

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Tuesday, September 6th, 2011

Present: H. Berliner, S. Bass (Chair), P. Fritz, G. Giuliani, E. Jacobi, J. Lightfoot, L. Schmelkin,
E. Venuti

Guests: W. Nirode

A. The minutes of the May 2, 2011 meeting was unanimously approved.

B. Action Items

Prof. Bass convened the meeting by presenting for action the revisions to the Course Completion Ratio Policy. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee reported that the committee revised the policy last year and introduced the idea of academic warning as a first step for students who are starting to fall behind on the completion of their degree. The committee noticed that there was a small hole by where first year students could actually be placed on academic probation, skipping the academic warning step. After noticing this, the committee wanted to insert some language into the new course completion ratio guidelines, noting that students in their first term would be placed on academic warning and not probation. A discussion followed and the item passed unanimously. Provost Berliner suggested that the committee should include a footnote that the completion ratio policy requirements are not necessarily equivalent to the federal aid satisfactory academic progress requirements and present it as an amendment at the Senate meeting on Monday.

Prof. Bass presented for action the revisions to FPS #42 – Grade Appeal Policy. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee reported that the grade appeal policy was recently revised but the committee discovered that there wasn't any language to be able to allow the Dean's to dismiss a clearly frivolous appeal by students. Senior Vice Provost Schmelkin added that when the revisions to this policy was originally passed, each of the schools were asked to review their own policies to make sure they are consistent with the new grade appeal policy that the university has. Provost Berliner suggested that after the revisions to this policy is passed by the full faculty in October, that Prof. Bass contact the chairs of the executive committees and reaffirm that they have reviewed their individual policies and update them as needed.

A discussion followed and the following amendments were made:

The following sentence:

The Dean will review the issues and merits of the case. The Dean may choose dismiss the case if there is no material basis for the appeal, to mediate, or to immediately empanel an Ad Hoc Appeals Committee.

was changed to:

The Dean will review the issues and merits of the case. The Dean may choose dismiss the case if there is no material basis for the appeal, to mediate a resolution or to empanel an Ad Hoc Appeals Committee according to the timeline as appropriate.

The following sentence:

The Dean shall have three (3) weeks to empanel an Ad Hoc Appeals Committee and investigate the appeal.

was changed to:

The Dean shall have three (3) weeks to dismiss, begin a mediation or empanel an Ad Hoc Appeals Committee and investigate the appeal.

The item passed unanimously, as amended.

C. Information Items

Caroline Schreiner reported that several senators are no longer with the university and the following seats are in need of representation:

- HCLAS, Division of Natural Sciences
- School of Communication

It was decided that Pros. Bass will reach out to the executive committees and ask for representation for the remainder of the year and an election will be held in the spring for the remainder of the terms. In addition, Alison Perry, from Humanities is on leave for the semester, Prof Bass will ask for representation until the spring semester. Prof. Bass will also ask the Law School for representation.

She also reported what committees are in need of specific senator at-large representation.

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee completed the recommendations for guidelines for faculty email and currently does not have any items on their agenda. A discussion followed about issues the Faculty Affairs Committee might need to look at this year.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee will continue reviewing the data collected from their focus groups with international and students of color to possibly develop professional development series for faculty to help them with knowledge, skills and dispositions through intercultural relations and for pedagogy sensitive to these issues. The committee will be working on a formal proposal with language to strongly encourage faculty to attend. A discussion followed. Prof. Lightfoot also reported that the committee is also 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, as well as work on the graduate incomplete policy.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee will be looking at the Academic Records Committee. With the retirement of Dean Cucciniello, the bylaws for the committee needs to be reworked. Senior Vice Provost Schmelkin reported that the Provost has appointed Jennifer Skorzawski-Ross as the new chair of the committee. Prof. Fritz also reported that the committee will be working on creating a guideline for faculty that they should not assign anything beyond what is already on the syllabus for a holiday weekend. The committee will continue to review the recommendation to the possibility of eliminating the Writing Proficiency Exam as a graduation requirement. A small discussion followed.
4. Prof. Venuti, chair of the Planning & Budget Committee, reported that the committee will continue to work on language for a proposed smoking ban on South Campus, as well as continuing efforts to install a traffic light on California Avenue near Weller Hall & Monroe Hall. The committee will also continue working with the Student Affairs Committee on the current parking issue on campus.
5. Etana Jacobi, chair of the Student Affairs Committee, reported that the Student Affairs Committee reported that the committee will continue to work with the Planning & Budget

Committee regarding the current parking issue on campus. She also reported that Karen O'Callahan, the Director of Public Safety informed the committee that she is trying to get taxi service discounts for students from Mineola back to campus in a timely fashion. A discussion followed. Ms. Jacobi also reported that the committee will look into an issue with students losing their ID cards, one proposal they were looking into was charging students \$10, \$25 & capping at \$50 but the charges reset each year, etc. The committee will continue reviewing this issue along with card services to figure out the best solution for students.

E. New Business:

1. Prof Bass brought up for discussion the possibility of administering faculty evaluations for Deans and Provosts. These should not be a Collective Bargaining issue but rather come through the University Senate. Provost Berliner suggested the Faculty Affairs Committee work on this issue. A discussion followed.
2. Prof Bass brought up for discussion the possibility of creating a program for alcohol awareness education and rehabilitation and the feasibility of having the Student Affairs Committee look into this.

The meeting was adjourned at 4:17pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, October 3rd, 2011

Present: S. Bass (Chair), P. Fritz, G. Giuliani, E. Jacobi, J. Lightfoot, L. Schmelkin, E. Venuti

Absent: H. Berliner

A. The minutes of the September 6th, 2011 meeting was unanimously approved.

B. Chairs' Report

Prof. Bass convened the meeting by reporting that he has contacted the executive committees of the different schools that are in need of representation on the University Senate. He has heard back from most of them and will reach out again to those who have not responded.

Prof. Bass reported that he hopes that the new Parking Committee which has been set up by the Student Affairs Committee will come up with some recommendations by the end of this year or the beginning of the spring semester as the parking issue has been a lingering problem for years and he feels the committee has taken a major step in the right direction to help to resolve some of the difficulties that many faculty, students and staff have faced with parking.

C. Information Items

Prof. Bass presented for information the Report on Academic Integrity Student/Faculty Survey with Recommendations from the Task Force for Academic Integrity chaired by Warren Frisina and Barbara Bohannon. He reported that he, along with William Nirode met with Dean Frisina to discuss the political strategy of implementing this policy. It has been agreed by all, including Provost Berliner that these recommendations will be presented next week to the Senate as an information item. Dean Frisina will then distribute it by email to the entire faculty for them to absorb it and suggest revisions. This item will be brought through the shared governance process as an action item in the spring. Etana Jacobi reported that students were very active in formulating these recommendations not only by participating in the survey but in the conversations on how they felt about academic integrity and what they expected from their peers at the meetings of the task force itself. A discussion followed.

D. Action Items

Prof. Bass presented for action

E. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee has their first meeting on Wednesday to discuss Emeritus Status for Roy Simon and will discuss the idea of evaluating Deans and chairs. Senior Vice Provost Schmelkin reported that tenure information will be accessible to the tenure committees via Blackboard. She suggested that the Faculty Affairs Committee might want to discuss some guidelines for faculty and committees.
2. Prof. Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee has met and are moving closer to developing the faculty initiative for diversity and creating a series of professional development series for faculty to better deal with domestic and international graduate students. Prof. Lightfoot reported that he has been in contact with Susan Martin from the Center for Teaching and Scholarly Excellence and she is willing to help the committee since the center has structures in place to facilitate some professional development activity.

