

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Tuesday, September 4<sup>th</sup>, 2012**

Present: H. Berliner, S. Bass (Chair), K. Cordero-Rubinos, G. Giuliani, V. Lopez, L. Schmelkin

Absent: E. Venuti

Guests: W. Nirode

A. The minutes of the April 30<sup>th</sup>, 2012 meeting were unanimously approved.

B. Chairs' Report

Prof. Bass convened the meeting by congratulating Victor Lopez, interim chair of the Undergraduate Academic Affairs Committee for being granted tenure. Prof. Bass reported that he received an email from the Provost about imposing a smoking ban on the south campus. Prof. Bass wholeheartedly agrees with this recommendation and would like try to have it accomplished this semester. He also reported that Prof. Venuti, chair of the Planning and Budget Committee has indicated her support and will try to have a resolution from the committee in time for the October Senate meeting.

Prof. Bass reported that he would like to pursue the issue of adding a student trustee to the Board of Trustees, that Etana Jacobi, started last semester. He suggests that the Planning and Budget Committee, Faculty Affairs Committee and Student Affairs Committee meet together and try to create a policy based upon the literature and the information we gathered from Cornell University.

Prof. Bass reported that last semester he, Prof. Venuti and Etana Jacobi met with Alan Kelly, Vice President of Development about the possibility for funding certain scholarship or stipends for students leaders. Vice President Kelly is very receptive to the idea and has already made a commitment to look into certain resources that he feels would be appropriate and would like to sit down with Prof. Bass, Prof. Venuti and a Student Affairs Committee representative again this year to discuss the proposal further. He reported that they don't think it should be exclusively limited to student government officers. Who is eligible to receive such scholarship should be determined by a consensus of those involved.

Prof. Bass reported that a resolution regarding the current parking regulations has been something that has been meandering back and forth and commented that he would like to see something that is conclusive in the issue soon. We need to define the issues and come up with a policy that Public Safety can enforce.

Prof. Bass also reported that there have been representation provisions for the School of Medicine on the Senate and that we need to come up with recommendations and proposals for representation for the School of Engineering and Applied Sciences, as well as the School of Health Sciences and Human Services, as well as a realignment for the School of Education and HCLAS. A discussion followed and it was decided to leave representation as is for now, and the Faculty Affairs Committee will work on the issue throughout the semester.

Prof. Bass mentioned he would like to see recommendations for evaluating non-academic administrators, by the end of the academic year. Provost Berliner commented that it might be best to evaluate an area, rather than individual administrators.

### C. Action Items

1. Prof Bass presented for action the Revision to Faculty Policy Series #11. Since the recommendations created by the Task Force on Integrity and Responsibility Report that were passed by the full faculty, 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 to be consistent. The item passed unanimously.
2. Prof. Bass presented for action a recommendation to Academic Credit for Significant Leadership and Service Positions On-Campus. Senior Vice Provost Schmelkin pointed out that these are simply recommendations and that final determination of position eligibility for academic credit would be made through the individual department and through the guidelines of the Office of Off-Campus Education. These recommendations are simply encouraging students to apply for credit. A discussion followed regarding what student service positions would be eligible. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that he felt the language was very limited and that there are plenty of student leaders on Executive Boards not listed in the recommendations, who do just as much service as the ones listed. He suggested to make the following amendment:

The following sentence:

*Leadership and significant service positions on campus that may be eligible for academic credit include, but are not limited to:*

was changed to:

*Examples of Leadership and significant service positions on campus that may be eligible for academic credit include, but are not limited to:*

Prof. Bass reported that Prof. Lopez had recently developed a template for the Legal Studies Department, which involves not only the outcome assessment that has to be written by the student, but involves a thorough comprehensive evaluation by their supervisor on the job, and then some type of examination by the mentors. He suggests this can also be looked at when finalizing the format of the guidelines. Senior Vice Provost Schmelkin reported that the committee should also look at what generic language exists in the bulletin regarding internships. She also suggested putting this language in the bulletin to let students know they can earn academic credit for service.

