

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**September 10, 2009**

Present: H. Berliner, G. Lodato-Wilson, J. Lightfoot, G. Martorella, W. Nirode, (Chair), C. Perez, R. Pioreck

Absent: L. Schmelkin

A. The minutes of the April 27, 2009 meeting were unanimously approved.

Prof. Nirode convened the meeting by updating the Senate Executive Committee on recent items approved by the President:

2011-2012 Academic Calendar

Revisions to the calculation of Latin Honors

Revisions to the definition of class standing by credit hours

The revisions to FPS #99 – A Code of Professional Responsibility For Faculty should be approved within the next couple of days.

Prof. Nirode reported that the Classroom Code of Conduct For Students, (FPS #50) which was passed by the full faculty in December 2007, has not yet been approved by the President. Provost Berliner explained that there should be an appeal process built into the recommendation. If a student disagrees with the faculty, he should have the right to appeal. The President felt that given the sensitivity of the issue that it should go through the governance process again. The item will go back to the Undergraduate Academic Affairs Committee for this one issue.

B. Action Items

Prof. Nirode presented for action the recommendation by the Planning and Budget Committee for the laptop requirement. Georgina Martorella, chair of the Planning and Budget Committee, reported that this is the same resolution brought to the Senate Executive Committee last spring with an additional sentence that reads:

The committee solicited input from faculty, department chairs and deans and did not receive any positive endorsements from deans or chairs and very little positive feedback from faculty.

The Provost mentioned that at some point a particular degree program or department may want to require a laptop for its majors, so we may want to build this into the language. He suggests that the Senate Executive Committee pass the resolution as it is, and Prof. Martorella should make an amendment with a sentence that this does not preclude an individual department or program from instituting its own requirement. The item passed unanimously.

C. New Business

Prof. Nirode reported that last semester, the Senate Executive Committee spoke about looking at the bylaws of the Student Affairs Committee and the configuration of the number of students and faculty members. It was decided that under no condition should the number of faculty members be more than the number of students on the committee. There should be flexibility such as what Eric Lane brought to the committee last year. Caroline Schreiner will work on a draft to bring to the next Senate Executive Committee that clarifies the number of faculty members v. the number of student members.

The Provost gave an update on the Medical School in terms of their bylaws and how they will intersect with the rest of the university. The Medical School will make use of a lot of clinical appointments, all having the same title. They have gone through the existing staff at North Shore LIJ and already have 465 faculty members. Since having a Medical School faculty that significantly overwhelms university faculty, we're going to work out a proportional representation that states one elected senator on the University Senate and a number such as five to ten, that will be entitled to vote at faculty meetings, aside from the people who are appointed by Hofstra.

Caroline Schreiner reported that the term of Maureen Krause, the chair of the Environmental Safety Committee, expired last semester and the committee has neglected to elect a new chair. Since there are a number of new faculty on the committee, Prof. Krause has offered to stay on the committee until a new chair is elected. The Senate Executive Committee has approved this appointment for an additional semester. Ms. Schreiner will email Prof. Krause to confirm

Prof. Nirode reported that he has received a request from the Provost, via Michael Ludwig, about possibly looking into a campus-wide "no tobacco" policy. This would be something for the Planning & Budget Committee and the Student Affairs Committee to look at.

#### E. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee will continue work on reviewing the digital database; how it can be filled out, and how it can be used, as well as overcoming the objections of faculty members. Estelle Gellman attended the last meeting and recommended wording for instructions. The committee is still working on the library faculty's questions about how to use the digital database, if they can use it for completing the faculty status, and how it is a benefit to them.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee had scheduled two focus groups last semester for students of color and international students. One group was cancelled, but the other focus group went well and was reported in the Graduate Academic Affairs Committee's final report for the Senate Annual Report. The committee plans to reschedule the cancelled focus group sometime in the fall.
3. Prof. Lodato-Wilson, chair of the Undergraduate Academic Affairs Committee reported that the committee is going to try and finalize the unofficial withdrawal policy. Since the last Senate Executive Committee, she received some data that reflected the amount of unofficial withdrawals. The total amount of UWs by year went from 772 in 2003 to 2674 in 2007. The committee will be looking into why and how they could revise it better to avoid these types of numbers. The revision as of now is as follows:  
Unofficial withdrawals: Students who unofficially withdraw (stop attending during the semester but fail to officially withdraw by the prescribed deadline) will be assigned either an UW or F by the instructor. The UW should be assigned *only if* the student stopped attending prior to the official withdrawal deadline and, in the judgment of the faculty member, on the last date of attendance was either passing the course or had not completed sufficient work to merit the assigning of an F. Note: The UW is always the appropriate grade for the student who is registered for the course but has never attended.

Prof. Lodato-Wilson reported that the UWs do not get caught because the completion ratio doesn't start until a certain amount of credits, so a student can attend two or three semesters before they are noticed. A discussion followed. Prof. Lodato-Wilson also reported that the committee will be revisiting the Code of Conduct to include an appeals process, and will be working on drafting literature for student responsibility and how students can monitor their own progress. Prof. Lightfoot added that the Graduate Academic Affairs Committee will be doing the same for the graduate students.

4. Prof. Martorella, chair of the Planning & Budget Committee, reported that the committee will be finishing the library report this semester. They have also discussed a possible name change for the committee as well as looking at the charge of the committee. Prof. Martorella also reported that the committee will begin work on the Annual Town Meeting as well as the campus-wide No Smoking policy. Provost Berliner suggested looking into the feasibility of streaming the Town Meeting online and taking questions from students via the internet.
5. There was no report from the Student Affairs Committee. The Off Campus recommendation has been passed and should be coming to the Senate Executive Committee by the next meeting.