3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee will tackle issues regarding the Academic Records Committee.
4. Prof. Venuti, chair of the Planning & Budget Committee, reported that she and Etana Jacobi had met with the Director of Public Safety to discuss forming a parking subcommittee to analyze and provide constructive long term solutions to the parking issue on campus, such as providing additional lots for commuting students or changing signage. As of right now, they have representatives from Public Safety, Residential Life, the Office for Commuting Students, the Provost's Office, the Planning and Budget Committee, the Student Affairs Committee and staff. They are waiting for a representative for Facilities. Hopefully this committee can observe the demand for spaces during certain times of the day/week, visitor parking, shuttle service, etc. Prof. Bass commented that given the enormity of the issue, he would like to see this committee named as the "University Senate's Special Task Force on Parking and Transportation." A discussion followed. A motion was made to accept the official term of this committee.

Prof. Venuti reported that the committee is continuing discussion on the Smoking Buffer Zone and how it is not actively enforced. She reported that the Director of Public Safety does not want to have the enforcement role, as they want to have more of a collegial and protective role with the students, and not an adversarial role. The committee discussed possibly moving the ash trays away from the buildings, installing "No Smoking" signs outside the buildings, indicate where smoking is allowed, and asking Public Safety to possibly speak to people who are violating the ban, not necessarily writing up tickets. A discussion followed.

Prof. Venuti reported that regarding the continuing efforts to install a traffic light on California Avenue near Weller Hall & Monroe Hall, she found out that it is a county road and not ours to control, therefore it we would need to reach out to Nassau County. The Planning and Budget Committee feels very strongly about this issue and feels an official letter from Hofstra be sent to Nassau county alerting them to the fact that there is an issue with this road and would like them to evaluate this issue with possible solutions such as speed bumps, additional stop signs, a traffic light or increased surveillance by Nassau County police officers. Prof. Bass suggested sending the letter to the town of Hempstead. Senior Vice Provost Schmelkin reported that this letter should come from the Office of Public Safety. A discussion followed and it was decided to bring this to an action item and vote on language at next week's Senate meeting. The item passed unanimously.

5. Etana Jacobi, chair of the Student Affairs Committee, reported that the Student Affairs Committee reported that the committee has established several subcommittees to deal with the agenda they have set forth for the year that deal with parking, smoking and budget transparency. Prof. Bass reported that the issue with Budget Transparency came up at a faculty meeting as a student resolution and as a result, the Planning and Budget Committee, which already reasserted its role in the areas of budgeting, was charged with looking into specifically the reallocation of funds that were taken away from the football program to need-based scholarship and other issues that affected the university community. The committee meets regularly with Catherine Hennessey and Dolores Fredrich on these issues. Etana Jacobi agreed to serve as a Senator at large on the Planning and Budget Committee so that she may report to the Student Affairs Committee on this important issue.

Ms. Jacobi reported that the committee feels that the parking issue and the Hofstra shuttle service should be two separate issues therefore a subcommittee was created with SGA's support. Suggestions included something similar to the "Ram Van" at Fordham University. Ms. Jacobi also reported that the committee dropped their issue with the ID cards that she reported at the last Senate Executive Committee.

students.

E. New Business:

The meeting was adjourned at 4:20pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, November 7th, 2011**

Present: H. Berliner, S. Bass (Chair), P. Fritz, G. Giuliani, E. Jacobi, L. Schmelkin, E. Venuti

Absent: J. Lightfoot

Guests: W. Nirode

A. The minutes of the October 3rd, 2011 meeting was unanimously approved with a slight amendment.

B. Chairs' Report

Prof. Bass convened the meeting by reporting that at the May 2011 full faculty meeting, then Speaker of the Faculty, Greg Maney, brought up the "stop-motion" of the computers and that several faculty members have been complaining about it. At the last faculty meeting, held in October, several faculty members approached the new Speaker of the Faculty, William Nirode and expressed concern with the need to re-log onto their workspaces after it has been left inactive for fifteen minutes. Prof. Bass feels this issue should bypass the Academic Computing sub-committee and be brought to the Faculty Affairs Committee for consideration. Robert Juckiewicz, Vice President for Information Technology, has agreed to speak with Prof. Giuliani, chair of the Faculty Affairs Committee to give a full report on the rationale for this change.

C. Information Items

Prof. Bass presented for information the Credit Proposal for Student Chairs. Etana Jacobi, chair of the Student Affairs Committee reported that the committee has been discussing the possibility of offering students some form of incentive for chairing the Student Affairs Committee such as semester hours. Faculty chairs of standing committees receive course release time, and the chair of the Student Affairs Committee puts in just as much effort into their work. Provost Berliner commented the issue is how we would translate it into something credit-worthy for example, writing a paper on University Governance. A discussion followed about having students possibly do independent study through the Political Science or Sociology department. The Undergraduate Academic Affairs Committee will work with the Student Affairs Committee on creating a set of guidelines and possibly put forth a recommendation. Senior Vice Provost Schmelkin reported that there are guidelines in place already in terms of how many hours and the type of paper per credit for four credit internships.

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee is working on the issue of uploading of materials for promotion and tenure. Paul Carson, Instructional Designer, attended the last Faculty Affairs Committee meeting to explain the technicalities on the use of Blackboard for this purpose. The committee decided they would invite a representative from the Psychology Department, Amy Masnick, to the next meeting to provide information on how they currently use Blackboard for the purpose of tenure and promotion materials. Once instructions are created by Paul Carson's office, the Faculty Affairs Committee will create guidelines based on the instructions. Prof. Giuliani also reported that the committee has been continuing their discussion on the evaluation of Deans and how it will work. The discussion became very lengthy and the committee is considering the possibility of creating a task force to write the guidelines and evaluation instrument.

Prof. Giuliani reported that for now, the Faculty Affairs Committee will work on the evaluation of Deans and try to keep it within that particular issue.

2. There was no report from the Graduate Academic Affairs Committee.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee met and discussed the Academic Records Committee. The key changes that they need to make besides changing the chair, because it was the Dean of Academic Records who has since resigned, eliminating the student member, and changing the name to the Academic Review Committee. The committee will also revise the bylaws and specify methods and procedures. Prof. Fritz also reported that he met with the new chair of the Writing Studies and Composition Department, Frank Gaughan, to discuss the elimination of the Writing Proficiency Exam as a requirement for graduation. That department is working on a lot of different mechanisms within the department of establishing maybe a portfolio style system that could potentially replace a writing proficiency exam or at a larger level, writing across the discipline. Given the opposition to eliminating the Writing Proficiency Exam that was experienced when it was presented as an information item to the full faculty, while the Undergraduate Academic Affairs Committee is making progress, but probably not to the point where they could present it to the Senate or full faculty as an action item.
4. Prof. Venuti, chair of the Planning & Budget Committee, reported that the committee felt that there were several obstacles to going to a full ban on smoking and recommended that we should look at a gradual "phase out" period and identify smoking areas as opposed to buffer zones, which could also be promoted through admissions. A member of the Planning and Budget Committee claimed that one of the union contracts allows for smoking. A slight discussion followed about the validity of this claim. Richard Apollo was going to follow up with this. Prof. Venuti also reported that the committee discussed the possibility of a smoking cessation Program, at there would have to be a budget to back this sort of program up. Etana Jacobi reported that about two years ago the Dean of Students set up a smoking cessation program but there was little to no interest in it, despite good publication of it. The Student Government Association is also collecting data on whether or not students are in favor of or opposed to a smoking ban.

