

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Tuesday, September 7, 2010

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

A. The minutes of the April 19th, 2010 & May 27th, 2010 meetings were unanimously approved.

B. Prof. Nirode convened the meeting by reporting that a grievance has come up, therefore the Grievance committee will be convening shortly. The members of the Grievance Committee are as followed:

Margaret Burke	LIBRARY
Sybil DelGaudio	COMMUNICATIONS/AVF
Laurie Fendrich	HCLAS/Humanities/Fine Arts
Grant Hayden	LAW SCHOOL
Janet Lenaghan	Zarb/ Mgmt, Ent. & General Business
Claire Lindgren	HCLAS/Humanities/Fine Arts
Phyliss Ohr	HCLAS/Social Sciences/Psychology
Daniel Seabold	HCLAS/Natural Sciences/Mathematics
Dan Sciarra	SOAHHS/CRSR

Prof. Pioreck, chair of the Faculty Affairs Committee will distribute information to the members and convene the meeting.

C. Discussion Items

Prof. Nirode presented for discussion creating a task force which will look into the issue of the academic calendar. The first order of this committee will be to create a survey through the Office for Institutional Research and Administration and distribute it in October so they are ready to make a recommendation by the end of the fall semester. A discussion followed and it was decided that Will Nirode, chair of the Senate Executive Committee will reach out to the following people to be on this task force:

- Stuart Bass, Chair of the Planning & Budget Committee, Zarb School of Business
- Stephanie Bushey, Assistant Vice President for Institutional Research and Administration
- Kenny Cordero-Rubinos, chair of the Student Affairs Committee
- Gertrude Cucciniello, Dean of Academic Records
- Ellen Frisina, School of Communication
- George Giuliani, SOEHHS
- Raymond N. Greenwell, HCLAS/Natural Sciences/Mathematics
- Peter Libman, Dean of Students
- Gregory Maney, Speaker of the Faculty, HCLAS/Social Sciences/Sociology
- Liora Schmelkin, Senior Vice Provost for Academic Affairs & Dean of Graduate Studies
- James Wells, President of the Student Governance Association

Vice Provost Schmelkin suggested that we should do a Peer Analysis prior to the first meeting of this Task Force.

D. Action Items

Prof. Nirode presented for action the Library Report. He reported that the committee will be voting on whether or not to support the spirit of the resolution and not necessarily agreeing with

the entire list of recommendations. Dr. Berliner reported that he was concerned about the following sentiment on page 5 of the report:

*Faculty in departments such as English, History, Philosophy and Religious Studies believe that the Library has an archival function to preserve the existing collection, that in many cases print books should not be replaced by electronic formats, and that **our print collections must continue to grow.***

He commented that he is sure that this is a recommendations that we should make.

It was decided that since Georgina Martorella, former chair of the Planning & Budget Committee, was not in attendance, this item will be brought up at October's Senate Executive Committee meeting so that perhaps this portion can be elaborated on for clarification.

E. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee will look at their final revisions to what constitutes a member of the faculty. Prof. Pioreck also reported that he will be contacting the Diversity Task Force to see where they stand on the Equal Opportunity/Affirmative Action Policy. Prof. Pioreck reported that the committee will also be looking into guidelines on emails between faculty & students.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee will be continuing on the Incomplete Policy for Graduate Students as well as their Diversity Initiative, holding an additional focus groups for Law School Students.
3. There was no report from the Undergraduate Academic Affairs Committee.
4. Prof. Bass, chair of the Planning & Budget Committee, reported that the committee will be discussing Budget Transparency continue scholarship allotments, and plan to arrange a second Town Hall Meeting specifically for information and educational purposes regarding scholarship information, procedures, eligibility, etc. Prof. Bass also reported that the committee will continue discussing the parking situation on campus with members of the Student Affairs Committee, the Dean of Students and Public Safety.
5. Caroline Schreiner reported for Kenny Cordero-Rubinos, chair of the Student Affairs Committee, that the committee will continue looking into the parking situation on campus.

The meeting was adjourned at 3:37pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, October 4, 2010

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

- A. The minutes of the September 7, 2010 meeting was unanimously approved.
- B. Prof. Nirode convened the meeting by presenting for action the Library Report. Georgina Martorella, ex-chair of the Planning & Budget Committee, reported that the Planning & Budget Committee was charged with creating this report when the west campus library building was closed and the collections and staff had to be moved over to Axinn Library. Planning & Budget Committee began the report by looking at responses to a Lib-Qual survey the Library generated in spring 2007. In addition, committee held several focus group sessions as well as interviewed various faculty and administrators of the Library. The committee focused on three areas, Library as place (the physical library), library services, and information resources. The recommendations being made are outlined in the executive summary of the Library report. Prof. Georgina briefly summarized some important points which include:
- How space can be reallocated
 - Honors College moving
 - Government Documents becoming virtual to open up more study space
 - Renovations
 - Ground Floor being renovated.
 - Library Services
 - As technology develops, we try to keep up with developing newer, appropriate services
 - The Planning & Budget Committee asked the Library sub-committee to review library instruction to do as much outreach with department to create more programs that will meet the need's of the students.
 - Information Resources
 - Collections, balancing electronic and print collections
 - Funding
 - Asked for more increased funding in the next 5-year plan to also include resources for purchase of a Discovery Platform
 - Journals
 - Trying to keep up where we need to be on Journal Collection, though we do already have an extensive journal collection