The meeting was adjourned at 2:51pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING  
Monday, October 5<sup>th</sup>, 2009

Present: H. Berliner, G. Lodato-Wilson, J. Lightfoot, G. Martorella, W. Nirode, (Chair), R. Pioreck

Absent: C. Perez, L. Schmelkin

A. After amending a few typos, the minutes of the September 10, 2009 meeting were unanimously approved.

B. Action Items

Prof. Nirode presented for action the resolution on the off campus behavior of Hofstra students residing in the community. Prof. Nirode gave a brief history about this item, that last year the Student Affairs Committee, chaired by Michael LaFemina, was charged with responding to the questions outlined in Dr. Berliner's letter from December 8, 2008, "Students Residing Off-campus" specifically addressing off campus behavior of students. The committee researched the issue by meeting with various faculty members living in the community regarding their concern. They also worked closely with the Dean of Students and the Vice President for Student Affairs to create a list of suggestions on how to address these issues. A discussion followed about where this document will go (The Guide to Pride, Bulletin, Etc.) and whether or not there is something similar to this written anywhere. The Provost reported that it is still a recommendation that we not extend our jurisdiction to enforce rules or laws off its campus any more than it already does, that the University should do everything in its power to make sure those laws are being enforced by the proper authorities, create a community coalition council, developing and expanding off campus programs and a repository for complaints. A discussion followed about the role of Public Safety with regard to students residing off campus and whether or not they get involved when local police precincts are involved with an issue. It was decided that this item should be edited, be left as is, and state "Out of this, these are the recommendations to which we bring forth" then include the list of recommendations Provost Berliner mentioned. This item will be edited by Prof. Nirode and then sent back to the Student Affairs Committee. It should be an action item by the next Senate Executive Committee in November.

Prof. Nirode presented for action the revisions to the bylaws to the Student Affairs Committee and reminded the Senate Executive Committee that at their last meeting, there was a discussion about updating the bylaws to include what the voting rights were for each member of the committee and that faculty members should not exceed student members. A discussion followed and it was decided that this should be sent to the Student Affairs Committee to examine before voting on it at the Senate Executive Committee.

Prof. Nirode presented for action the Classroom Code of Conduct For Students, (FPS #50) which was passed by the full faculty in December 2007, but the Provost felt it needed to be sent back to the Undergraduate Academic Affairs Committee to include some kind of an appeals process. Prof. Lodato-Wilson, chair of the Undergraduate Academic Affairs Committee reported that the policy was revised to include programs abroad. She also reported that the committee felt they wanted to differentiate between sending a student out for a period, the class session or permanently removing the student from the course. They added "When faculty deem disruptive or disrespectful behaviors to be serious or repeated, they may reasonably elect to remove students from the classroom for the class period, or for

the most serious cases, to remove students permanently from the course and a grade will be assigned.” to the document. The committee also felt that when a student is permanently removed from the classroom, it should be reported by faculty to their Chair and the Center for University Advisement. The committee also added “if the faculty member elects to permanently remove the student from the course, the student has the right to appeal to the Provost.”

An amendment was made to change the following sentence:

...for the class period, or for the most serious cases, to remove students permanently from the course and a grade will be assigned.

to:

...for the class period, or for the most serious cases, to remove students permanently from the course and assign a grade as appropriate.

The amended item passed unanimously.

#### C. Discussion Items

Prof. Niode reported that the Parking Ban Resolution, that all students residing in residence halls on the North Campus be prohibited from bringing any vehicle onto the South Campus for parking purposes during class time on weekdays, Monday through Friday, 7 AM to 4 PM, was passed by the Senate in May 2005, but never made its way to the Full Faculty. The Planning & Budget Committee is now recommending it to the Senate. The following sentence was added:

This restriction shall not apply to students who have been issued a Person First Priority Parking permit.

The Senate Executive Committee passed the item but feels it should be looked at by the Student Affairs Committee to see if they're comfortable with it. Pending the Student Affairs Committee's approval, this item will be brought to the Senate meeting on Monday.

#### D. New Business

The Senate Executive Committee decided to move their meeting time to 3pm, to accommodate Christiaan Perez, chair of the Student Affairs Committee.

#### E. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee has a meeting on Friday and will wrap up discussion about digital measures and how it will have an affect on faculty when filling out their annual evaluations. The committee will then do a summary and bring it to the next Senate Executive Committee meeting.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee has met but only had four members in attendance, so they are working on getting others to attend meetings. They will be looking at rescheduling the focus group for the first week of November. The committee also spent the time revising the Graduate Academic Affairs Committee's senate annual report. The committee also reviewed Dr. Schmelkin's email regarding new technologies and how that speaks to academic honesty.
3. Prof. Lodato-Wilson, chair of the Undergraduate Academic Affairs Committee reported that the committee has reworted FPS #50 Classroom Code of Conduct For Students, and have been working on Unofficial Withdrawals. There was also a discussion on student responsibility.