Prof. Venuti also reported that the committee discussed an issue on the performance of the podium computers in classrooms. The Academic Computing Committee is currently working out their schedules to have a meeting. Prof. Venuti has been in contact with the chair of the committee. Prof. Venuti also reported that there is also a budget issue with regards to technology as well. A discussion followed.

Prof. Venuti also reported that the Parking Task Force has met last week and will be meeting again this Wednesday with a very thorough agenda.

The Planning and Budget Committee also discussed an issue of the allocation of student scholarships and the impact that has on a financial aid package. For example, if a student wins a \$2500.00 scholarship from an organization, but already has a Presidential Scholarship, the \$2500.00 will come from the organization, but the student will lose the Presidential Scholarship. She also described a situation where a student went through the lengthy application to receive an FAE Scholarship, won the scholarship and then Hofstra reduced her overall financial aid package. A discussion followed. Prof. Venuti commented that if that scholarship money went back into the pool of scholarships for student, then Hofstra absorbed the money and whether or not this is ethical. Prof. Bass reported that this

issue was brought up at the Town Hall Meeting last year and was denied by the Vice President for Enrollment Management that this practice takes place. Provost Berliner suggested that the chair of the Planning and Budget Committee and the chair of the Student Affairs Committee should meet with the Vice President for Enrollment Management about this. Prof. Venuti reported that Catherine Hennessy, Office of VP for Finance & Treasury, will be invited to the next Planning and Budget Committee.

5. Etana Jacobi, chair of the Student Affairs Committee, reported that committee has assessed what are students needs right now at the University. Lyndi Hewitt, the faculty Senator appointed to the Student Affairs Committee spoke to Stephanie Bushey, Vice President for Institutional Research and Assessment about giving a presentation to the entire Student Affairs Committee about what students are concerned with, one issue being financial aid packages, the quality of support received from the Financial Aid Office and the lack of sensitivity when it comes to that support. It seems as though students are being treated as “cases” and not individuals. Ms. Jacobi also reported that the Smoking subcommittee has met twice and came up with an information item but wanted to hold off on it until they have had time to review the data collected from the Student Government Association regarding smoking on campus.

Ms. Jacobi also reported that students have been complaining about the food on campus specifically the prices and portion. The committee would like to have a better relationship between the dining committee and Matthew Quinn, Director of Dining Services. A discussion followed.

E. New Business:

The meeting was adjourned at 4:33pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, November 28th, 2011

Present: S. Bass (Chair), P. Fritz, G. Giuliani, E. Jacobi, J. Lightfoot, L. Schmelkin, E. Venuti

Absent: H. Berliner,

Guests: W. Nirode

A. The minutes of the November 7th, 2011 meeting were unanimously approved.

B. Chairs' Report

Prof. Bass convened the meeting by reminding the committee members that there will be a Full Faculty meeting on Friday, December 2nd at 3pm in room 246 East Library Wing.

C. Action Items

1. Prof. Bass presented for action a motion to create a Senate Task Force on an Evaluation Process for Non-Academic University Administrators. This is separate from evaluation of Deans and Academic Administrators. The Task Force shall be charged with making final recommendations, if any, as soon as possible but in no event later than the end of the Fall 2012 semester. Membership will include:

- a) Speaker of the Faculty
- b) Chair, Senate Executive Committee
- c) Provost
- d) Chair, Faculty Affairs Committee
- e) President of AAUP
- f) Two faculty members
- g) Two non-academic administrators

A discussion followed and the following amendments were made:

h) The addition two students to the committee

*Change: Two faculty members to: two **tenured** faculty members*

The item has been accepted as amended.

2. Prof. Bass presented for action a motion to revise the bylaws of the Academic Records Committee. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that with the retirement of Dean Cucciniello, who was the chair of the committee, the bylaws for the committee needs to be reworked. The committee also revisited what the committee actually does and updated the bylaws to specify methods and procedures. The key changes are as followed:

1. Change name of committee to Academic Review Committee
2. Changes to the charge of the committee to more accurately reflect the ARC's duties
3. Change the chair of the ARC from Dean of Academic Records or his/her designate to designate of the Provost
4. Replace Dean of Students as a voting member to Dean of University Advisement or designee

5. Eliminate student member of the ARC

The item was passed unanimously.

D. New Business:

Caroline Schreiner raised a question about when the Calendar Committee meets and who actually sits on the committee since the Dean of Academic Records is listed as a member and William Nirode, who is now the Speaker of the Faculty, is still listed as a member from Planning and Budget Committee. A discussion followed and it was decided

E. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee is meeting on December 13th and will be having a member of the Psychology Department to come in to provide information on how they currently use Blackboard for the purpose of tenure and promotion materials. The committee will also address the issue of the evaluation of Deans and chairs as well as the bifurcation of the evaluation of non-academic administrators and how that will be accomplished. Prof. Giuliani also reported that he has received a letter from Bob Juckiewicz, Vice President for Information Technology, about why faculty are being logged out of the network when their computer is inactive for 15 minutes. This will be passed onto the Speaker of the Faculty to summarize for the full faculty meeting in the spring.
2. Jonathan Lightfoot, chair of the Graduate Academic Affairs Committee, that the committee will continue its work on developing a professional development series for faculty to address diversity issues. Some suggests being made include creating a video archive of graduate students addressing issues of diversity, and having an archive of certain issues being raised regarding race, sex, class, etc. Prof Lightfoot reported that the impetus for this project came from a series of focus groups the Graduate Academic Affairs Committee held with international students and domestic students of color and that members of the Graduate Academic Affairs Committee feel as though they have done their job in terms of making these recommendations and that this should be carried out by a “shared responsibility” including the Faculty Affairs Committee, the Center for Teaching and Scholarly Excellence, the Multicultural International Student Program’s Office, and other offices. Members of the Graduate Academic Affairs Committee will reach out to units they feel should be involved. Prof Lightfoot also reported that the committee is still searching for a graduate student to sit on their committee. A discussion followed about how to get more students involved. Prof. Lightfoot also reported that the committee discussed the graduate unofficial withdrawal. A discussion followed about how you monitor courses online when someone has withdrawn from the course. Senior Vice Provost Schmelkin reported that its easy for a professor because they can see when a student actually logs in, what pages they looked at, etc.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee started to engage the issue of work being assigned over academic breaks that was not originally on the course syllabus and whether or not this is even an issue at Hofstra. A discussion followed.

Prof. Bass thanked Paul Fritz for travelling to the University of Delaware to attend the Colonia Academic Alliances’ Provost Council meeting. Prof. Fritz gave a brief report on where other institutions are with regards to evaluation processes of administrators. He reported that Georgia State has a pretty robust system for evaluating non-academic administrators.

4. Prof. Venuti, chair of the Planning & Budget Committee, reported that she and Prof. Bass are meeting with Jessica Eads, Vice President for Enrollment Management and Dean of Admission, tomorrow to discuss the issue brought up at the last Senate Executive Committee meeting regarding the allocation of student scholarships and the impact that has on a financial aid package. Prof. Venuti also reported that she and Prof. Bass have requested a meeting with Karen O'Callaghan, Director of Public Safety, to discuss the Senate resolution regarding the smoking ban as well as the possibility of having a red light signal installed on California Avenue. A discussion followed about the role of Public Safety in enforcing the smoking ban, which Director O'Callaghan does not think it is. Prof. Venuti also reported that Director O'Callaghan said there is a union who has language written in their contract that allows their members to smoke. Caroline Schreiner reported that there is language in the Public Safety contract that says: "Employees make not smoke in uniform while on duty and in public view." A discussion followed.