A discussion followed regarding the reconfiguration of physical space, increasing the print collection and recognizing budget resources. Georgina Martorella clarified that with regard to the print collection, the Planning & Budget Committee means that they mean grow the print collection in usability.

Prof. Nirode reported that he convened the Academic Computing Committee and elected Laura Vallier as chair. The committee decided that an item they could work on this semester is to review the IT budget and how to better meet the faculty needs and support. The committee will meet again this semester.

Prof. Nirode reported that the Library Committee has met and elected Peter Goodman as chair.

Prof. Nirode also reported that the Academic Calendar Task Force has met and are working on getting a survey together that they hope to administer within the next couple of weeks.

C. Action Items

Prof. Nirode presented for action the Casino Resolution. Prof. Nirode reported that there has been a movement to create a casino on the site of Nassau Coliseum. At the last Board of Trustee's meeting President Rabinowitz commented that perhaps it would be beneficial of the faculty and senate to get behind an opposition to this proposal. Gregory Maney and Martin Melkonian drafted a resolution. A discussion followed about the effects of the proposed casino in the surrounding communities and was decided to remove the last four bullets and amend the document to read:

- *Hofstra University has a responsibility to its students to provide a safe environment that is compatible with the mission of an institution of higher education. It strives to provide experiences that enrich its students as they develop through the formative years of their undergraduate education. Given the concentration of educational institutions in proximity to Nassau Coliseum we should not create an environment that fosters the further growth of compulsive gambling, a growing addiction in the United States, particularly among teenagers and young adults. Moreover, the University's ability to recruit new students depends, in part, upon its ability to maintain its recognized standing as an educational institution of high quality located in a safe suburban setting.*

Therefore, be it resolved that the Hofstra University Senate/Full Faculty oppose the location of a casino or gaming facility on the grounds of the Nassau Coliseum.

The item passed unanimously.

Prof. Nirode presented for action a revision to the bulletin in regards to undergraduate students registering for graduate courses. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that this issue came up in programs that have joint MA/BA programs and that the Undergraduate Academic Affairs Committee was charge with "smoothing out" the language. Since the UAAC already redefined class standing last semester, an undergraduate with senior status is a student above 90 credit hours. A small discussion followed and the item was passed unanimously.

D. Information Items

Prof. Nirode presented for information the revised probation standards and the course completion ration. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that university advisement felt that they have not been catching the students that need to get help the way that the probation standards are set up at the present moment, so they revised them to add in term standard to the probation to intervene and reach out to the students who may need assistance. Prof. Fritz also reported that the course completion ratio as it stands now, was only a requirement after the student reaches 36 semester hours which became a problem. According to the new standards that the Undergraduate Academic Affairs Committee have set up creates a new academic action, termed "academic warning" and creates certain academic expectations. Prof. Fritz summarized some of the major changes which include F grades in its calculation of attempted but not satisfactorily completed hours. These items will be brought to the Senate and faculty as information items to gather feedback.

Prof. Nirode presented for information the Guide to Pride statement which was brought through the Senate and sent back after the last full faculty meeting. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that this was not an item that needed to be approved by the full faculty but rather a statement brought up for information. This statement is that it is the student's responsibility to review and understand their DAR and to satisfy their entire sequence of courses required for their degree and to let students know what is related to advisement on campus. A discussion followed about whether or not to present this for information at the full faculty meeting. Since this item did not originate in the Senate, it need not be voted through the shared governance process but can be raised as an action item at the full faculty.

E. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee will continue work on the Affirmative Action Policy, the revisions to Faculty Statute IV and emails between faculty and students. Prof. Pioreck also reported that the Grievance Committee has been convened and Janet Lenaghan will serve as chair.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee has met and continued discussion on the Incomplete Policy for Graduate Students. The committee will also continue their work on the Diversity Initiative.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee has met and is working on language on major GPA requirements.
4. Prof. Bass, chair of the Planning & Budget Committee, reported that the committee has met and had a follow up discussion regarding becoming a more proactive role in the Budgetary process and focus on the areas of monitoring how money is being saved from the elimination of the football program and allocated for need-based scholarships. The committee has also unanimously agreed to conduct a second Town Hall Meeting specifically for information and educational purposes regarding scholarship and financial aide. Although after discussing this with Jessica Eads, Dean of Admissions, it was decided that Financial Aide will expand their information sessions for students since financial aide is a personal and negotiated situation. Prof. Bass also reported that he will be meeting with Dean Libman and representatives from the Student Affairs Committee to continue discussion on parking. Prof Bass also reported the possibility of bringing two or three reputable mortgage brokers to campus to assist faculty and staff in securing mortgages.
5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, that the committee will meet to continue discuss parking and assessing the Hofstra Shuttle, making it more accessible to commuting students. A discussion followed regarding the Hofstra Shuttle.