4. Prof. Martorella, chair of the Planning & Budget Committee, reported that the committee has discussed possibly changing the name of the committee and looking at the charge, and felt that they didn't want to take out the budget out of the name or charge until they further investigate it. The committee has also discussed the possibility of having a comprehensive smoking policy. It was the sense of the committee that they did not want to take up this issue because there are already enforcement problems with the existing smoking buffer zone and felt that anything more than what we have would be excessive and there would also be safety issues for resident students. The Annual Town Meeting has been scheduled for April 14 during common hour. Prof. Martorella spoke very briefly to Judith Tabron about assisting with technology and contacted the Student Government Association and the Student Affairs Committee about co sponsoring. Prof. Martorella reported that the Library subcommittee met and elected a chair, though the only person willing to serve was a Library faculty member. Dean Rubey mentioned that the chair should be a non-library faculty member so they agreed she will serve for this semester only and the committee will elect a new chair for the spring semester. Prof. Martorella that the Environmental Priorities Committee is working on scheduling their first meeting and she has not heard from the Academic Computing Committee. The Planning & Budget Committee has their next meeting on October 14<sup>th</sup>. Prof. Nirode suggested that the library committee should think about revising their bylaws to indicate that a library faculty member can not serve as chair. The Provost said this is something that can come from the Senate Executive Committee.
5. There was no report from the Student Affairs Committee. They are meeting on Wednesday and will looking at the no smoking policy.

The meeting was adjourned at 2:45pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING  
Monday, November 2<sup>nd</sup>, 2009

Present: H. Berliner, G. Lodato-Wilson, J. Lightfoot, G. Martorella, W. Nirode, (Chair), C. Perez, R. Pioreck, L. Schmelkin

A. After amending a few typos, the minutes of the October 5th, 2009 meeting were unanimously approved.

B. Action Items

Prof. Nirode presented for action the Off-Campus Behavior policy which was reviewed last month by the Senate Executive Committee. It was decided to shorten the introduction and outline the recommendations with bullet points. No changes have been made to the questions posed or answers to those questions. It was sent to the Student Affairs Committee for revision and approval. The following amendments were made:

On bullets 4 and 5:

*the Dean of Students Office*

was changed to:

*the Office of Off-Campus Living and Commuting Student Services (in the Dean of Students Office.)*

In bullet point #1 the following sentence was removed:

*This would place a tremendous professional and legal burden on the University.*

In bullet point #2 the following sentence was removed:

*Borrowing on past experience of effective direct community engagement, we recommend that Hofstra recognize its crucial role in the community to empower our students and neighbors by asserting their rights as residents and encouraging the responsible authorities to enforce the laws. To these ends,*

The bullet point will start with:

*we strongly recommend that the university...*

Christiaan Perez reported that this document will be going to the Office of Off-Campus Living and Commuting Student Services. They will be creating a coalition and find a way of distributing the information about what the off-campus policy is to all of the members of the community. Any complaints that may arise with off-campus conduct will then be funneled through the Office of Off-Campus Living and Commuting Student Services. Provost Berliner noted that it would be the President's call to establish a community coalition council. The Provost also made the following amendment:

*Faculty members cited examples of misbehavior that would seem to violate the Hofstra code of conduct if the student(s) resided in the residence halls.*

Was changed to:

*Faculty members cited examples of **behavior** that would seem to violate the Hofstra code of conduct if the student(s) resided in the residence halls.*

Vice Provost Schmelkin reported that once this is passed, there should be a statement in the Guide To Pride.

The item was passed unanimously as amended.

Prof. Nirode presented for action the Medical School Representation recommendation that the Medical School have one representative on the University Senate and 5 representatives (voting members) at full faculty meetings. A discussion followed about the proportions of representation between the various schools. This item passed unanimously.

Prof. Nirode presented for action the revisions to the Library Committee bylaws stating that the chair of the committee should be a non library faculty member. This item passed unanimously.

Prof. Nirode presented for action the Unofficial Withdrawal revision. Prof. Wilson, chair of the Undergraduate Academic Affairs Committee, reported that the committee has been working on this item since last semester and have had a lot of discussion which hasn't been easy. She reported that there are thousands of UWs and it has become a huge problem. A person could theoretically get an A in one course, get an unofficial withdrawal in three other courses and still get a letter of commendation by the university saying they had an A average. This does not get caught in the completion ratio. Vice Provost Schmelkin clarified that the UW grade is not a grade that a students should expect, but a grade that's assigned if the student walked away from a course. A discussion followed about LDAs. An amendment was made to change *should* to *shall* in the first sentence. Vice Provost Schmelkin noted that the following sentence, *Students who earn all UWs in a term due to a medical or personal emergency must contact the Center for University Advisement with documentation*, may need to be changed because she isn't sure if it's Advisement or Student Accounts who handle this, but we should leave it in for now. The item passed unanimously as amended.

Prof. Nirode presented for action the 2012-2013 Academic Calendar. Vice Provost Schmelkin spoke on behalf of the Academic Calendar Committee and explained all the constraints. She also reported that the Academic Calendar Committee has to work under state compliance rules, whatever holidays the university mandate, and work around the fact that we have to have a good number of snow/study/reading days and have to start by a certain date. For example the present semester started before Labor Day, something the committee likes to avoid as it is not popular among students and faculty. There are other constraints such as cleaning the dormitories and orientation. The Calendar committee is proposing that classes begin the day after Labor Day for the 2012-2013 academic year and the constraint on this calendar is that we will only have one snow/study/reading day. In addition, classes will be held on the Wednesday before Thanksgiving. The item passed unanimously.