5. Etana Jacobi, chair of the Student Affairs Committee, reported that Dom Lavin, Director of Campus Operations, will be attending the next Student Affairs Committee meeting to discuss what can be done with regards to smoking on campus. She also reported that the data collected from the Student Government Association regarding smoking on campus is very interesting in the sense that ½ the students surveyed either wants a complete ban or no enforcement whatsoever. It is also pretty evenly divided on enforcement of smoking buffer zone vs. having collective areas. She reported that the committee feels this should be enforced by Public Safety. A discussion followed. It was decided to possibly have a resolution to call upon Public Safety to enforce the ban. This will be worked on by the Planning and Budget Committee.

A discussion also followed regarding the dining committee and who they report to. Senior Vice Provost Schmelkin reported that chairperson Jacobi should contact Joseph Barkwill, Vice President for Facilities and Operations.

Chairperson Jacobi also reported that Stephanie Bushey, Vice President for Institutional Research and Assessment, will be attending the February Student Affairs Committee meeting to give a presentation about what students concerns are so the committee can better set a future agenda.

A discussion followed about possible fines associated with multiple violations should the smoking ban be enforced.

The meeting was adjourned at 4:25pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, February 6th, 2012

Present: H. Berliner, S. Bass (Chair), P. Fritz, G. Giuliani, E. Jacobi, J. Lightfoot, L. Schmelkin, E. Venuti

A. The minutes of the November 28th, 2011 meeting were unanimously approved.

B. Chairs' Report

Prof. Bass convened the meeting by reporting that the Provost has informed him that Gary Moore, former chair of the Academic Computing Committee, will be serving as an advisor to the Provost for the committee. He was the representative from the Law School, but since he is the Assistant Dean of the Law School and not a faculty member, he cannot serve as chair. Therefore the committee needs to elect a new chair. Caroline Schreiner will schedule a meeting as soon as possible to resolve this issue.

Prof. Bass also reported that he, along with Will Nirode, Speaker of the Faculty, will be meeting with Bob Juckiewicz, Vice President for Information Technology, next Monday to try and come to a compromise or resolution regarding the issue brought up at the faculty meeting that if someone is away from their computer for more than a few minutes, they are required to log back in. Many faculty members have been complaining about this and the Provost indicated that the Chairs' Caucus feels the same way. Senior Vice Provost Schmelkin asked that during his meeting with Bob Juckiewicz, Prof Bass raise the issue of how many times one has to click on the FERPA (Family Educational Rights and Privacy Act) agreement when logging into the portal, Blackboard, etc. A suggestion has made to streamline it like the CANN (Campus Alert Notification Network) notice where once or twice a semester you are forced to say that you have read the agreement.

Prof. Bass also reported that the faculty members and student members should be picked for the Senate Task Force on an Evaluation Process for Non-Academic University Administrators, which was approved at the last Senate meeting. The recommendations of this task force should be forthcoming by the end of this semester, no later than the fall 2012 semester.

C. Discussion Items

1. Prof. Bass presented for discussion the possibility of revising the term limits for elected senators. As indicated in Faculty Statute VII, the term of office for faculty, staff, and chairperson senators shall be three academic years. No senator shall serve more than eight successive years meaning, a senator can really only serve two full terms, unless he or she was elected for a shorter term which happens when one is replacing a senator who has stepped down from their position. A discussion followed and the item was made an action item. The following amendments were made:

The term of office for faculty, staff, and chairperson senators specified under a. above shall be three academic years. No senator shall serve more than eight successive years. Student senators shall serve for one academic year.

was changed to:

*The term of office for faculty, staff, and chairperson senators specified under a. above shall be three academic years. No senator shall serve more than **nine** successive years.*

Student senators shall serve for one academic year. No student senator shall serve more than three successive academic years.

A discussion followed on appointed Senators-At-Large. Caroline Schreiner reported that according to Faculty Statute VII, Senators-at-large have the option of serving one additional two-year term, meaning they can only serve on a committee for a total of four years. Many faculty members have requested to stay on committees for longer. The following amendments were made:

The Senate shall have the power to appoint for a period of two academic years, additional members of the faculty, administration, chairpersons, student body, or staff to serve as senators-at-large on a specified standing committee of the Senate. Senators-at-large have the option of serving one additional two-year term, if the Chair of the committee and the senator-at-large are in agreement.

was changed to:

The Senate shall have the power to appoint for a period of two academic years, additional members of the faculty, administration, chairpersons, or staff to serve as senators-at-large on a specified standing committee of the Senate. Senators-at-large have the option of serving one additional two-year term; additional terms will be subject to the confirmation of the Senate Executive Committee. Student Senators at-large shall serve one year terms; additional terms will be subject to the confirmation of the Senate Executive Committee.

The item passed unanimously as amended.

2. Prof. Bass presented for discussion the Academic Calendar Committee bylaws. At the last Senate Executive Committee meeting a question was raised about when the Calendar Committee meets and who actually sits on the committee since the Dean of Academic Records (who has since retired) is listed as a member and William Nirode, who is now the Speaker of the Faculty, is still listed as a member from Planning and Budget Committee. A discussion followed. Senior Vice Provost Schmelkin mentioned that the Staff (Local 153) does not need to be on the committee since it is an academic calendar. The item was made an action item and the following amendments were made:

The Special Committee on the Academic Calendar prepares and reviews the Academic Calendar. This Special Committee shall submit the proposed Academic Calendar to the appropriate parties for final approval. The Committee shall consist of the Dean of Academic Records, one designate appointed by each of the Provost, the Vice President for Student Affairs and the Chair of the Student Affairs Committee. The Senate Executive Committee shall appoint two faculty members and one staff member. In addition, an elected senator from the Planning and Budget Committee will sit on the committee.

was changed to:

The Special Committee on the Academic Calendar prepares and reviews the Academic Calendar. The Committee shall consist of the Registrar, one designate appointed by each of the Provost, the Vice President for Student Affairs and the Chair of the Student Affairs Committee. The Senate Executive Committee shall appoint two faculty members.

In addition, an elected senator from the Planning and Budget Committee will sit on the committee.

The item was passed unanimously as amended.

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee will continue to work on creating guidelines for uploading material to Blackboard, which will start in the fall. Senior Vice Provost Schmelkin reported that she will meet with the Associate Deans to “spell out” the guidelines and that the faculty member will most probably not be the one physically uploading the material but should be sending as much electronic material as possible to the DPC or the Ad-Hoc Tenure Committee, who will most probably be doing the actual uploading.

Prof. Giuliani reported that the committee will be looking to create something in terms of the evaluation for chairs and deans. The second meeting of the Faculty Affairs Committee will be strictly devoted to this topic.