The meeting was adjourned at 4:17pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, November 1, 2010

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

- A. The minutes of the October 4, 2010 meeting was unanimously approved.
- B. Prof. Nirode convened the meeting by reporting that s survey for the academic calendar has gone out and received approximately 1100 responses in less than 24 hours. The survey will close on Wednesday, November 10th. This survey went out to students and full time faculty members.

C. Action Items

Prof. Nirode presented for action the Library Report which was discussed at the last Senate Executive Committee meeting with Georgina Martorella and Dean Rubey in attendance. Revisions were made at the request of the Senate Executive Committee. Prof Bass presented for discussion a provision for outcome or oversight as to how much of this report is implemented. Provost Berliner reported that we have to see how this ultimately ties in with the Five Year Plan and there has to be outcome members. This item will be generally supported by the University Senate and not necessarily endorsing every point of the report. The item was passed unanimously.

Prof. Nirode presented for action the Course Completion Ratio & Probation Standards. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that the revisions for these documents are both intended to reach out earlier to the students that are having problems. The big change in the Probation Standards is that there would be a new standard of two consecutive terms with a GPS with 2.0 that would lead a student towards probation. With regard to the Course Completion Ratio a new term “academic warning” has been created. Students on academic warning will be required to meet with a dean in University Advisement, but will not be automatically required to complete University 1. However, depending on the student’s circumstances, an Advisement dean may recommend or require completion of University 1. The revisions to these standards are now much close to what the federal standards are for financial aide, and the completion ratio includes F grades in its calculation of attempted but not satisfactorily complete hours. These items were passed unanimously.

Prof. Nirode presented for action revisions to Faculty Statute IV- Defining Membership in the Faculty. Richard Pioreck, chair of the Faculty Affairs Committee, reported that the committee made several revisions to the document such as eliminating items that were not part of the Collective Bargaining Agreement and includes members from the Medical School. A small discussion followed and the item was approved unanimously.

Prof. Nirode presented for action the Equal Employment Opportunity and Affirmative Action Policy and revisions to Faculty Policies Series #12, 12B, 43, the Diversity Mission statement. The revisions were made to include gender identity and expression. The Equal Employment Opportunity and Affirmative Action Policy was created to replace Faculty Policies Series #12C and was a compilation of existing documents. A discussion followed and these items were passed unanimously.

D. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee will be reviewing various policies from other universities regarding email between faculty and students, to make a recommendation on guidelines for email. A discussion followed.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee is still working on the Incomplete Policy for Graduate Students but it will be ready by the next Senate Executive Committee. The committee will also continue their work on the Diversity Initiative, by holding an additional focus group with Law School students on Monday, November 8th.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee will look into the proposal to eliminate the Writing Proficiency Exam as a requirement for graduation at their next meeting. Ron Janssen, chair of the Writing Studies program will be in attendance. The committee will also continue work on the major GPA standards.
4. Prof. Bass, chair of the Planning & Budget Committee, reported that the committee has decided to hold a series of open houses with information on financial concerns with Arrangements are also being made for the Annual Town Hall Meeting and hope to have it sometime before the spring 2011 break. Prof Bass also reported that a request was made to look into making a campus wide smoking ban campus. The committee has rejected this proposal but will meet with public safety to discuss ways to better enforce the 20 foot smoking buffer zone. The committee will also be meeting next Monday with the director of public safety as well as Dean Libman and representatives from the Student Affairs Committee to discuss parking issues. The committee raised issues about the traffic on California avenue and will discuss the possibility of replacing the stop sign with a traffic light.
5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, that the committee is having a special meeting on Monday with the director of Public Safety, Dean Libman and members of the Planning & Budget Committee & Student Affairs Committee to discuss parking issues on campus. On November 15th, the Committee will also be meeting with Anita Ellis to reassess the shuttle service. Chairperson Cordero-Rubinos reported that Ryan Green, Director of the International Students Office, contacted him regarding the staff that deal with International Student's visa's and IDs. Chairperson Cordero-Rubinos reported that through speaking with many international students, many had trouble with their I-20s which caused a delay in being allowed entrance into the country. A discussion followed and Senior Vice Provost Schmelkin reported that there are now two people in graduate admissions for international graduate students who are now DIs and should alleviate the load for Michelle Hall undergraduate students. Chairperson Cordero-Rubinos will monitor the situation.