### C. Discussion Items

Prof. Nirode presented for discussion the summary of digital measures by the Faculty Affairs Committee. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that they have been discussing all of the questions raised by various faculty members, how the digital measures will be used and what they had to do. This is just an electronic version of the faculty evaluation form, yet this makes it easier to submit. There has been less resistance as faculty members begin to use it. Vice Provost Schmelkin reported that most department chairs in departments with special needs have met with representatives from the Computer Center to assist in changes. One major complaint by the faculty it wasn't clear that many of the fields were optional and the language was changed to indicate so. The classroom data has not fit in yet but will shortly, to which Dr. Schmelkin will generate an email through HOF-FACULTY. Provost Berliner commented that this is really an opportunity for a faculty member to indicate how he or she is doing on an annual basis, and get some feedback on whether or not they are on the right track. An amendment was made to the last sentence:

*...as per FPS 14.*

was changed to:

*...per FPS 14.*



E. Committee Reports:

1. Prof. Lodato-Wilson, chair of the Undergraduate Academic Affairs Committee reported that at the last full faculty meeting, the revisions to the Classroom Code of Conduct were not approved and sent back to the Undergraduate Academic Affairs Committee for discussion. The faculty took issue with the timeline of the appeals process and what constitutes 'notifying the student.' Prof. Lodato-Wilson reported that the committee did not get to discuss it at today's meeting but offered suggested language for Senate Executive Committee input:

"If a student wishes to appeal, in order to get reinstated into the class he or she must make the appeal directly to the Provost within five days of removal from the class."

A discussion followed and it was decided that Caroline Schreiner will send Prof. Lodato-Wilson the minutes from the faculty meeting with information on what suggestions were made from the faculty, as well as notes taken by the Speaker of the Faculty, Greg Maney.
2. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee has completed the summary of digital measures and is awaiting review of the Special Leave applications.
3. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee has had a better turn out than the previous month and will continue work on second focus group of minority and international graduate students.
4. Prof. Martorella, chair of the Planning & Budget Committee, reported that the committee will continue looking at the charge of the committee, forming two smaller sub groups to work with different aspects of the charge. Caroline Schreiner mentioned that the Environmental Priorities Committee does not have a set of bylaws and it was decided that the Planning & Budget Committee will look into having them create a charge & make up. Prof. Martorella reported that the Library Committee has met twice and is working on their portion of the Library report and the Environmental Priorities Committee met on October 15<sup>th</sup> and are continuing discussions on sustainability efforts, recycling efforts, and plans for the upcoming year. The Academic Computing Committee has scheduled a meeting for November 10<sup>th</sup>. The annual Town meeting is scheduled for April 14 during common hour.
5. Christiaan Perez, chair of the Student Affairs Committee, reported that the committee has been discussing the Student Affairs Committee bylaws and are looking to address the issue of voting by proxy. The committee is also addressing the parking ban to which they will create a subcommittee. Chairperson Perez reported that they have three new students on the committee representing the Student Government Association as well as a potential student representatives from the Athletics' department and Greek life.

The meeting was adjourned at 4:08pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING  
Monday, November 30th, 2009

Present: G. Lodato-Wilson, J. Lightfoot, G. Martorella, C. Perez, R. Pioreck, L. Schmelkin

Absent: H. Berliner, W. Nirode, (Chair),

A. The minutes of the November 2nd, 2009 meeting were unanimously approved.

B. Action Items

Vice Provost Schmelkin presented for action the Student Affairs Committee Bylaws Revision. Christiaan Perez, chair of the Student Affairs Committee reported that the committee was asked to look at the bylaws and determine what the voting rights of each committee member is and whether or not the bylaws need to be updated. The committee felt that in the absence of a member during a vote on a resolution, the absent member shall be emailed and prompted to respond with their vote within 48 hours after the email is sent. The vote must be received the Friday prior to the Senate Executive Committee meeting. He clarified that this was added into the bylaws for any actions items where the vote is very close and requires input from absent members. A discussion followed about problems the committee could run into and defined what quorum for this committee is. It was decided that the revision should be changed to read:

*In the absence of quorum (defined as one-half of the student committee members,) the vote on a resolution will be discussed and voted on electronically.*

The item passed as amended.

Caroline Schreiner reported that Will Nirode wanted to officially appoint Ling Huang, from the Chemistry Department, to the Environmental Safety Committee as a senator at large. This item was approved unanimously.

C. New Business

Vice Provost Schmelkin reported that as a result on the presentation of the calendar at the last faculty meeting, there was discussion that we need to survey the faculty and students again. At the next Senate Executive Committee meeting, we will review a sample of the survey from Institutional Research. Since calendars are set three years in advanced, the results of this survey cannot affect next years calendar so it is important to get out the notion that calendars are established so far in advance and that there are constraints. This survey should be given sometime in February.

C. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee is prepared to begin the review of the Special Leave applications. They have a meeting scheduled for Tuesday, January 5<sup>th</sup> at 1pm.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee has scheduled their second focus group for this Wednesday at 5pm and so far have 7 participants and may expect a few more.
3. Prof. Lodato-Wilson, chair of the Undergraduate Academic Affairs Committee reported that the unofficial withdrawal revision was not passed at the last faculty meeting and the committee will be working on revising it further. Prof. Lodato-Wilson expressed that the

committee is in need of a student representative. Caroline Schreiner reported that the student senator appointed to the Undergraduate Academic Affairs Committee informed her that she had a conflict this semester and will be more active in the spring. A discussion followed about inviting faculty members to attend meetings for input. The committee discussed keeping the revision “less controversial.” Vice Provost Schmelkin reported that many faculty members are confused about what grade to give when a student unofficially withdraws and that the proposed wording is clearer than the current wording and gives them the opportunity to give the grade that they feel comfortable with.

