

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, February 3, 2020

Present: H. Berliner, K. Boston-Hill, C. Burnett, W. Caniano, C. Eliot, D. Harb, R. Hirsch

Absent: M. Abraham

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

A. Chair's Report

Prof. Caniano reported that on the second to last night of finals, all of the coffee places on campus, including the one in Axinn Library, closed at 9:00 p.m. The University Senate sponsored a table serving coffee for the students after hours. Included on the table was information about joining the Student Affairs Committee and the University Senate. A discussion followed about doing the same thing during final exams in the spring semester. Provost Berliner suggested having it in Breslin Hall and C.V. Starr in addition to Axinn Library.

Prof. Caniano reported that he met with the chairs of the executive committees on campus to discuss the calendar as well as the Russell Chun's initiative about adding diversity questions on the Course and Teacher Ratings (CTRs). The chairs were against it but would like to see diversity training to occur before anything is added to the CTRs. They expressed that they would like the CTRs redesigned. A slight discussion followed about the outcome of diversity training, Prof. Burnett reported that research shows diversity training isn't very effective. Prof. Caniano reported that Cornell Craig, Chief Diversity and Inclusion Officer, is already spearheading diversity training at the university.

B. Action Item

Prof. Caniano presented for action, the Environmental Priorities Committee Survey. He reminded the committee this is not a scholarly survey, just an opinion survey. Prof. Burnett, chair of the Planning and Budget Committee, made the following suggestions:

- on question 26:
 - changing “less than 10 minutes” to “fewer than 10 minutes”
- on question 13 and 33, changing:
 - “0% of the time” to “almost never”
 - “25% of the time” to “about 25% of the time”
 - “50% of the time” to “about 50% of the time”
 - “75% of the time” to “about 75% of the time”
 - “100% of the time” to “almost always”
 - the reasoning for this is that 0 and 100 are absolute concepts.
- He feels that question 25 “Hofstra University currently employs the following green initiatives. Please check the ones you are aware of” is still bad because it is basically “push polling” and it doesn't really give any information, so why ask the question? A better question to ask is “do you know if Hofstra engages in any or all of the following”
- He feels question 3 “Which of these Hofstra environmental projects are the most urgent? Select all that you think are the most important” should be a ranking.

A slight discussion followed about question #18, asking the surveyed to list their race.

The item will be sent back to the Environmental Priorities Committee and will be presented to the Planning and Budget Committee at the February 21 meeting.

C. Discussion Items

1. Prof. Caniano presented for discussion, Senate representation. Caroline Schreiner reported that there was a vacancy for one senator in the Peter S. Kalikow School of Government, Public Policy and International Affairs. However, since the Department of Psychology was moved to the School of Natural Sciences and Mathematics, the total number of full-time faculty in it increased to 82, and the total number of full-time faculty in the Peter S. Kalikow School of Government, Public Policy and International Affairs dropped down to 59. According to Faculty Statute VII. B. 2. a:

the makeup and representation of the University Senate be constituted as follows:

- *1 to 29 full-time Faculty members within each unit of the university - One (1) representative*
- *30 to 59 full-time Faculty members within each unit of the university - Two (2) representatives*
- *60 plus full-time Faculty members within each unit of the university - Three (3) representatives (maximum)*

Therefore, the School of Natural Sciences and Mathematics needs one more senator, and the Peter S. Kalikow School of Government, Public Policy and International Affairs can remain with the two senators they have representing them. Ms. Schreiner will reach out to the Dean Rifkin and ask for assistance filling this vacancy.

2. Prof. Caniano presented for discussion, Faculty Policy Series #11 - Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University and Faculty Policy Series #11G - Procedures for Handling Violations of Academic Honesty by Graduate Students at Hofstra University. Caroline Schreiner reported that both the Undergraduate Academic Affairs Committee and the Graduate Academic Affairs Committee were working on these last year but fell through the cracks. She compiled a list of minutes, as well as the last revisions made, for the chairs of these committee so that they may continue to review these Faculty Policy Series. Provost Berliner reported that in addition to academic honesty, he suggests the committees look at some of our practices as well. For example, some faculty ask students to tie back their hair, concerned there is some sort of earbud in their ear. He questions whether we have a right to request that. Another issue raised by several faculty is whether to let a student use the bathroom during an exam. He also reported that both policy series include an Honor Code Violation Report Form, which is submitted electronically directly to the Provost's Office. This form is in place to identify "repeat offenders." He reported that complaints submitted to the Provost's Office have been miniscule, therefore he believes faculty are not completing the form. If the records are hugely incomplete, what are we able to track? Prof. Boston-Hill questioned if faculty members can mandate that all electronic devices be turned in before the exam is given out. Prof. Hirsch reported that in the past, teaching assistants would help service proctors. She wondered if this could be put into place during final exams for larger classes. Jennifer Mone, Deputy General Counsel and Equal Rights and Opportunity Officer, should attend the committee meetings when they discuss these revisions or have the senator representing the Law School look at the revisions.

D. New Business

There was no new business.

E. Committee Reports

1. David Harb, chair of the Student Affairs Committee, reported that he is still working on finalizing a date for their first meeting.
2. Rina Hirsch, chair of the Faculty Affairs Committee, reported that the committee is scheduled to meet on February 12. They will:
 - revisit the Adjunct Teaching Award
 - review Faculty Policy Series #9 - Classes, Faculty Absences, Lateness, Office Hours, Syllabi, Course and Teacher Evaluations, as it relates to office hours for adjunct faculty as well as for adjunct and full-time faculty who teach online delivery courses
 - discuss the Secretary of the Faculty position as defined in Faculty Statute IX. C. 2. Prof. Caniano and George Giuliani, Speaker of the Faculty will attend the meeting
 - look into having faculty photos automatically attached to Outlook and Blackboard accounts with an “opt out” option

She reported that over the January break, the committee reviewed and recommended 46 Special Leave applications, and 10 Load Reduction applications to the Provost’s Office.

3. Kevin Boston-Hill, chair of the Undergraduate Academic Affairs Committee, the committee is still working on scheduling their first meeting but will continue to work on reviewing procedures for students who are in academic review and how the committee can support the Academic Review Committee. Prof. Caniano asked if Prof. Boston-Hill could ask Jean Peden-Christodoulou, Assistant Vice President for Student Affairs, for an update on UNIV 101 and if she could provide them a syllabus on what is being taught in this class.
4. Craig Burnett, chair of the Planning and Budget Committee, reported that the committee will meet on February 21 and will review the 100% Smoking-Free and Tobacco-Free Campus Policy from the Student Affairs Committee. The committee will also discuss the Environmental Priorities Committee survey, as well as schedule the annual meeting with Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer, and Dolores Fredrich, Senior Vice President for Legal Affairs and General Counsel, as well as a meeting with Provost Berliner to discuss the budget. A slight discussion followed about Living/Learning Communities.
5. Christopher Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee will continue to discuss graduate program handbooks. Caroline Schreiner did some great work providing general links, so the committee will no longer create guidelines for programs, and instead, turning the list into a collection of links which will be provided to program directors. Based on their feedback, a proposal will come to the Senate Executive Committee. Prof. Eliot also reported that the committee discussed what guidelines exist for online graduate courses and discovered that the Academic Computing Committee had been looking into this issue but hadn’t made much progress. The committee found the New York state standards for it and will continue to investigate. Provost Berliner requested that the committee also investigate exam security guidelines as well. Prof. Eliot reported that the committee will continue to discuss global initiatives and review Faculty Policy Series #11G.

The meeting was adjourned at 3:12 p.m.