The meeting was adjourned at 4:17pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, November 29, 2010**

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

- A. The minutes of the November 1, 2010 meeting was unanimously approved.
- B. Prof. Nirode convened the meeting by reporting that the Academic Calendar Task Force has met and conducted a survey. The Senate Executive Committee briefly discussed the summary of responses. Key highlights include:
- 64% of the students, voted for keeping the existing Fall 2011 calendar. Faculty were split 50/50 between keeping the existing calendar verse the proposed fall 2011 calendar.
 - 57% of the students were in favor of the existing spring 2012 calendar and 42% from the faculty.
 - 45% of the students were in favor of standardizing spring recess in the middle of the spring semester, and 53% of the faculty were in favor.

In both cases, the students preferred the existing calendar over the alternate one therefore the task force did not recommend any changes to the 2011/2012 calendar. Senior Vice Provost Schmelkin reported that when the Calendar Committee works on the next calendar, they will see if they can standardize spring recess in the middle of the spring semester and possibly having one or two days for Passover and Easter. No changes are being made to spring recess for existing calendars at this time.

C. Action Items

Prof. Nirode presented for action revisions to the Graduate Incomplete Policy. Jonathan Lightfoot, chair of the Graduate Academic Affairs Committee reported that the revisions include:

- the addition of a default grade, which must be a letter grade or a permanent Incomplete,
- UW is no longer an acceptable grade
- deadline for submitting a grade change which is not exceed one calendar year from the close of the semester in which the course was taken.

Vice Provost Schmelkin commented these revisions were made to make the graduate incomplete policy similar to the undergraduate incomplete policy. A discussion followed and the item was passed unanimously.

Prof. Nirode presented for action the recommendation for the elimination of the Writing Proficiency Exam. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that Ronald Jannsen, chair of the Department of Writing Studies and Composition, brought to the attention of the committee, a number of problematic issues with the Writing Proficiency Exam. The score on this exam, as it was originally intended, was to be adjusted based upon student's performance in classes. This does not occur for all faculty so there is a great inequity among students in this regard. In addition, some faculty give out practice exams, while others do not. Transfer students have a problem with this exam in some ways as they are taking this exam without the benefit of taking the courses. The more problematic issues are that the pedagogical value for the exam is really not clear. There are also problems in terms of time and mode. The Writing Studies and Composition department feels there are better ways to measure proficiency such as through portfolio grading, accessing the student's ability to apply

the writing skills they are learning in their courses. Vice Provost Schmelkin added that if this item is passed, the elimination of the exam will be put into effect immediately. A discussion followed and the following amendment was made:

The resolution was change from:

Upon the recommendation of the Department of Writing Studies and Composition, the Undergraduate Academic Affairs Committee recommends the elimination of the writing proficiency exam as a graduation requirement.

to:

Upon the recommendation of the Department of Writing Studies and Composition, the University Senate supports the elimination of the writing proficiency exam as a graduation requirement.

We also encourage the different units to develop methods to enhance the written communication skills of our students.

The University Senate is asking the deans and chairs of the respective executive committees to provide progress reports by the end of the spring 2012 semester.

The resolution was passed unanimously as amended. This item will be brought to the Senate as an action item and then to the Full Faculty as an information item to allow for feedback. It will be voted on by the faculty at the last faculty meeting, in May.

D. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee will be reviewing a rough draft of the guidelines for email usage at their next meeting. They will also be discussing what they have found to be the guidelines of other universities.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee continue their work on the Diversity Initiative, and held an additional focus group with Law School students. He reported that the students were very responsive and the committee will be reviewing the results. The committee will also discuss possible agenda items for the spring semester.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee will work on the major GPA standards issue, hopefully getting language to implement this. The committee had a productive meeting with members of Academic Records to figure out some of the mechanics to get the principle of the policy down.
4. Prof. Bass, chair of the Planning & Budget Committee, reported that there are two potential dates for the Town Hall Meeting and should have something secured soon. Prof. Bass reported that he has a meeting on Thursday with Karen O'Callaghan, the Director of Public Safety , to discuss more effective ways to enforce the 20-foot Smoking Buffer zone. The committee will also be discussing applications with the Town of Hempstead regarding a possible traffic light at the junction of California Avenue. He also reported that he and Kenny Cordero-Rubinos had a meeting with the Director of Public Safety and Dean Libman regarding the current parking situation. Public Safety has asked to have some time to study certain configurations of the parking lots and other viable situations to help alleviate the problem. The committee has decided that if they cannot come up with any productive, meaningful recommendations by January, then they will reintroduce the Parking Ban

resolution. Provost Berliner requested that the Planning & Budget Committee add to their agenda a follow up with the community relations issue between Public Safety and the students living in the community.