4. Prof. Martorella, chair of the Planning & Budget Committee, reported that the committee will continue to review their charge and met on November 10<sup>th</sup> to review each point. They came up to the point about the Planning & Budget Committee’s involvement with the awarding of scholarships. Right now, the committee does not have any involvement with the awarding of scholarships, so they have issued an invitation to Jessica Eads for a representative from the Financial Aide Department to come in and talk to the committee about how this process works. The committee is still working on the Library Report and the annual Town meeting is scheduled for April 14 during common hour. Prof. Martorella also reported that she has asked the Environmental Priorities Committee to draft a charge statement for their committee.
5. Christiaan Perez, chair of the Student Affairs Committee, reported that the committee will be addressing the parking ban and will have a representative from Public Safety come into their next meeting to give a presentation about the current parking situation.

The meeting was adjourned at 4:08pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, March 1, 2010**

Present: H. Berliner, (Chair) G. Lodato-Wilson, J. Lightfoot, G. Martorella, W. Nirode, C. Perez, R. Pioreck, L. Schmelkin

A. The minutes of the February 1, 2010 meeting were unanimously approved.

B. Information Items

Prof. Nirode presented for information an update on the spring Senate elections. Caroline Schreiner reported that the following senator's terms have expired:

- Zarb School - K.G. Viswanathan
- School of Education, Health and Human Services – Gloria Lodato-Wilson
- HCLAS: Division of Humanities – John Krapp
- HCLAS: Division of Social Sciences – Jason Davidow
- Library – Georgina Martorella
- School of Communication – Jamie Skerski
- Staff – Maureen Brown

All senators can run for re-election except Gloria Lodato-Wilson and Georgina Martorella who have both served two terms and must be replaced. Starting this week, Will Nirode will email the Executive Board chairs of each constituency asking for their recommendations. The nomination ballots will be available to all faculty of those constituencies starting March 15<sup>th</sup> through March 26<sup>th</sup> through Black Board. Elections will be held through Black Board on April 5<sup>th</sup> through April 16<sup>th</sup>. Dr. Berliner suggested that Prof. Nirode send out a HOF-FAC email to all faculty alerting them of the vacant seats and how to access the nomination ballots. Nomination and election ballots for the Staff position will be done through a paper ballot during the same dates. All senators must be in place by the last Senate meeting on April 26<sup>th</sup>. Caroline will work with Christiaan Perez to coordinate the student senator elections sometime in late April. A discussion followed about ways the SEC can encourage student participation.

Caroline Schreiner gave a brief update about the Senator At-Large appointments and suggested that SCREAM include a list of vacant spots in the email that goes out to faculty. This week she will email all Senators At-Large that can stand for re-appointment and ask whether or not they wish to continue. The Senator At-Large interest form will be sent out via Black Board next week.

C. New Business

Prof. Lodato-Wilson brought up for discussion the content of the comment sheets for the Course and Teacher Ratings (CTRs). Several faculty members have approached her that they have received rude responses. A discussion followed and it was suggested to possibly educate the whole community in terms of interactions.

There was a brief discussion about whether or not Hofstra University will consider moving towards 4 credit semester hours. Dr. Berliner reported that it is being discussed through a task force.

E. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee had their first meeting last week and started looking at the definition of “what is a faculty member” under Faculty Statute IV. Prof. Pioreck also reported that distributed the Equal Opportunity and Affirmative Action Plan to the committee members and will begin discussion on it shortly. The committee has invited Jennifer Mone, Dolores Fredrich and Margaret Abraham to their April meeting.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee is continuing with their diversity initiative. They spent time preparing the raw data from the second focus group and are planning their third and final focus group. The committee is also reviewing the Incomplete Policy revision on the graduate level.
3. Prof. Lodato-Wilson, chair of the Undergraduate Academic Affairs Committee reported that the committee came to a conclusion on the Faculty Policy Series #50 – Classroom Code of Conduct for students and agreed to make the timeline for appeals very specific. The committee has also been discussing the revisions to the Unofficial Withdrawals and decided to make it very simple.

*The UW may be assigned only if the student stopped attending prior to the official withdrawal deadline and, in the judgment of the faculty member, on the last date of attendance, the student either had the potential to pass the course or there was insufficient graded work to allow for such an evaluation. Note: The UW is always the appropriate grade for the student who is registered for the course but has never attended.*

The committee then had to review the Course Completion Ratio and Probation Standards and are working on it now.

4. Prof. Martorella, chair of the Planning & Budget Committee, reported that the committee has their meeting with Catherine Hennessy and Dolores Fredrich on Wednesday to discuss the financial impact of the decision to eliminate the football program and also how they can work together to create an exchange of information regarding budgetary matters. The Library report is completed and is sending out the final draft to Planning & Budget Committee members, Library Sub-Committee members and Library faculty for editing. Prof. Martorella also reported that there will not be a live webcast or twitter feed for the Annual Town Hall Meeting because they don’t want to impact face to face time with students attending. Prof. Martorella will be working with Sandra Johnson to discuss setting up an email account for students to ask questions and guarantee responses. She will also meeting with John Mullen, WHRU’s Operation Manager, to discuss broadcasting an edited tape of the meeting. All other promotional activities will be finalized within the next week. The committee will be inviting the manager of the Hofstra Bookstore to discuss the issue of course packs.
5. Christiaan Perez, chair of the Student Affairs Committee, reported that the committee is still discussing the parking ban and how to deal with it. They have been focusing on the shuttle service, enforcement mechanisms and visibility. One idea is to increase shuttle service. The next meeting will be on March 22<sup>nd</sup> at 5:15pm. A discussion followed.

