statement, they weren’t sure that it was a good idea but felt that they would send it forward as a proposal. It seems that some programs on campus have handbooks, and some don’t. The committee felt there is some value in having a handbook in communicating program’s specific information and linking out to a bunch of information graduate students should be aware of. A discussion followed about the program being on top of the links in the document. For general links, such as specific Faculty Policy Series, the programs should be informed to link them directly from the source, and not upload their own copies, should revisions be made to the documents themselves. Prof. Caniano suggested until 13. Campus student support services – “Library Services” should be included. It was decided that Caroline Schreiner will work on including the general links and the item will be sent back to the committee for further review.
2. Prof. Caniano presented for action the Adjunct Outstanding Teacher of the Year Award. Rina Hirsch, chair of the Faculty Affairs Committee reported that the committee passed this in March 2018. They discussed it further on the eligibility of the adjunct faculty for the award to make it as similar as possible to the full-time requirements. They decided on the ‘old’ 2.2 status, that is, Adjunct faculty will be eligible for the award after teaching nine credit hours over at least three

semesters within four academic years. All other rules will follow the process for full-time faculty. The Provost reported that this gives parity to adjunct faculty with full-time faculty, and he doesn't feel we should give parity. He would like to see differentiation. There needs to recognize the contribution of our adjunct faculty, but he doesn't feel it has to follow the same template as the full-time faculty, as it is a very different set of responsibilities. A discussion followed and it was decided to send this item back to the Faculty Affairs Committee.

3. Prof Caniano presented for action revisions to Faculty Policy Series #9 - Classes, Faculty Absences, Lateness, Office Hours, Syllabi, Course and Teacher Evaluations. Prof Hirsch reported that the Faculty Affairs Committee looked at this because of some concerned with ambiguity in the language regarding adjunct faculty being available to students before and after teaching periods especially when those teaching periods may be right next to each other. More importantly, for online adjunct faculty who aren't on campus. The committee discussed this at great length to make sure the language was interpretable enough and general enough so that it was understood that the adjunct faculty were responsible for being available to their students. The Provost reported that this is going to be a bargaining issue because our past practice is that for each 3-credit course, they are to schedule one hour. A discussion followed and it was decided to send back to committee.
4. Prof Caniano presented for action, the 100% Smoking-Free and Tobacco-Free Campus Policy. David Harb, chair of the Student Affairs Committee reported that the policy has eight sections outlining:
 - Findings and Intent
 - Definitions of the categories
 - Smoking and Tobacco Use Prohibited on Hofstra University Campus
 - Promotion and Sale of Smoking and Tobacco Products Prohibited on Hofstra University Campus
 - Dissemination of Policy; Signage
 - Transition Period
 - Cessation and Support
 - Enforcement of Policy; Penalties

He reported that as stated in the document, the Student Affairs Committee of Hofstra University finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking and the use of tobacco products, including ESDs, on the Hofstra University campus; (2) to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.”

A discussion followed. It was decided to send this to the Planning and Budget Committee for review on Monday.

C. New Business

There was no new business.

D. Committee Reports

There were no committee reports.

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