5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, that their meeting between the Planning & Budget Committee and Public Safety was very productive and generated some good suggestions to alleviate the current parking situation. The committee had another meeting with Karen O'Callahan, Director of Public Safety and Anita Ellis, the Director of Campus Student Services to discuss the Shuttle Service to the Hempstead and Mineola trains stations and decided to create an advisory group to look into ways to improve the service.

The meeting was adjourned at 4:03pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, February 7, 2011

Present: S. Bass, H. Berliner, P. Fritz, J. Lightfoot, W. Nirode (Chair), R. Pioreck

Absent: L. Schmelkin

- A. The minutes of the November 29, 2010 meeting was unanimously approved.
- B. Prof. Nirode convened the meeting by summarizing the actions of the last faculty meeting held on December 3rd. The following items were passed:
- Revisions to the Course Completion Ratio
 - Revisions to the Probation Standards
 - Inclusion of Gender Identity & Expression in various Hofstra Policies
 - Equal Opportunity & Affirmative Action Policy
 - Library Report

These items have also been passed by the President. In addition, the revisions to Faculty Statute IV has been sent back to the Faculty Affairs Committee for further work.

Prof. Nirode reported that the following items were passed at the last Senate meeting on December 6th:

- Revisions to the Graduate Incomplete Policy
- A recommendation to eliminate the Writing Proficiency Exam.

Both items will be brought to the full faculty on Wednesday, March 9th. However, the recommendation to eliminate the Writing Proficiency Exam will be presented as an information item and brought back to the faculty for a vote on May 6th.

Prof. Nirode reported that in recent years, there have been some concerns raised by faculty and students about the structure of Hofstra's academic calendar. With the urging of the Provost, a task force was convened to take a look at this issue and possibly come up with some suggestions for new guidelines. The task force, with the help of Institutional Research has constructed a brief survey which was distributed to faculty and students in the fall semester. Prof. Nirode summarized the results.

- 1967 out of 10519 students responded (19%)
- 280 out of 463 of faculty responded (60%)

For the fall calendar, the task force proposed a calendar which eliminated the observance of the Jewish Holidays

- 64% of the students, voted for keeping the existing Fall 2011 calendar.
- Faculty were split 50/50 between keeping the existing calendar verse the proposed Fall 2011 calendar.

Currently, Hofstra's spring recess is scheduled around Passover and Easter. Since these holidays are variable, spring recess can be as late as the third week in April, so the task force proposed a calendar which standardizes spring recess in the middle of the spring semester.

- 57% of the students were in favor of for keeping the existing spring 2012 calendar.
- 58% of the faculty were in favor of the proposed calendar.

The Task Force is recommending that the Academic Calendar Committee look at perhaps normalizing spring break but no changes have been made at this time.

This information will be summarized both at the next Senate meeting on February 14th and the faculty meeting on March 9th.

C. Action Items

Prof. Nirotte presented for action a recommendation supporting the University's efforts to secure a 2012 Presidential debate on our campus. There was a small discussion and the item was passed by acclamation.

D. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee met on January 4, 2011 and reviewed all of the applications for special leaves for the 2011-2012 academic year and recommended 45. The committee will also revisit the revisions to Faculty Statute IV which was sent back by the faculty. Prof. Pioreck also reported that the committee hopes to bring a draft of the email guidelines to the Senate Executive Committee in March.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee will discuss on how to report the data from the Law School focus group and the previous graduate student focus group sessions for maximum impact for their Diversity Initiative. The committee also discussed the need for more faculty training and professional development to better assist culturally different groups in adjusting to graduate school life.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee continue discussions on the university-wide major GPA requirement and how to implement this policy with as little disruption to existing department standards. He reported that there were some issues raised from members from the School of Business specifically from the department of Accounting. A discussion followed.
4. Prof. Bass, chair of the Planning & Budget Committee, reported that the Town Hall Meeting has been scheduled for Wednesday, April 6th and publicity will start sometime in mid-March. The committee is also engaging in a follow up meeting with Karen O'Callaghan, the Director of Public Safety, to commence a survey and ultimately an application requesting Town of Hempstead to install a traffic light on California Avenue near Weller Hall & Monroe Hall. Prof Bass also reported that the committee will request an update on a study that Public Safety agreed to undertake to determine if there can be some reconfigurations of certain parking lots to alleviate some of the congestion on campus with regards to parking. The committee will also pursue a request update from Vice President Catherine Hennessey regarding the allocation of monies for merit-base scholarships and will be interviewing three or four mortgage brokers at their March meeting.
5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the Student Affairs Committee will review the results of Public Safety's study and look into the possibility of creating and hang signs to remind students about the 20-foot smoking buffer zone.

The meeting was adjourned at 3:35pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, March 7, 2011

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

- A. The minutes of the February 7, 2011 meeting was unanimously approved.
- B. Prof. Nirode convened the meeting by reminding the Senate Executive Committee that there will be a full faculty meeting on Wednesday, March 9th at 3:00p.m. Items on the agenda are as followed:
- For action:
- Revisions to the Graduate Incomplete Policy
 - Presidential Debate Recommendation.