The item passed as amended.

### D. Discussion Items

Caroline Schreiner, Senior Support Specialist to the Senate, reported that the following positions remain open on the University Senate:

- HCLAS General Population  
Bob Brinkman was elected for a three-year term, but he cannot attend meetings on Monday's at 3pm, therefore a replacement must be found.
- HCLAS, Division of Humanities, 1- three-year term & 1-two-year term.

Caroline Schreiner also reported that she is currently reviewing the Faculty Policy Series and Faculty Statutes and will work with Senior Vice Provost Schmelkin and discuss what needs to be updated with regard to titles and schools.

E. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee had accomplished all of its agenda items from the past academic year and are looking forward to working on the Dean's Evaluation, which they have worked extensively on creating, at the end of the spring semester. Before they bring it to the Senate Executive Committee, the committee wants to discuss the process of who will distribute these evaluations as well as who receives the results, etc. Prof. Giuliani also reported that the committee also looked into making the review of Special Leaves easier on the Faculty Affairs Committee. Since there is no real summary for this process, guidelines for application for Special Leaves and Special Teaching Leaves were created and distributed to all deans.
2. Prof. Lopez, chair of the Undergraduate Academic Affairs Committee, reported that the committee will proceed with the agenda that was laid out for them at the end of the spring semester which are a revision of the Undergraduate Academic Affairs Committee and the elimination of the Writing Proficiency Exam as a graduation requirement, which was rejected last year by the faculty. A discussion followed and Prof. Lopez reported that he would like to get more information and have a discussion on what faculty believe is wrong with the current system and suggestions on how they may improve. with what is it was reported that in the original resolution called for the elimination of the writing proficiency exam while noting: "It is expected that the different units develop methods to enhance the written communication skills of our students with assistance from the Writing Studies and Composition department as appropriate." In addition, the resolution called for "deans and chairs of the respective executive committees to provide progress reports by the end of the spring 2012 semester."
3. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee will work on changing language in the graduate bulletin with regard to requirements for graduate degrees, as well as continuing their work on creating a professional development series for faculty to promote competency and sensitivity to issues of diversity. He reported that the committee will create a resolution in support of encouraging such a development series to be implemented, but will not actually be creating and designing the series. Prof. Davidow also reported that the committee will also be working on revising language for the unofficial withdrawal.
4. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that he has been in contact with Etana Jacobi throughout the summer and the committee will continue to work on the issues raised last year. Mr. Cordero-Rubinos reported that he would like to be involved in discussion on the smoking ban as there could be a backlash from students. He also commented that there needs to be more of an enforcement of this ban, than the 20-foot buffer zone.
5. There was no report from the Planning and Budget Committee

The meeting was adjourned at 4:12pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, October 1<sup>st</sup>, 2012**

Present: H. Berliner, S. Bass (Chair), K. Cordero-Rubinos, J. Davidow, G. Giuliani, V. Lopez, L. Schmelkin, E. Venuti

A. After making a few minor amendments, the minutes of the September 4<sup>th</sup>, 2012 meeting were unanimously approved.

B. Chairs' Report

Prof. Bass convened the meeting by suggesting that the Senate Executive Committee should have a full discussion concerning representational issues regarding the School of Education, the School of Health Professions and the School of Engineering and Applied Sciences. Provost Berliner suggested that Caroline Schreiner contact Rich Apollo, Associate Provost for Budget and Planning for the total number of full time faculty members in the School of Education, the School of Health Professions and the School of Engineering and Applied Sciences, as well as from the three divisions of HCLAS. This item will be discussed at the next Senate Executive Committee meeting.