2. Jonathan Lightfoot, chair of the Graduate Academic Affairs Committee, that the committee has met and continued its discussion on planning the professional development series for faculty to promote competency and sensitivity to issues of diversity. The committee is looking for internal and/or external expertise to guide them in this process and to look at how other institutions address diversity. The goal is to institutionalize diversity across the entire university. Each member of the Graduate Academic Affairs Committee was assigned to make contact with another organization on campus to involve them in this plan. They include the Faculty Affairs Committee, the Multicultural International Student Program’s Office, the Center for Civic Engagement, the Services for Students with Disabilities, the Center for Teaching and Scholarly Excellence, the Diversity Advisory Board. They are still looking for someone to represent the graduate directors.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that at their last meeting, the committee decided to table the issue of work being assigned over academic breaks. Though the committee realizes that it is an important issue, but they gathered as much information as they could and found that it didn’t seem to be a problem on campus. He also reported that the committee discussed the possibility of giving credit to students chairing standing committees and there are lots of different options that are available such as the internship models on campus. The committee also discussed whether or not there are other ways other than offering course credit to give student chairs recognition for the hard work that they do such as letters of recommendation from the Senate Executive Committee, notations on their transcript, etc. The committee decided to talk to as many current and former students who have chaired these committees to see how much of an interest there is.

Prof. Fritz reported that the committee got into a discussion on how they could better communicate the work the Undergraduate Academic Affairs Committee does to students. There actually is quite a bit of work that has been done already by Academic Records, but some members of the committee discussed the possibility of providing links to the Senate’s website and post the issues that the committee is looking forward to, dealing with and has worked on in the past.

Prof. Fritz also reported that while the revisions to the Academic Probation Policy were passed, the language in the current bulletin is hard to understand so he has met with Jennifer

Skorzawski-Ross, Assistant Provost for Academic Affairs, and they decided they are going to try to separate academic probation because of GPA from academic probation from completion ratio without altering any of the policies. They will be meeting with relevant people from Financial Aid, Advisement and any other department that would be involved to make sure we're keeping these policies consistent and they are meeting everybody's needs. If they can change the language without altering the substance, hopefully it can be presented as an information item to the Senate and Full Faculty. A discussion followed on offering course credit to give student chairs, and the possibility of having a scholarship allotted for student leaders.

4. Prof. Venuti, chair of the Planning & Budget Committee, reported that Richard Apollo, Associate Provost for Budget and Planning, and Dom Lavin, Director of Campus Operations, have agreed to co-chair the Parking Task Force and should be holding a meeting soon. She also reported that she, along with Prof. Bass, have met with Karen O'Callaghan, Director of Public Safety who informed them that the crosswalk on California Avenue has multiple jurisdictions. One side of the road belongs to the Town Hempstead, while the other belongs to the Village of Hempstead, so it is very unlikely we would get a traffic signal there as there is no intersection so they will appeal for a traffic study to be done. Prof. Bass reported that the Senate was going to send a letter to the administration requesting that Public Safety request the Town and the Village of Hempstead to engage in a study to see what the feasibility for some time of traffic control system. Prof. Venuti reported that alternatives to having a traffic signal at the junction include grooves in the road that slow traffic down, increase the painting warning that there is a stop sign coming up, and possibly a pedestrian light. Additionally, at this meeting with Director O'Callaghan, the smoking resolution was discussed and she explained why Public Safety were reluctant to enforce the violations.
5. Etana Jacobi, chair of the Student Affairs Committee, reported that the committee has not passed anything with regard to the smoking resolutions as she and Prof. Venuti have not yet met to coordinate/consolidate smoking resolutions the Student Affairs Committee has not passed anything. She also reported that two new signs have been placed outside of the unispan on the academic side alerting students of the smoking buffer zone. Sandy Johnson mentioned that Plant ordered more so the committee just needs to let them know where to place them. Suggestions have been made to place them outside of Breslin and on the other side of the unispan.

Ms. Jacobi reported that she was interviewed by the Chronicle for an article on Student Affairs Committee, and is hoping they will begin to regularly come to committee meetings..

Stephanie Bushey came to present on Student Satisfaction at Hofstra. There seems to be a lot of room for improvement in students feeling safe on campus. Ms Jacobi, in addition to some other committee members, think this is mostly tied to students' lack of connection to the surrounding community and only interactions with said community coming from CANN updates. From orientation on, students are told not to go past Popeye's as it is "dangerous." The Center for Civic Engagement is currently working on developing stronger community partnerships and creating a list of community organizations and local places students can go on foot/by bike/by car in the surrounding area for recreation. The hope is that if students feel more invested/connected to the local community, they will feel more comfortable here. Perhaps the Student Affairs Committee and the Student Government Association can help with this effort?

Ms Jacobi reported that the shuttle committee proposed working with the Student Government Association and Marketing Research Classes to conduct surveys on Blue Beetle/Road Runner runs to gauge passengers' opinions on the shuttle system. A member of the subcommittee will be reaching out to Plant and Psafe to discuss better signage, education for students on transferring at Jamaica from Hempstead instead of just going to Minelola to get to the city, add which side the bus picks up from on the schedule itself, and adding a mid-week shuttle for students to get groceries and the like.

The meeting was adjourned at 4:19pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, March 5th, 2012

Present: H. Berliner, S. Bass (Chair), P. Fritz, G. Giuliani, E. Jacobi, J. Lightfoot, L. Schmelkin, E. Venuti

A. The minutes of the February 6th, 2012 meeting were unanimously approved.

B. Chairs' Report

Prof. Bass convened the meeting by reporting that he and William Nirode have been meeting with Bob Juckiewicz, Vice President for Information Technology, regarding the 15 minute log out time that has been discussed at prior meetings. The Information Technology department is considering the possibility of extending the log out time to 30 minutes for faculty who request it. There was discussion of "opting out" of the log out all together, as long as the faculty member signs a waiver but the consensus is that it would not be feasible due to infringements and breaches of confidentiality. A small discussion followed and the Senate Executive Committee decided the best solution was to extend the log out time to 30 minutes. Prof. Bass will clarify this with Vice President Juckiewicz and report back to the faculty at their next meeting.

Prof. Bass reported that he, along with George Giuliani, chair of the Faculty Affairs Committee, William Nirode, and Dennis Mazzocco, President of the AAUP, attended a telephonic conference at the AAUP Office with Robert Kreiser, Associate Secretary of the AAUP. The conversation focused on the evaluation of administrators with the presentation focused purely on the evaluation of academic administrators. Since non-academic administrators impinge upon the responsibilities of academic issues, you can evaluate them, but the issue is how do you determine who evaluates who, especially if the evaluator has had no dealings with the administrator. Robert Kreiser suggested that people who don't have any connection with or interworking relationship with these non academic people, it could be a tainted process. However, there could be an ultimate evaluation of the Provost and the President. Therefore, he recommends that we bypass the non-academic administrators and let everything fall on the shoulders of the Provost and the President. A discussion followed and it was decided to request that the Senate dissolve the Senate Task Force on an Evaluation Process for Non-Academic University Administrators, pending a discussion between Prof Bass and Dennis Mazzocco.

C. Action Items

1. Prof Giuliani, chair of the Faculty Affairs Committee presented for action the proposed changes to Faculty Policy Series #36 – The use of Human Subjects in Research. He reported that these revisions were made by Sofia Kakoulidis, Associate Provost for Research & Sponsored Programs with the approval of the Faculty Affairs Committee. Senior Vice Provost Schmelkin commented that revisions were made because the Faculty Policy Series was out of date so the recommendations would make it more appropriate. A few typographical errors were corrected and the item was passed unanimously as amended.