In addition, Prof. Nirode will give a brief report on the results of the Academic Calendar Survey and there will be a Power Point Presentation by Ronald Janssen, chair of the Writing Studies & Composition Department to accompany a discussion on the elimination of the Writing Proficiency Exam as a requirement for graduation.

C. Action Items

Prof. Nirode presented for action a recommendation from the Undergraduate Academic Affairs Committee regarding a major GPS requirement. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that it came as a surprise to numerous faculty that there wasn't a major GPA requirement and the committee drafted language that appears to be consistent with the current bulletin, defined well enough but a tiny bit flexible. There are some departments that have their own existing standards but the Undergraduate Academic Affairs Committee doesn't envision too many departments having a problem with the proposed language. A discussion followed about how this will be implemented and the item passed unanimously.

Prof. Nirode presented for action the revisions to Faculty Statute IV, which was presented to the full faculty back in December and sent back to the Faculty Affairs Committee for further clarification of language. Richard Pioreck, chair of the Faculty Affairs Committee reported that the committee brought up that this language is in accordance with CBA Article 22.7, sections c & d and included a request from Stanley Kertzner, Co-President of the Hofstra Association for Retired Professors (HARP) to include Emeritus faculty. Provost Berliner commented that the language referencing to CBA Article 22.7, doesn't seem to "flow" without some form of introduction. A discussion followed and an amendment was made to change the following sentence:

In accordance with CBA Article 22.7, sections c & d, special appointments may be made when enrollment, financial feasibility or changes in the direction of a program raise questions as to the continued availability of a position;

to:

Special appointments of faculty of one of the four ranks noted above, may be made in accordance with CBA Article 22.7, sections c & d, when enrollment, financial feasibility or changes in the direction of a program raise questions as to the continued availability of a position;

The item passed as amended.

D. New Business

Provost Berliner reported in last week's Chronicle there was an article about a proposal working its way through the Cornell University Faculty Senate to consider 'strongly discouraging' last minute homework assignments over student breaks. The Provost recommends that the University Senate look into considering a similar type of policy and asks that the Undergraduate Academic Affairs Committee to review this matter. A discussion followed and a clarification was made that it wouldn't be a policy but just to strongly discourage faculty from assigning 'surprise' homework and to encourage faculty members to make clear at the start of the term the workload they planned to assign the students.

Senior Vice Provost Schmelkin reported that the way the Dean's List right now is that it is on a sliding scale so that a freshman needs a 3.3 to be on the Dean's List and a Sophomore needs a 3.4, etc. Currently issues have come up regarding students with transfer and AP credits and Dr. Schmelkin would like the Undergraduate Academic Affairs Committee to examine current policies.

E. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee has completed Faculty Statute IV. They also continued work on the guidelines for faculty email and should present it for action at the next Senate Executive Committee in April.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee had a discussion on the particulars of what occurred at the Law School Focus Group and will be working on a report for maximum impact for their Diversity Initiative. The committee also discussed possibly having faculty training and professional development to better assist culturally different student groups.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee will be focusing on the new issues brought up at today's meeting.
4. Prof. Bass, chair of the Planning & Budget Committee, reported that the committee will be interviewing four or five mortgage brokers at their next meeting and will set up open house information sessions hopefully a week or two before spring break. Anita Ellis is invited to the next meeting to update the committee on Student Affairs as they relate to community relations. Prof. Bass also reported that he has been talking to the Director of Public Safety about what needs to be done to install a traffic light signal on California Avenue. He also reported that Public Safety is making an intensified effort to strictly enforce the 20 foot smoking buffer zone and the committee is looking into the potential of a complete smoking ban on South Campus with the exception of one or two smoking zones, by researching what other Colleges and Universities have similar bans on campus. Prof. Bass reported that the committee has received an initial financial update from Vice President Hennessey regarding the redistribution of funds for and merit need-based scholarship.
5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the Student Affairs Committee discussed an issue with Card Services but rescinded the proposal. The committee also discussed ways to help better enforce the 20 foot smoking buffer zone, particularly by improving signage. The committee had a discussion on sustainability on campus and ways to better preserve energy.