Prof. Bass also reported that at the last Senate meeting, Bob Papper, chair of the chair's caucus raised a very vital and sensitive issue regarding the challenges facing the university and its international students. Perhaps setting up a task force that can identify and address the many challenges facing our international student population. Specifically, socialization issues, language barriers making studies extremely difficult, challenges the university and the various schools can address and to help improve the overall adjustment of this population and integrating each group into the university community. A discussion followed and it was decided to invite George Greaney, Director of the English Language Program, and Jennifer Christ, Director of the Office of Multicultural & International Student Programs to the next Senate Executive Committee meeting to discuss some of these issues and proceed from there.

C. Action Items

1. Prof Bass presented for action a resolution that will implement a full smoking ban on south campus. This came from the suggestion from the Provost's Office. Elizabeth Venuti, chair of the Planning & Budget Committee reported that the committee unanimously approved this resolution. She also reported that since Nassau County has banned smoking in public places and buildings, then this seems like a good step for the university. Kenny Cordero-Rubinos reported that the Student Affairs Committee also discussed the resolution and were against feeling that a full smoking ban may bring on a backlash from students. He also reported that since the buildings on south campus are so close to each other, smoking is already prohibited with the currently implemented 20-foot smoker buffer zone, and that a designated smoking area can be created. A discussion followed about how difficult it is to enforce the smoking buffer zone rather than a full ban. The following amendment was made:

*The University Senate recommends the implementation of a full smoking ban on South Campus, effective January 1, 2013.*

was changed to:

*The University Senate recommends the implementation of a full smoking ban on South Campus, (south of Hempstead Turnpike) effective January 1, 2013.*

Kenny Cordero-Rubinos reported that if this resolution passes, his committee could work on a resolution on ways to educate students about the new policy by the spring semester. Senior Vice Provost Schmelkin commented that it might be best to implement this policy in January; to allow students to get used to it by the next Fall semester. Prof. Bass reported that Karen O'Callahan, Director of Public Safety is more supportive of implementing a full smoking ban rather than the 20-foot buffer zone. The item was passed as amended.

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee is in the process of finalizing the Dean's Evaluation. The committee has completed a draft but are now discussing regarding the process of how this evaluation would work, whether or not it would be an online survey, where would it go and what would happen next, whether or not the quantitative information would be accessible. There was also a larger discussion on how often the evaluations should be done. The committee would like to wrap up the discussion by their next meeting and hopefully bring it to the next Senate Executive Committee meeting in October. Prof. Giuliani reported that the committee will start conversations on evaluations of chairs and then non-academic areas.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee will be meeting on Friday and they will work on changing language in the graduate bulletin with regard to requirements for graduate degrees, as well as continuing their work on creating a professional development series for faculty to promote competency and sensitivity to issues of diversity. Prof. Davidow also reported that the committee will also be working on revising language for the unofficial withdrawal.
3. Prof. Lopez, chair of the Undergraduate Academic Affairs Committee, reported that the committee had a discussion regarding elimination of the Writing Proficiency Exam as a graduation requirement that was brought to the Full Faculty as an information item. The view was also expressed that issues raised by the original resolution need to be evaluated separately with the first question to be answered being whether the writing proficiency exam ought to be eliminated as a graduation requirement. He also reported that since there is a potential for a conflict of interest to exist, the proposal for Academic Credit for Significant Student Leadership, which was presented at the September Senate meeting, was sent back to the Undergraduate Academic Affairs Committee for revision. The committee will also continue to look at their bylaws and update them as needed.
4. Prof. Venuti, chair of the Planning & Budget Committee reported that she invited representatives from the three P&B subcommittees (Academic Computing Committee, Library Committee and Environmental Priorities Committee) as well representatives from the Parking Task Force, to their last meeting. Academic Computing Committee reported that the information technology survey is out and people should respond to it. The Library Committee reported that they are following up on the Library Report that was created by the Planning & Budget Committee a couple of years ago and are working with the Department of Institutional Research on creating a smaller survey about what faculty needs are. The Environmental Priorities Committee continues to do work on their initiatives. Prof. Venuti reported that The Parking Task Force has not been meeting so she is working on getting them up and running again. Dom Lavin, suggested funding a study from a professional group, comparing us to other schools and on the feasibility of some constructive suggestions

on what the university can do to alleviate its parking problem. Prof. Venuti reported that there are changes being made by the Plant Department, such as new signage, but these were not from the Parking Task Force. A discussion followed and Prof. Bass mentioned the recommendation that was created in 2005 banning parking from residential students on south campus from 3-5pm.