The meeting was adjourned at 3:45pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, March 22, 2010**

Present: G. Lodato-Wilson, J. Lightfoot, G. Martorella, W. Nirode (Chair), C. Perez, R. Pioreck, L. Schmelkin

Absent: H. Berliner

- A. The minutes of the March 1, 2010 meeting were unanimously approved.
- B. Prof. Nirode convened the meeting by reporting on the upcoming Senate elections.
- Zarb School - K.G. Viswanathan has nominated himself
  - HCLAS: Division of Social Sciences – Jason Davidow has nominated himself
  - Library – Sarah Glasser has been nominated
  - School of Communication – Jamie Skerski has nominated herself

We are still looking for nominees for School of Education, Health and Human Services and HCLAS: Division of Humanities and asks that chairs give him suggestions or talk to their constituents. Caroline Schreiner reported that the Local 152 election for staff senator is being held by paper ballot and she has a few nominees.

C Action Items

Prof. Nirode reported that the revisions to FPS #50 – Classroom Code of Conduct for Students and the Unofficial Withdrawal were presented to the full faculty meeting as an information items on March 18<sup>th</sup> and the faculty raised them to action items, and passed them. Vice Provost Schmelkin said that she believes if something is raised as an action item at the faculty meeting, then it bypasses the prior step but she will confirm that with the Provost. The items will go to the Senate meeting as information items.

D. New Business

Prof. Lodato-Wilson brought up for discussion the issue of left over food at meetings and events and what is done with it and whether or not it can be donated. Vice Provost Schmelkin reported that there are stipulations, but to check with Joe Barkwill, who oversees Lackmann.

Prof. Lodato-Wilson presented for action a revision to the Guide to Pride. The Undergraduate Academic Affairs Committee would like to add the following paragraph regarding academic progress:

*All degree requirements can be found on the online undergraduate bulletin on the Hofstra University website. It is the responsibility of students to review their Degree Audit Report (DARS) and meet with their advisor to verify academic progress. Advisement is a source of information and guidance that can help students make informed choices. Students, however, have the ultimate responsibility to review and understand their DARS and to satisfy their entire sequence of courses required for their degree.*

A discussion followed and the following amendments were made:

*DARS* was changed to *DAR*

The following sentence:

*It is the responsibility of students to review...*

was changed to

*The students are responsible to review...*

The item passed as amended.

E. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee has gone through Faculty Statute IV to look at what is a faculty member for the Medical School and should be finished by the end of the semester. At their next meeting on April 14<sup>th</sup> the committee will be focusing on the Equal Opportunity/ Affirmative Action Policy. Margaret Abraham, Jennifer Mone & Dolores Fredrich, as well as a group of students will be in attendance.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that Trudy Cucciniello, Dean of Academic Records, attended the last Graduate Academic Affairs Committee meeting and she helped them review the Incomplete Policy for graduate students and will present it at the next Graduate Directors meeting to gather input.
3. Prof. Lodato-Wilson, chair of the Undergraduate Academic Affairs Committee reported that the committee is working on the completion ratio. They discussed the computation of Fs, changing the percentage to a higher percentage of completion needed as well as starting the first semester and going semester by semester and not only the cumulative GPA. The committee received information on how many people would be on probation with these standards. There would be a tremendous jump in numbers. Prof. Lodato-Wilson reported that there will be a lot of unanticipated consequences and the committee will continue to work on this until the end of the semester and possibly into next year.
4. Prof. Martorella, chair of the Planning & Budget Committee, reported that after much discussion, the committee members agreed that the charge should stand and do not want to make any revisions at this time. The committee sees its role as set forth in the charge as important and would like to get more involved in the five-year planning process. The committee members will also be meeting with Jessica Eads and Amy Kahn on May 7 to learn about the awarding of scholarships at Hofstra as the committee is interested in possibly tracking over time the amounts of money going into needs-based scholarships as result of the elimination of the football program.  
Prof Martorella also reported that the committee has been discussing issues revolving around south campus parking with student reps and the committee, the committee will be presenting a revised resolution to the SEC next meeting.  
The committee was asked to look into the expense of having coursepacks put together by the bookstore and has learned that the contract with the bookstore has recently been renewed. They will begin discussions about possible alternatives in preparation for the next contract negotiation.  
Prof Martorella reminded everyone that the Annual Town Hall Meeting will be held on Wednesday, April 14<sup>th</sup>, during common hour in the Plaza Rooms and that the completed library report will be brought to the next SEC meeting.
5. Christiaan Perez, chair of the Student Affairs Committee, reported that the committee will continue their discussion on alternate parking solutions such as shuttle service, enforcement and visibility of parking regulations. The committee will also be addressing more issues related to students and creating more visibility for student elections for the University Senate.

The meeting was adjourned at 3:47pm.

## MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING

Monday, April 19, 2010

Present: H. Berliner, G. Lodato-Wilson, J. Lightfoot, G. Martorella, W. Nirode (Chair), C. Perez, R. Pioreck, L. Schmelkin

A. The minutes of the March 22, 2010 meeting were unanimously approved.

B. Prof. Nirode convened the meeting by thanking Gina Martorella, Gloria Lodato-Wilson and Christiaan Perez for their outstanding service to the University Senate and the Senate Executive Committee.