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee had a discussion at the last meeting regarding the uploading to Blackboard the materials for tenure and promotion. The committee is hoping to set up guidelines by the end of the semester. At least for the next year, the committee is hoping to go with a "hybrid" approach, uploading materials that can be uploaded to Blackboard, or already online, while others will remain in hard copy (such as books, etc.)

2. Jonathan Lightfoot, chair of the Graduate Academic Affairs Committee, that the committee has invited several representatives from various groups on campus to help them with planning the professional development series for faculty to promote competency and sensitivity to issues of diversity. Prof. Lightfoot also reported that the committee plans to have a “brainstorming” session with these representatives on how to execute a curriculum for this series and create modules for different areas of diversity they’d like to explore.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed the possibility of giving credit to students chairing standing committees which lead to the internship model on campus. . Rene Giminiani-Caputo, Assistant Dean & Internship Coordinator, will be attending their next meeting. The committee still has some issues with figuring out what counts as a significant service position. Prof. Fritz also reported that he is also working on the issue of eliminating the Writing Proficiency Exam as a graduation requirement. He has been talking to Frank Gaughan, chair of the Writing Studies & Composition department about their plans and possible proposals to help with the transition away from the Writing Proficiency Exam that might help us to bridge some of the gaps of different units of the university and how they use the exam.

Prof. Fritz reported that Jennifer Skorzewski-Ross, Assistant Provost for Academic Affairs, worked really hard on revising and making the Probation Standards readable. These revisions will be brought to the Senate as an information item because the policy itself did not change, they just reworded it.

Prof. Fritz also reported that he was contacted by a representative from the Undergraduate Academic Affairs Committee of the Student Government Association who expressed that they wish to be more involved with the Undergraduate Academic Affairs Committee of the University Senate and wonders how appropriate it is to have members sit in on their meetings. Provost Berliner reported that the student representative can sit on the UAAC as a senator-at-large and have full voting rights on the committee.

4. Prof. Venuti, chair of the Planning & Budget Committee, reported that the committee had a meeting on February 24th with Sandra Johnson in attendance, which was devoted entirely to discussing the Town Hall Meeting, which will be held on March 28th. It was suggested by Sandra Johnson to change the format of the meeting to a less formal “forum style” meeting. The President will briefly address the attendees on the state of the university and future plans, and then we will break out into focus groups that center on topics previously suggested by students through the virtual suggestion box on the portal. All students who submit suggestions for the Town Hall Discussion between now and March 19, will be entered in a sweepstakes to win an iPod touch. The new format will be aimed at information gathering and is intended to give more people an opportunity to speak and to allow for greater dialogue. The meeting will conclude with a summary of the issues discussed in each discussion group. The committee approved the change in format. A discussion followed on the change in format and Prof. Venuti reported that the committee will meet on March 9th to plan out the timeline of the event and again on March 20th to review the suggestions received by students and determine the topics at each table.
5. Etana Jacobi, chair of the Student Affairs Committee, reported that The Chronicle has

interviewed her for an article on the Student Affairs Committee on and off for about a month, but nothing has been printed as of yet.

The committee also discussed recruitment and Ms. Jacobi will be meeting with Ashley Gray, Assistant Director of University Advisement this week to promote University Senate elections at the PRIDE a la carte series and other leadership training events on campus.

Ms Jacobi reported that the Student Affairs Committee hopes that the Town Hall Meeting will be a good tool for recruitment as well, and are working with Student Government Association with advertisement. She questioned whether or not the AAUP will be sending people to discuss the potential increase in class size which she feels would definitely be a great issue to discuss in a Town Hall format, as it will affect the entire university (more specifically the everyday experience of both faculty and students). Provost Berliner reported that the Town Hall meeting should be focused primarily on student issues and that faculty members have other forums to voice their concerns. Regardless, all members of the university should be encouraged to attend as well.

Ms. Jacobi also reported that their representative from the Parking Task Force briefed the committee on some of the progress and asked for input on what was being discussed. The Student Affairs Committee is pleased with where the conversation is going, and supported the idea of breaking up the large lot by the towers into specific area assigned to specific residents, potentially using paint as an inexpensive and easy way to label the areas of the new lots. The importance of enforcement and proper communication/advertisement about whatever new policies the committee recommends was stressed to achieve sustainable success.

The meeting was adjourned at 4:08pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, April 2nd , 2012

Present: H. Berliner, S. Bass (Chair), P. Fritz, G. Giuliani, E. Jacobi, J. Lightfoot, L. Schmelkin, E. Venuti

A. The minutes of the March 5th , 2012 meeting were unanimously approved.

B. Chairs' Report

Prof. Bass convened the meeting by reporting that he, is planning a meeting with Alan Kelly, Vice President of Development, sometime after the spring break regarding potential resources specifically possible scholarship funding for students leaders. Vice President Kelly indicated that he may have resources and projects that he could pursue. Prof Bass has asked Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, and Etana Jacobi, chair of the Student Affairs Committee, to be included in this meeting. The issue of differentiating which student leaders (i.e. chair of the Student Affairs Committee, editor of the Chronicle, and President of the Student Government Association..) will be ironed out during this meeting.

Prof. Bass offered his thanks to Prof. Venuti, chair of the Planning and Budget Committee, for her involvement planning the Town Hall Meeting. This year, there was a significant change in the format where President Rabinowitz briefly addressed the attendees, and then attendees broke out into focus groups that center on topics previously suggested by students. The net result was a multitude of issues and much discussion that came to the surface, which might not have if the meeting was in its traditional forum. Provost Berliner suggested holding the meeting in a different room, as the acoustics in the plaza rooms weren't so good for this type of format. The Provost also suggested that in terms of who is recording what transpires at the different tables, should be a student. There were a number of tables where the Vice Presidents taking the notes. It is important that the message that gets out, is really the message in terms of the question. Senior Vice Provost Schmelkin reported that some tables were overrun with administrators and there needs to be more guidelines put into place for future meetings with regard to who actually sits at the table, and who is standing close by for advisement. Prof. Venuti reported that in preparation for the Town Hall meeting, the committee received a lot of student input to set the categories for discussion and it allows for the administration to reach out to students who offered their input. Prof. Bass suggested that the University Senate take a look at what issues were pre submitted by students through the portal, and follow up on what issues are appropriate for the Senate to pursue.

Prof. Bass reported that there is an issue of concern on the part of many clubs on campus in term of the procedures and methods for appropriating money for the various departmental clubs. Prof. Bass feels that departmental clubs provide tremendous opportunities, adds to professionalism and exposes students to what they can expect out in the "real world" after they graduate. Prof. Bass, along with the Provost and Sandra Johnson, Vice President for Student Affairs, will try to set up a meeting to see what measures, if any, can be implemented to provide for more equitable and meaningful distribution of monies for the various clubs based upon their agendas and the substance of their programs.

Prof. Bass reported that at the last Senate meeting, Bob Papper, chairs' representative on the University Senate, raised an issue on some of the challenges that are met by international students and what measures the Senate can take to communicate with the various schools and units of the university to help implement programs to help make international students acclimate more to the culture of Hofstra University. A discussion followed.

C. Action Items

1. Prof Bass presented for action the 2014-2015 Academic Calendar. Lynne Dougherty from the Registrar's Office, briefly summarized the calendar. Thanksgiving break was extended to include the Wednesday before thanksgiving and spring break is held more in the middle of the semester because the holy holidays are in early April that year. Prof. Bass reminded everyone that last year a request was made to normalize the spring break in the middle of March, like other institutions do. Senior Vice Provost Schmelkin reported that since the holy holidays fall so early in April, it would have created other issues. In some union contracts, certain holidays must be given off, and if spring break was held in mid march, it would become a problem in terms of hours needed for the semester. A small discussion followed, and the item was passed unanimously.