5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the committee discussed the full smoking ban and about transparency between the University Senate and the student body such as showcasing any new policies passed by the Senate and full faculty in the chronicle as a way to inform the student body about what is happening on campus. Mr. Cordero-Rubinos also reported that the committee also discussed recruitment for the Student Affairs Committee and how they could get more representation from different student leaders on campus. Prof. Bass reported that he met with a reporter from the Chronicle and made a suggestion that they regularly attend Senate meetings to have a better understanding of the shared governance process and what is happening at our university.

The meeting was adjourned at 4:12pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, November 5<sup>th</sup>, 2012**

Present: S. Bass (Chair), K. Cordero-Rubinos, J. Davidow, G. Giuliani, V. Lopez, L. Schmelkin,  
E. Venuti

Absent: H. Berliner

Guests: J. Christ, G. Greaney, S. Hinkle

A. The minutes of the October 1<sup>st</sup>, 2012 meeting were unanimously approved.

B. Discussion Items

Prof. Bass convened the meeting by welcoming George Greaney, Director of the English Language Program, Jennifer Christ, Director of the Office of Multicultural & International Student Programs and Sarah Hinkle, Associate Dean for Student and Community Development to the meeting and reported that the Senate Executive Committee is concerned about challenges facing our international student population. The issue was raised by the chair of the chairs' caucus, Bob Papper, that there is a serious concern regarding some of the critical needs of Hofstra's International student population and their need to acclimate to not only the culture, but to have a mutual understanding of their cultures as well. They are also faced with academic issues, socialization issues and language barriers. A resolution was approved by the University Senate calling for a university-wide task force to study and address the issues as confronted by the students themselves and what the university can provide in terms of services, counseling and educating them to help them make the adjustment to the system at the university. A discussion followed on who would actually sit on this task force, from which departments at the university and what issues to focus on. It was decided that Prof. Bass will draft up language for this resolution and circulate it through email to the Senate Executive Committee members for approval. This resolution will be presented to the University Senate at next week's meeting for revision and approval.

Prof. Bass presented for discussion representational issues regarding the School of Education, the School of Health and Human Services and the School of Engineering and Applied Sciences. A discussion followed about which faculty members are currently elected to the University, and whether or not these representatives are now with one of the new schools. The amount of faculty members for each unit/school is as follows:

School of Education – 49

School of Health and Human Services – 29

and the School of Engineering and Applied Sciences – 19

HCLAS, Division of Humanities – 96

HCLAS, Division of Natural Sciences – 56

HCLAS, Division of Social Sciences – 94

School of Communication – 35

Library – 15

A discussion followed about the current representation on the Senate, and it was decided that

*1 to 29 Faculty members in a school or unit will have one representative on the Senate*

*30 to 59 Faculty members in a school or unit will have two representatives on the Senate*

*60 plus Faculty members members in a school or unit will have hree representatives (maximum) on the Senate.*

These provisions will be reviewed either every three or six years (to be determined) Prof. Bass will draft up language for this resolution and circulate it through email to the Senate Executive Committee members for approval. This resolution will be presented to the University Senate at next week's meeting for revision and approval and will take effect in the Fall of 2013.

All three Natural Science elected senators are now in the new School of Engineering and Applied Science but two do not attend meetings regularly. Since Faculty Statute VII – The University Senate states:

*If an elected senator misses three meetings in one academic year of the Senate or of the committee to which the senator was assigned, the Senate Executive Committee has the right to declare that seat vacant and to appoint the individual receiving the next highest number of votes in the Senator's election, or, if that person is not available, to appoint another person from the same constituency to complete the senator's term.*

Prof. Bass reported that he will contact these senators and ask them to step down before taking this action, leaving the one representative from the School of Engineering and Applied Science to serve as their representative. An election will be conducted for HCLAS, Division of Natural Sciences in the spring semester.