The meeting was adjourned at 3:35pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, April 4, 2011

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

A. The minutes of the March 7, 2011 meeting was unanimously approved.

B. Action Items

Prof. Nirode convened the meeting by presenting for action the 2013-2014 Academic Calendar. Highlights of the Fall 2013 calendar are as followed:

- Class begin after Labor Day
- September 4 – Conversion Day - All classes follow a Friday Schedule
- September 5 & 6 – Classes not in session
- September 26 - Conversion Day - All classes follow a Thursday Schedule
- November 28 – 29 – Thanksgiving Recess
- December 9 – 10 Snow/Study/Reading Days
- December 11 - 17 - Final exams
- December 17 - Classes end.
- December 18 - Commencement

January highlights:

- January 2 - Classes begin.
- January 15 - Semester ends for 2 week session.
- January 20 - Martin Luther King, Jr. Day observed - NO classes.
- January 23 - Classes end for 3 week session.
- January 24 - Snow/study/reading day for Undergraduate classes only

Spring Highlights include:

- January 27 - ALL classes begin.
- February 17 - President's Day. - Classes not in session.
- February 19 - Conversion Day – ALL classes follow a Monday schedule.
- March 16 – 22 Spring Recess - Classes not in session.
- April 14 Conversion Day - ALL classes follow a Friday schedule.
- April 15 - Classes not in session.
- April 18 – 19 - Classes not in session.
- May 8 - 9 - Snow/study/reading days for Undergraduate classes only. Graduate classes meet.
- May 12 - 17 - Final exams for ALL classes.
- May 17 - Classes end.
- May 18 – Commencement

Summer Session highlights include:

- May 21 - Summer Session I classes begin
- May 26 - Memorial Day Holiday – NO classes
- June 24 - Summer Session I ends.
- June 26 - Summer Session II classes begin
- July 4 - July 4th Holiday
- July 30 - Summer Session II classes end

- August 4 - Summer Session II classes begin
- August 22 - Summer Session II classes end

Senior Vice provost Schmelkin added that as a result of the Academic Survey and the dissatisfaction of both students and faculty with spring break being so late, the Academic Calendar Committee is attempting to streamline the Spring Break in the middle of the semester since the Holy Days fall so late in the spring in 2014. This is the first time at attempting this type of calendar. A discussion followed.

Prof. Nirode reported that since the fall calendar begins after Labor Day, he proposes the following changes to allow for no classes the Wednesday before Thanksgiving. He added that with our student body becoming more & more geographically diverse, many of them head home prior to Thanksgiving and the Wednesday before are less and less attended. It causes a problem in the Natural Sciences Division of HCLAS when labs are held Wednesday nights and students miss them. It becomes very difficult for those students to make up the lab. Prof. Nirode proposes the following changes to the fall 2013 calendar:

- Wednesday off before Thanksgiving
- End classes on December 11th
- Snow/Study/Reading days 12th & 13th
- Finals week 16th – 21st Commencement on December 22nd

Prof. Nirode reported that in the past, we have held commencement so soon before Christmas. A discussion followed about possibly changing conversion days. Prof. Nirode reported that it causes problems in the Natural Sciences' schedules when the days of the week are not sequential so conversion days could become problematic. The calendars were passed as amended.

Prof. Nirode presented for action the revisions to Faculty Statute IV. This item was passed at the last Senate Executive Committee and was going to be presented at the March Senate meeting but there were some concerns and issues raised by both Dennis Mazzocco, President of the AAUP and Marc Silver, Chair of the Chair's Caucus. Therefore, it was decided to table the item for the Senate for further review by the Senate Executive Committee.

Richard Pioreck, chair of the Faculty Affairs Committee reported that one of the two concerns was the definition of a Visiting Professor vs. Special Professor. He reported that Dean Firestone mentioned that "Special Professor" was something that is not recognized at other institutions. Senior Vice Provost Schmelkin reported that in the original draft uses the "temporary" and the revised one does not so there was a question on whether or not a temporary professor can be appointed again. Dean Firestone wanted to differentiate between faculty who are coming to Hofstra for one or two years as "visiting" and not "special." The term "special" should be reserved for a number of conditions such as issues with enrollment or financial feasibility or there are reservations as to an appointee's current qualifications. A discussion followed and the following amendments were made:

The following paragraph:

- 1. Faculty members of professorial rank who are initially appointed to contracts at the normal base teaching load for durations fewer than three years shall be called Visiting Assistant Professors, Visiting Associate Professors, or Visiting Professors.*

was changed to:

- 1. Faculty members of professorial rank who are initially appointed to temporary contracts at the normal base teaching load for durations fewer than three years shall be called*

Visiting Assistant Professors, Visiting Associate Professors, or Visiting Professors. Such appointments shall not exceed three years in total.

In addition, the following sentence in #3 was removed:
in accordance with CBA Article 22.7, sections c & d,

The item passed as amended.

Prof. Pioreck will send the revised version to Dennis Mazzocco and Marc Silver for approval before the Senate meeting.

C. New Business

Caroline Schreiner updated the Senate Executive Committee on current elections and reported that a nominee is needed for HCLAS: Division of Humanities. In addition, she reported that she has not received a nomination for Parliamentarian in the Faculty Officers Election, and the faculty has been without one for quite some time now. Provost Berliner suggested contacting Nora Demleitner, Dean of the Law School for a recommendation. Mrs. Schreiner also reported that William Nirode is about to reach his limit of eight consecutive years on the University Senate and there will need to be an election to find a replacement for a one-year term.