D. Information Items

1. Etana Jacobi, chair of the Student Affairs Committee, reported that her committee is currently working on a proposal to add students to the Board of Trustees. She explained that this issue came out under her research of for her independent study on the shared governance process at Hofstra. While there are students and faculty members who attend the Board of Trustees' meetings as delegates, it seems that the "meat" of what is discussed and the decisions that are made are not in the 20 minutes that usually happens in executive sessions. Since the Senate only makes recommendations, which eventually is either approved or denied by the President, it shouldn't be considered shared governance and there should be more of a democratic process in our institution, especially with the debate coming up. Provost Berliner reported that it would be easier to convert the faculty, student and alumni members from delegates to elected members. Ms. Jacobi replied that she feels that since the student delegate is the President of the Student Government Association and not the chair of the Student Affairs Committee, if Hofstra wants to truly embody the shared governance process, in terms of making policy recommendations for university affairs, the chair of the Student Affairs Committee should be the trustee. Provost Berliner suggested reconciling it with the Student Government Association before bringing a motion forward to the president and trustees. Ms. Jacobi reported that she thinks there should be two student trustees both the President of the Student Government Association and chair of the Student Affairs Committee. A discussion followed.
2. Prof. Bass presented for information the revisions to the Probation Standards and the Cumulative Grade Point Average. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee reported that these were items that were already passed by the Senate and Full Faculty, but were just revised to clean up the language so that it is more intact with the existing wording in the bulletin. Since the policy itself did not change, they just reworded it, these revisions will be brought to the Senate and Full Faculty as information items.

Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee spent an entire meeting working on an evaluation for deans. There was a lot of brainstorming, difference of opinions, but ultimately a successful meeting. Prof. Giuliani reported that he will take the information from the meeting and create a draft of the dean's evaluation and distribute it to the committee for feedback. The committee modeled their ideas based on 12-15 other universities that they researched data on.

2. Jonathan Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee has met and assembled a number of representatives from various groups on campus to help plan the professional development series for faculty to promote competency and sensitivity to issues of diversity. Representatives include These units included representatives from the Center for Teaching and Scholarly Excellence (CTSE), Faculty Affairs Committee (FAC), Multicultural and International Student Programs Office (MISPO), Center for Civic Engagement (CCE), Hofstra Cultural Center (HCC), Services for Students with Disabilities (SSD) the Graduate Directors, and a graduate student. A lot of ideas and issues were discussed and the committee will move forward to institutionalize the development series and how they would get the information out and create incentives for faculty such as seminars, workshops, training, different models and program formats, etc.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee is still working on a system for credit for significant service by students. Rene Giminiani-Caputo, Assistant Dean & Internship Coordinator, attended the meeting and informed the committee on material and a system they have in place. The committee will be reviewing this material. The committee needs to set up a program and defines what positions are eligible for credit or if they can use the system that the Off-Campus Education Office already has where they decide and judge whether something is worthy of an internship or not, on a ad-hoc basis.

Prof Fritz also reported that given that the Honor Code was passed at the last full faculty meeting, the committee will start revising Faculty Policy Series 11, Procedure for Handling Violations of Academic Honesty by Undergraduate Students. Provost Berliner reported that any revisions that are made will be consistent with what was passed, therefore this may be presented as an information item. A discussion followed about possibly changing the name of the Faculty Policy Series, as they affect all members of the Hofstra Community and not just the faculty.

4. Prof. Venuti, chair of the Planning & Budget Committee, reported that now that the Town Hall Meeting has passed, the committee will return to its original agenda which includes reviewing the work of the Planning and Budget's three subcommittees, The Library Committee, the Academic Computing Committee and the Environmental Priorities Committee. The chairs of these committees will be attending the Planning and Budget Committee's next meeting to brief them on their activities. In addition, the committee has to debrief the topics that came out of the Town Hall meeting. Provost Berliner reported that either the Senate Executive Committee or the Planning and Budget Committee needs to look at the Five Year Plan and an overview needs to go to the Trustees. Prof. Bass suggested calling a special meeting with both committees present.
5. Etana Jacobi, chair of the Student Affairs Committee, reported that committee started debriefing the questions and concerns that came out of the Town Hall meeting and made some recommendations on future meetings. The President went over his allotted time to speak but some students enjoyed his speech because he has never done a state of the university for students. The Student Affairs Committee would like the President to address the entire Hofstra community, particularly students, at the start of the second semester each

year. The committee is hoping to work with students from the School of Communication's radio and television broadcast department and turn the Town Hall meeting into more of a press conference. Students have expressed that they do not know what is going on with the School of Medicine or School of Engineering, and this would be a good way to inform students about what is happening at the university aside from press releases they can read on the Hofstra webpage. Another suggestion that was made was to hold two Town Hall Meetings, one that focuses on academic issues and another that focuses on non-academic issues. Students felt that while they enjoyed the discussion that occurred, they felt as though they may have missed out on some information that was discussed because they were at a different table. Provost Berliner suggested that the academic meeting should include technology. He also reported that a recommendation should be written by the Student Affairs Committee to ask the President to hold this state of the university for students and that it become a tradition at Hofstra. The two Town Hall meetings can be organized by the Planning and Budget Committee.

Ms. Jacobi reported that the Chronicle recently published an article about Smoking on campus which said students were still dissatisfied with the smoking restrictions and that the smoking buffer zone is not being enforced. The committee will continue to work on this issue and feels they should pass a resolution which states that Public Safety should enforce the 20-foot no smoking buffer zone. A discussion followed.

Ms. Jacobi also reported that the committee discussed the Trusteeship.

The meeting was adjourned at 4:28pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, April 30th, 2012

Present: H. Berliner, S. Bass (Chair), P. Fritz, G. Giuliani, E. Jacobi, J. Lightfoot, E. Venuti

Absent: L. Schmelkin

A. The minutes of the April 2nd, 2012 meeting were unanimously approved.

B. Chairs' Report

Prof. Bass convened the meeting by reporting that he, along with Etana Jacobi, is meeting with Alan Kelly, Vice President of Development, immediately after the Senate Executive Committee to go over possibilities for funding certain scholarship or stipends for students leaders. They will then leave it to the appropriate parties to determine the criteria as to what standard of leadership should be eligible for this type of scholarship.

Prof. Bass also reported that he has scheduled a meeting with Sandra Johnson, Vice President for Student Affairs, on Monday, May 21st to discuss the possibility of revising the entire appropriations in budgetary procedure with the Student Government Association so as to make allocations of monies more equitable and more forthcoming to those clubs that are truly deserving and have active co-curricular standards and agendas. Elizabeth Venuti, chair of the Planning and Budget Committee will also be attending this meeting. Prof. Bass commented that he would like to have a representative from the Student Government Association attend this meeting and has asked Vice President Johnson to invite whomever she believes would be appropriate as a party to these discussions.

Prof. Bass reported that Etana Jacobi, chair of the Student Affairs Committee had a very productive and meaningful conversation by phone with the student trustee from Cornell University this morning and will let her give details during her committee report.