#### C. Chairs Report

Prof Bass reported that he is still working on a meeting with Alan Kelly, Vice President of Development to further look into the possibility for funding certain scholarship or stipends for students in unique leadership positions here at the university as well as a meeting with Sandra Johnson, Vice President for Student Affairs, to discuss and map out a clarification regarding the student budgetary appropriation process. He would like to meet with her along with Elizabeth Venuti and Kenny Cordero-Rubinos. Elizabeth Venuti reported that through her discussions with Robyn Kaplan, Associate Director for Student Leadership and Activities, it seems as though many organizations that used to get money feel disenfranchised. This could be because of a change in process, possibly when student activities transitioned to Collegiate Link, a database that chronicles student organization profiles, membership rosters, budgets, and events, as well as other engagement opportunities from around campus. Student groups will get denied funding if they do not use Collegiate Link, many do not know this. Prof. Bass suggested possibly passing something through the Senate. A discussion followed.

#### D. Action Items

1. Prof Bass presented for action a revision to the unofficial withdrawal statement for the Graduate Student Bulletin. This revision was done to make it more similar to the undergraduate withdrawal language, which was revised last year. The item passed unanimously.
2. Prof Bass presented for action a revision to the Graduate Bulletin – Basic Regulations Governing Graduate Programs. The language was changed so that it reflects diversity of capstone requirements for master's programs across campus. The item was passed unanimously.



D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee is still in the process of finalizing the Dean's Evaluation. The committee was supposed to meet the week of the hurricane so they had to postpone their meeting.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee made some changes to Faculty Policy Series #11G and will continue to discuss them at their next meeting. The committee also discussed a broad outline for their recommendations for a professional development series and will continue these discussions at their next meeting.
3. Prof. Lopez, chair of the Undergraduate Academic Affairs Committee, reported that the committee had a discussion about the potential for a conflict of interest to exist in the proposal for Academic Credit for Significant Student Leadership. They will hopefully pass a policy at their next meeting.
4. Prof. Venuti, chair of the Planning & Budget Committee reported that she will call a meeting for The Parking Task Force and hopefully get them up and running again. A discussion followed about the resolution banning parking from residential students on south campus between 7am and 3pm M-F. Prof. Venuti reported that there are changes being made by the Plant Department, such as new signage, but these were not from the Parking Task Force. A discussion followed and Prof. Bass mentioned the recommendation that was created in 2005 banning parking from residential students on south campus from 3-5pm. Prof. Venuti also reported that Jessica Eads and Pat Adamski will be invited to the next Planning and Budget Committee to discuss enrollment issues.
5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the committee will meet at the end of the month to discuss what they hope to accomplish in the spring.

The meeting was adjourned at 4:15pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, December 3rd, 2012**

Present: S. Bass (Chair), H. Berliner, K. Cordero-Rubinos, J. Davidow, G. Giuliani, V. Lopez, L. Schmelkin, E. Venuti

A. The minutes of the November 28<sup>th</sup>, 2012 meeting were unanimously approved.

B. Chairs Report

Prof. Bass convened by reporting that he along with Elizabeth Venuti, chair of the Planning and Budget Committee met with Sandra Johnson, Vice President for Student Affairs, and the entire Student Affairs division, including three student leaders regarding the appropriations and budget process. He reported that they came to conclusion that there has got to be more enhanced communication between the Student Government Association and the administration regarding the process and requirements. There was an issue that clubs or organizations specifically an honors society that was deemed to be “exclusive,” are not eligible for student funds. Prof. Bass reported that he has requested a copy of the constitution in which there is language containing the “exclusivity clause,” and has suggested that unless exclusivity is not clearly defined, some clubs could have a course of action against the Student Government Association. It was a rather productive meeting and there is more open communication. Student Affairs will be emailing and notifying faculty advisors as well as club executive boards so the Collegiate Link process is effectively carried forward, and hopefully we will see some more equity in the entire appropriations’ process. A discussion followed and Kenny Cordero-Rubinos clarified that in terms of the “exclusivity clause,” it’s more of a “open door” policy. To be a club under Student Government Association, you have to be willing to accept any member and not create provisions to join. A discussion followed.