Prof. Nirode also reported that he sat in on a meeting regarding the faculty/student email correspondence, and it was decided that the best way to handle this issue was to bring it through the shared governance process. The Student Affairs Committee and Planning & Budget Committee will most likely be looking into this. Dr. Berliner suggested to contact the Speaker of the Faculty, Greg Maney, for his input, since this is a faculty issue. Richard Pioreck commented that the Faculty Affairs Committee should also be involved. Prof. Nirode will bring this issue up at the first Senate Executive Committee in the fall 2010 semester.

Prof. Nirode reported that the Town Hall Meeting was a success and well attended, but lagged questions and input from students. Christiaan Perez suggested that maybe if we have an 'overview' of each dept represented on the panel, may help encourage more students to get involved. Georgina Martorella reported that Melissa Connelly suggested that next year, we have each panelist explain their roles so people know who they are speaking to and what they do.

C. Action Items

Prof. Nirode presented for action the parking resolution prohibiting students residing in residence halls on the North Campus from parking in the South Campus on weekdays, from 7 AM to 3 PM. Christiaan Perez, chair of the Student Affairs Committee reported that the committee is unable to support this issue at this time because they feel as though not all students are represented. This item will be a referendum on the SGA's election ballots and the Student Affairs Committee will make their decision to support it based on the results of that referendum. Christiaan Perez reported that right now, the committee is divided on their stance. A discussion followed about the distance to parking lots on the North Campus and whether or not it is the same distance from the dorms located furthest from south campus. Suggestions were made to create signs that inform students of the average distance and estimate time for walking from specific parking lots to south campus, etc. Prof. Lodato-Wilson reported that there are constantly students parking in the faculty/staff parking lot at Hagedorn Hall and parking restrictions are not being enforced. The item passed with 3 approved, 2 opposed and 1 abstention.

Prof. Nirode presented for action the Library Report. Prof. Martorella, chair of the Planning & Budget Committee, reported that the committee decided early on to make it a "working report," so that the Planning & Budget Committee can make recommendations for the library and the library can make improvements as the Planning & Budget Committee works. After the report was finished it was sent out to the library faculty and received a lot of feedback to which was discussed with the Planning & Budget Committee and incorporated into the report itself. Prof. Martorella reported that the committee had completed a LibQual+ survey, which has become a standard assessment instrument for academic libraries, as their methodology. The committee examined both the quantitative data and the comments that came back from it. Some of the issues that came back from the LibQual+ survey were not clear, so the committee performed



five focus groups to gather more information, looking at three broad areas: Space, services and collections. Prof. Martorella gave a brief overview of this feedback, and the Planning & Budget Committee recommendations, which is outlined in the five-page summary of the library report. After a discussion, it was decided that since this is the last Senate Executive Committee of the year, to bring this item to the Senate next week, as an information item, and move it through the governance process at the beginning of the fall semester, to give faculty enough time to review the report. A reminder should be sent out to the faculty that the expectation is that this report will come up as a vote at the first faculty meeting in the fall 2010 semester. Dr. Berliner suggested that there should be a draft resolution that comes from the Senate Executive Committee to accompany the report to the faculty, thanking the people who wrote the report, accept the report and move it through the governance process but indicating that the Senate Executive Committee does not endorse every item.

#### D. New Business

Dr. Schmelkin reported that there is a little unevenness in terms of which elected senators are represented on the committees. For example, since Prof. Lodato-Wilson is stepping down, the newly elected School of Education, Health and Human Services senator, George Giuliani would best serve the Faculty Affairs Committee because he has a JD, rather than replacing Prof. Lodato-Wilson on the Undergraduate Academic Affairs Committee. Dr. Schmelkin suggested that going forward, the Senate Executive Committee should take some time and make some recommendations to re-evaluate who should serve on what committees, instead of just replacing the outgoing senators with the newly elected ones, as they have been doing in the past. A discussion followed and the following senators were appointed to the following committees:

- Deborah Elkis-Abuhoff was appointed to the Planning & Budget Committee
- George Giuliani was appointed to the Faculty Affairs Committee
- Daisy Miller was appointed to the Graduate Academic Affairs Committee
- Fatemeh Moghadam was appointed to the Undergraduate Academic Affairs Committee
- Sarah Glasser was appointed to the Planning & Budget Committee
- All other elected senators shall remain on the committees they have been serving.

#### E. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee invited Margaret Abraham, Dolores Fredrich, Jennifer Mone and two students from the Law School to their last meeting. The committee voted to approve the current compilation of the Equal Opportunity/Affirmative Action Policy as it is and the Diversity Task Force will be working on appropriate language and get back to the committee as they go ahead and amend FPS #43 - Hofstra University Harassment Policy. Prof. Pioreck also reported that the committee is almost finished with their report on what constitutes a member of the faculty.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee has contacted Jayne Brownell from the Student Affairs Office, who offered to host the final focus group for the spring at one of the residence halls. Prof. Lightfoot also reported that the committee is waiting for a report from Trudy Cucciniello, Dean of Academic Records, to revise the graduate incomplete policy.
3. Prof. Lodato-Wilson, chair of the Undergraduate Academic Affairs Committee reported that the committee is still working on the completion ratio policy and gave a brief overview of what the committee has reviewed so far, comparing the current policy and the committee's proposal for new guidelines, which includes incompletes, Fs and UWs in the completion ratio, causing a tremendous jump in the amount of students this would catch. Prof. Lodato-

Wilson reported that the purpose of this change is so that Academic Advisement can advise those who might need it and get them on a better track.