D. Committee Reports:

1. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the committee is putting the final touches on the recommendations for guidelines for faculty email. They are hoping to finish up the revisions at their April meeting.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee is moving forward with using the focus group data to restore faculty professional development focusing on international student sensitivity. The committee is also entertaining the idea of how they can reconnect with a graduate student representative to serve on the committee. Prof. Lightfoot also reported that the committee is going to look at the graduate unofficial withdrawal policy to ensure that the language in the graduate bulletin falls along the same lines as the language in the undergraduate bulletin.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee has been focusing reviewing the Dean's List policy. Prof. Fritz also brought up for discussion, the concerns raised at the last faculty meeting regarding the elimination of the Writing Proficiency Exam. Senior Vice Provost Schmelkin suggested that since there is more feedback from the faculty and the chair of the Writing Studies and Composition Department, perhaps it can be reworked at the Senate Executive Committee and revisited at the Senate meeting. The item was passed by the Senate but was only brought up as an information at the faculty meeting on March 9th. A small discussion followed.
4. Prof. Bass, chair of the Planning & Budget Committee, reported that the committee interviewed five reputable lending institutions and mortgage brokers and have decided to invite all of them to hold an open house on May 11, 12 & 13th in the Plaza rooms for faculty and staff. The town hall meeting is being held this Wednesday, April 6th during common hour in the Plaza Rooms. The committee is also working on language for a proposed smoking ban on South Campus with a designated smoking zone.

5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the Student Affairs Committee met with Teresa Greis, the Campus Sustainability Officer to discuss how the committee can better assist her office with various endeavors they are working on. The committee also discussed better ways to alert students about future Town Hall meetings. The committee is also working on an issue with card services and will be meeting with the Director of Public Safety regarding a possible parking spot reserved for Hofstra University at the Mineola train station.

The meeting was adjourned at 4:13pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, May 2, 2011

Present: S. Bass, P. Fritz, J. Lightfoot, W. Niode (Chair), R. Pioreck, L. Schmelkin

Absent: H. Berliner, K. Cordero Rubinos

A. The minutes of the April 4, 2011 meeting was unanimously approved.

Prof. Niode convened the meeting by reminding everyone that there will be a full faculty meeting held on Friday, May 6th at 3pm. The two items being considered for action are the revisions to the major GPA requirement and the 2013-2014 Academic Calendar. In addition, Dr. Berliner will be giving his annual address to the faculty.

B. Action Items

Prof. Niode presented for action the guidelines for faculty email which came about through conversations between himself, Greg Maney, the Provost's Office and some faculty members. Through these conversations, the Faculty Affairs Committee was charged with creating a document of suggested guidelines for email exchange between faculty and students. Richard Pioreck, chair of the Faculty Affairs Committee reported that the committee has been working on this language for the past couple of months and that the consensus of the committee is that these guidelines cover whatever issues may arise. The committee researched what other universities and some businesses have set as guidelines during their work on this item. After amending a few typos, the item passed unanimously.

Prof. Niode presented for action the Dean's List Recommendation from the Undergraduate Academic Affairs Committee. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that this issue came from the sliding scale of how we calculated the different standards for freshman, and problems arose with those who considered themselves freshmen were actually held at the sophomore or above level. The Undergraduate Academic Affairs Committee started examining the sliding scale as well as comparisons with peer aspirants. The committee proposes to increase the grade point average requirement for inclusion on the Dean's List to 3.5, regardless of class standing as well as eliminating the "sliding scale." A discussion followed and the item was passed unanimously.

C. Information Items

The results of the 2011-2012 senator elections are as followed:

Via Blackboard, nominations were solicited and elections were held for:

- HCLAS General Population
 - Balbinder Bhogal was re-elected for a three-year term
 - Lyndi Hewitt was elected for a three-year term
- HCLAS, Division of Natural Sciences
 - Krishnan Pillaipakkamnatt was elected for a three-year term
 - Ron Sarno was re-elected for a one-year term
- HCLAS, Division of Humanities
 - Jean Giebel was elected for a three-year term
- School of Education, Health and Human Services
 - Deborah Elkis-Abuhoff was re-elected for a three-year term
- Zarb School of Business
 - Elizabeth Venuti was elected for a three-year term

- Adjunct Faculty
Donna Balson was elected for a three-year term

The Senate Executive Committee appointed the following senators to the following committees:
Lyndi Hewitt was appointed to the Student Affairs Committee
Krishnan Pillaipakkamnatt was appointed to the Planning & Budget Committee
Jean Giebel was appointed to the Planning & Budget Committee
Elizabeth Venuti was appointed to the Planning & Budget Committee
Donna Balson was appointed to the Faculty Affairs Committee

All re-elected senators will continue on the committees they have been serving.

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