Prof. Bass reported that some faculty have raised an issue of potential racial profiling at certain campus social events. Karen O’Callaghan, Director of Public Safety, has agreed to meet with Prof. Bass and William Nirode, Speaker of the Faculty about this issue.

Prof Bass also reported that he is still working on a meeting with Alan Kelly, Vice President of Development to further look into the possibility for funding certain scholarship or stipends for students in unique leadership positions.

C. Action Items

1. Prof Bass presented for action the Evaluation of Deans. Prof. Giuliani, chair of the Faculty Affairs Committee reported that the committee has been working on this since last September and it has been through numerous revisions. He reported that this will be an online survey. The committee looked at about fifteen different university’s dean evaluation forms and took notes on what they liked about each evaluation. The committee then compiled what they considered to be the strongest type of evaluation using the information from various universities, and continued to create their own. The evaluation is very comprehensive and takes about fifteen to twenty minutes to complete. The committee decided that these evaluations should be conducted every three years of the dean’s term. Prof. Giuliani reported that Dennis Mazzocco, President of the AAUP, is pushing to have these evaluations conducted every year so there may be an issue when this comes up for a

vote. This survey will be conducted online through the Provost's Office and the Office of Institutional Research, and the quantitative information would be accessible for the faculty from each respective unit to view. A discussion followed and the item was passed unanimously.

2. Prof Bass presented for action the Academic Credit for Significant Leadership and Service Positions On-Campus with Added Conflict of Interest Policy. Prof. Lopez, chair of the Undergraduate Academic Affairs Committee reported that He also reported that the proposal for Academic Credit for Significant Student Leadership, which was presented at the September Senate meeting, was sent back to the committee to review, since there is a potential for a conflict of interest to exist. The committee concluded that faculty should not be allowed to mentor students with whom they serve on university committees or similar venues. The committee also concluded that assuming that the student has carried out his or her official responsibilities in the leadership or service position in a responsible and ethical manner, the substantive positions and actions taken by the student in that capacity should not be used in the determination of the grade for the internship, other than to the extent as may be necessary to the academic context of his or her work. The policy was passed with two abstentions.

D. Discussion Item:

Prof. Venuti, chair of the Planning and Budget Committee, reported that the Town Hall Meeting will take place on Wednesday, March 20<sup>th</sup> at 11:15am in room 246 East Library Wing. Prof. Venuti reported that last 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, however, there were certain areas that were more active than others, and not everyone could be involved in the discussion. The Senate Executive Committee decided to revert back to the original format, where attendees voice their opinions, and hear the responses from the administrators present. Discussion followed about having questions submitted beforehand and alternate those questions with the questions asked at the meeting, to eliminate one issue taking up the whole meeting, which has happened in the past.

E. New Business

Kenny Cordero-Rubinos, chair of the Student Affairs Committee reported that with regard to student representation on the International Student Task Force Resolution, which was approved at the November Senate meeting, he suggests that perhaps the Student Affairs Committee, with conjunction with the Office of Multicultural & International Student Programs can create a student survey the Task Force can use as a "student voice." Senior Vice Provost Schmelkin reported that perhaps after the Task Force is created and has determined its goals, it can decide what type of input is required and how to gather that input. Prof. Bass reported that after the resolution is approved by the full faculty, the Senate Executive Committee will assign and approve its members.

F. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that now that the evaluation of Deans has been approved, the committee will start discussing an evaluation of chairs.