4. Prof. Martorella, chair of the Planning & Budget Committee, reported that the committee will be meeting with Jessica Eads and Amy Kahn on May 7<sup>th</sup> to discuss the scholarship process.
5. Christiaan Perez, chair of the Student Affairs Committee, reported that the committee discussed the parking ban at their last meeting and other issues the committee could focus on next year.

The meeting was adjourned at 4:32pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Thursday, May 27, 2010**

Present: S. Bass, H. Berliner, K. Cordero-Rubinos, P. Fritz, J. Lightfoot, W. Nirode (Chair), R. Pioreck, L. Schmelkin

A. Prof. Nirode convened the meeting by presenting for discussion an issue that came up at the faculty meeting on May 3<sup>rd</sup> regarding budget transparency.

- Prof. Nirode reported that he feels as though this item is not something the Senate should take lightly and he feels at the faculty meeting, it was circumvented it because it did not get passed through the Senate Executive Committee and Senate, rather brought directly to the faculty through the students.
- Dr. Berliner commented that he is not in opposition to more budget transparency but that he feels as though the issue should have been sent through the Planning & Budget Committee first and then through the normal process rather than bypass the order of shared governance. Dr. Berliner also reported that Hofstra is not on a different ‘wave length’ in terms of transparency compared to Amherst college. The speaker of the faculty, the chair of the Senate Executive Committee and the chair of the Planning & Budget Committee all sit in on Board of Trustees meeting, therefore the information is available. Perhaps the Planning & Budget Committee could take the lead in explaining the information to faculty.
- Prof. Bass, chair of the Planning & Budget Committee reported that the committee has been having conversations with Catherine Hennessy, Vice President for Financial Affairs and Treasurer, as well as Dolores Fredrich, Vice President for Legal Affairs and General Counsel making inquiries and getting information the potential use of funds from intercollegiate football to academic priorities and need-based scholarships. Vice President Hennessy gave the committee an elaborate and open view as to what the process was and the committee has established the fact that there is going to be an ongoing relationship, on a regular basis, with the Office of Financial Affairs as to those developments that take place in terms of the budgetary process and hopes to continue receiving this information on a regular basis. Prof. Bass also reported that at their last meeting, the Planning & Budget Committee had an intense conversation regarding scholarship with Jessica Eads and Amy Kahn and certain facts were brought to the Planning & Budget Committee’s attention that they felt have led to some discrepancies and misunderstandings. The Planning & Budget Committee genuinely believe that many of the students are not aware of some of the goings-on and processes that are used by Financial Aid and scholarship programs so they are talking about the possibility of having a second Town Hall meeting that will be exclusively directed towards scholarship information for the students so that they are made more aware of what is available and how scholarships and special grants have been made.

B Dr. Schmelkin reported that the Senate has promised the faculty that they would do another survey with faculty and students regarding the academic calendar and holidays. Dr. Schmelkin suggested the Senate Executive Committee should work with Stephanie Bushey, and the Office for Institutional Research and Administration as well as Student Voice. A discussion followed and it was decided that this survey should go out sometime in the beginning of the Fall semester through email. Dr. Berliner suggested reaching out to all of the executive committee chairs from all of the schools and colleges except for the Law School, who has their own calendar separate from the university. Prior to the survey being sent out, there should be a HOF-FAC email as well as information posted on the portal to outline the importance of this survey.

- C. Dr. Berliner reported that when a teacher is voted “teacher of the year” that faculty member is no longer eligible to be voted that honor again. Dr. Berliner feels as though this does not make sense and will be giving a recommendation, based on the dialogue between himself and past recipients of the award, to ask the Senate to come forth with a recommendation that will institutionalize a policy giving someone a chance to win the award again. This recommendation will be sent to Prof. Nirode sometime after June 1<sup>st</sup>.
- D. Prof Nirode asked the chairs of each committee to briefly discuss their intentions for the fall semester
- Richard Pioreck, chair of the Faculty Affairs Committee reported that they will be finishing up a draft of the revisions to Faculty Statute IV – Membership in the Faculty, and should be able to vote on it at the first meeting in the fall semester. Prof. Pioreck also reported that the Faculty Affairs Committee will be working on guidelines for email exchange between faculty and students as well as continuing work on the Affirmative Action Policy.
  - Prof. Fritz, chair of the Undergraduate Academic Affairs Committee reported that the committee will be discussing a minor change to the wording for graduate courses taken by undergraduates. The committee will also be addressing probation standards and completion ratio.
  - Kenny Cordero-Rubinos reported that the Student Affairs Committee will focus on broadening their representation on the committee and in the shared governance process by reaching out to various student groups, etc.
  - Prof Bass, chair of the Planning & Budget Committee, reported that the committee has met with Peter Libman, Dean of Students to try and resolve some of the issues regarding parking. The committee will also continue work on the scholarship process and planning of the Town Hall meetings and hope to possibly initiate mini-town hall meetings on a bi monthly basis to help ascertain additional feedback regarding those issues that concern students, faculty and staff.
  - Prof. Lightfoot, chair of the Graduate Academic Affairs Committee reported that the committee will continue discussing the graduate incomplete policy and academic honesty as well as continue work on the diversity initiative. The committee has completed a third focus group and plans to initiate an additional focus group with Law School students.

The meeting was adjourned at 1:59pm