C. Action Items

1. Prof Bass presented for action the Resolution to Increase Funding to Maintain and Update Classroom Technology. Prof. Venuti, chair of the Planning and Budget Committee, reported that the Academic Computing subcommittee of Planning and Budget presented this item to her committee as a result of a yearlong analysis of the technology resources. She pointed out that this is not an increase in the technology fee paid by students but a proposal to allocate additional funds from the existing budget to academic technology. The Academic Computing Committee decided to pass a resolution to increase funding by \$300,000 annually, as calculated by University Information Technology, to properly maintain and upgrade technology in our existing one hundred and fifty classrooms. A small discussion followed and Provost Berliner commented that he is not sure that the amount of monies already allocated, which is referenced in the resolution, is correct. The item was passed unanimously pending a confirmation of these existing numbers. Provost Berliner will advise Chairpersons Bass & Venuti prior to the Senate meeting on Monday.

D. Information Items

Caroline Schreiner, Senior Support Specialist to the Senate, updated the committee on the spring 2012 election updates.

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

- HCLAS General Population

- Bob Brinkman was elected for a three-year term
- HCLAS, Division of Social Science
Marc Silver was elected for a three-year term
- HCLAS, Division of Natural Sciences
Gerda Kamberova was elected for a three-year term
- Zarb School of Business
Victor Lopez was re-elected for a three-year term

The committee is still searching for a nominee for a two-year term and one for a three-year term for HCLAS, Division of Humanities as well as a nominee for a one-year term for HCLAS, Division of Natural Sciences. She noted that Chuck Liang, from the department of Computer Science was nominated for the Division of Natural Sciences but has not accepted the nomination. Provost Berliner reported that he is on leave for the semester and will return in the fall. The committee is also still searching for a representative for the School of Education. Eduardo Duarte, chair of the Executive Committee for the School of Education informed Mrs. Schreiner that he will bring this up at their next School of Education faculty meeting and should have a name by the end of that meeting. In addition, Mrs. Schreiner reported that Lyndi Hewitt, who is one of the senators for the general population for HCLAS is leaving the university and therefore stepping down as senator and Bob Brinkman was elected for a three-year term. Provost Berliner reported that with the School of Engineering, and the School of Health reporting to the Provost Office, the Senate Executive Committee is going to have to look at the allocations of senate representation.

Caroline Schreiner also reported that with regard to student elections there are a total of thirteen nominations for the undergraduate population, and two nominations for the graduate population. She credits the efforts of Etana Jacobi for the success of the promotion for this election process. Ms. Jacobi has gone above and beyond to get the word out to students how invaluable the University Senate is to the university. Mrs. Schreiner reminded the Senate Executive Committee that there are four Senate positions available for undergraduate students and one for graduate students. (One of these senators will serve as chair of the Student Affairs Committee.) Those not elected, have the option to be appointed to one of the standing committees (excluding the Faculty Affairs Committee.)

E. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee will continue their work on evaluations for deans. Prof. Giuliani mentioned that Senior Vice Provost Schmelkin said she would get a memo out to the School of Education, and possibly the whole university regarding the tenure process and guidelines.
2. Jonathan Lightfoot, chair of the Graduate Academic Affairs Committee, reported that the committee reviewed the data they collected from the meeting where representatives from various groups on campus to help plan the professional development series for faculty to promote competency and sensitivity to issues of diversity. Much of the time was spent discussing how faculty would respond to these series especially where diversity is the topic. Some of the suggestions included surveying the faculty by department and campus-wide to gauge the interest and likelihood to participate. The committee discussed how to incentivized the faculty without instituting mandates. The committee also discussed how K-12 teachers have much more comprehensive preparation to enter their classrooms than professors have entering theirs. Most of the time K-12 teachers have courses in

methodology, foundations and multiculturalism whereas in higher education don't often. A discussion followed.

3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee decided on a model to pursue the academic credit for significant student leadership on campus and is drafting a resolution and hope to have it presented at the first fall Senate Executive Committee meeting. The committee is also started to get into the issue of recommendations of the Task Force on Integrity and Responsibility Report that were passed by the full faculty. Since the recommendations include a new Honor Board to deal with academic honesty issues, Faculty Policy Series # 11 (Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University) required revisions must to be consistent with the new Honor Board. The committee has drafted the revisions and will present it at the next Senate Executive Committee meeting. Prof. Fritz concluded that senator Victor Lopez will be taking over as chair of the Undergraduate Academic Affairs Committee for the fall semester as Prof. Fritz is on leave until the spring.

4. Prof. Venuti, chair of the Planning & Budget Committee, reported that committee had two meetings. One with Provost Berliner and Pat Adamski, Senior Vice President for Planning and Administration, to review and approve the Five Year Plan, and the other to meet with chairs of the three Planning and Budget Committee sub-committees to review what they have been working on. The sub-committees are the Library Committee, the Academic Computing Committee and the Environmental Priorities Committee. In addition, an outside guest was invited to give a presentation on bulk purchasing plan the Planning and Budget Committee thought the university might consider.

Prof. Venuti reported that the Academic Computing Committee worked on and passed the resolution to increase funding to maintain and update classroom technology (which was an action item at this meeting.)

Prof. Venuti reported that the Library Subcommittee reviewed the "Report on the Future Directions of the Joan and Donald E. Axinn Library of Hofstra University" which was passed by the faculty in 2011, and give an updated report on where we are with regards to goals achieved and ones we have yet to achieve. Many of these proposals are already in the process of being addressed.

Prof. Venuti reported that the Environmental Priorities Committee is extremely active and would like to improve Hofstra's communication with the Hofstra community regarding Hofstra's green initiatives and will continue to work with the Planning and Budget Committee to accomplish this objective. Hofstra's campus is in fact very green and the committees discussed ways to get the word out to the community via the campus website and monitors.

Prof. Venuti reported that there was a presentation by two graduate students who represent an organization called **Asensa**, a bulk purchasing program where they negotiate the lowest possible purchase prices for everything from paper towels to coffee, cleaning supplies, etc. They do purchasing for over 600 major organizations such as NYIT and Fordham University. There is no upfront cost so the committee suggested they bring their presentation to the purchasing department.

5. Etana Jacobi, chair of the Student Affairs Committee, reported that through her conversation with the student trustee from Cornell University she learned about the student election process and found out that not only do they have two student and faculty positions on the Board of Trustees, but last year they passed a resolution adding two additional delegates for students, as they felt there was not enough student representation and advocates. Since a full trustee is going to act within the best interest in the university (and not just students,) there was some discussion on whether we should switch the student delegates on our Board of Trustees to full trustees or keep them as delegates so they can advocate for students. With regard to the election process, there are only 3 positions that are elected by popular vote; the staff position and the two students. Everything else goes through the nominating committee of the Board of Trustees. A discussion followed. Prof. Bass suggested that Ms. Jacobi (or her committee) come up with a solid proposal in writing and have a meeting with the Provost and then discuss the best political way before putting this issue through shared governance. The language should be worked out by a small group of people, perhaps a task force, to work out the language and dynamics of the proposal, following the Cornell model, and come up with numbers (representation) that would be appropriate. Ms. Jacobi reported that she will send a summary of her conversation with the student from Cornell to the Senate Executive Committee.

Ms. Jacobi reported that the Chronicle recently published an article about Smoking on campus which said students were still dissatisfied with the smoking restrictions and that the smoking buffer zone is not being enforced. The committee will continue to work on this issue and feels they should pass a resolution which states that Public Safety should enforce the 20-foot no smoking buffer zone. A discussion followed.

The meeting was adjourned at 4:12pm.