Prof. Giuliani has compiled chair evaluations from approximately ten schools and the committee will review them at their next meeting. Prof. Giuliani reported that he would like to thank the Provost's Office and President Rabinowitz for quickly approving a recommendation from the committee to include adjuncts in the Hofstra University Community Disaster Relief Fund. Prof. Giuliani also reported that in January, the faculty members of the Faculty Affairs Committee will also review the Special Leave applications and send recommendations to the Provost's Office.

2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee will continue to work on revisions to Faculty Policy Series #11G – Procedures of Handling Violations of Academic Honesty by Graduate Students at Hofstra University. There was some discussion whether or not graduate students guilty of gross and unambiguous violations of academic honesty should automatically result in failure of course, and who decides what is defined as a gross and unambiguous violation.
3. Prof. Lopez, chair of the Undergraduate Academic Affairs Committee, reported that the committee has been working on reviewing and revising their bylaws. He also reported that in the spring, the committee will work on the elimination of the Writing Proficiency Exam as a graduation requirement. Paul Fritz will assume the position of chair in the spring.
4. Prof. Venuti, chair of the Planning & Budget Committee reported that at their last meeting, they had Jessica Eads and Pat Adamski in attendance to discuss enrollment issues. The objective was to find a way that the Planning and Budget Committee can help with the enrollment effort. One suggestion was to find a way to measure and reporting on our outcomes, tracking our students as they leave Hofstra.

Prof. Venuti also reported that the Parking Task Force had their first meeting, and although it was a productive meeting, there were no students or representatives from Student Activities present. Therefore, the task force could not pass the resolution banning parking from all students residing in residence halls on the South Campus on weekdays, from 7 AM to 4 PM. The consensus of those who were present at the meeting was to approve this ban, though Charles Forrest, Associate Director of Public Safety, reported that this was tried in the past but Student Activities was not happy about it. Prof. Bass replied that this is inaccurate. This item was passed by the Senate and never made it to the full faculty. A discussion followed and it was decided that if Caroline Schreiner, Senior Support Specialist, can document that this ban was passed by the Senate in 2005, it will be presented to the Full Senate as an information item and brought to the faculty in the spring, as an action item.

5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the committee discussed the smoking ban and the Student Government Association President showed some concern in terms of current students not being made aware of the new policy, but since the Chronicle was present at the meeting, they discussed ways of getting the word out. The committee also discussed an issue with undergraduate funded activities, such as movies offered on the weekends and the Music Festival in the spring. Since people outside the Hofstra community are not allowed into these events, because they don't pay for them, then why are graduate students allowed? The Graduate Student Activity Fee does not fund these events. The committee wants to find a way to create a bigger connection between the undergraduate and the graduate student community in terms of these campus-wide events. A discussion followed and Senior Vice Provost Schmelkin reported that the reality is that most of our graduate population are part time students who do not live on campus, its less

likely they will take advantage of attending these events, but nevertheless it is a good idea to discuss.

The meeting was adjourned at 4:10pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, February 4<sup>th</sup>, 2013**

Present: S. Bass (Chair), H. Berliner, K. Cordero-Rubinos, J. Davidow, P. Fritz, G. Giuliani, L. Schmelkin, E. Venuti

A. The minutes of the December 3<sup>rd</sup>, 2012 meeting were unanimously approved.

B. Chairs Report

Prof. Bass convened by reporting that Paul Fritz has returned from leave and will resume his role as chair of the Undergraduate Academic Affairs Committee. He also reported that Elizabeth Venuti, current chair of the Planning and Budget Committee will be stepping down as senator as she has been appointed as chair of the Accounting, Taxation, and Legal Studies in Business department. According to Faculty Statute VII- The University Senate, when an elected senator announces that he/she is unable to carry out the responsibilities of office for some part of the elected term, not to exceed two semesters, the Executive Committee of the Senate shall nominate a temporary senator from the same unit for appointment by the Senate. Prof. Bass nominates Meral Binbasioglu, from the department of Information Technology and Quantitative Methods. The nomination passed unanimously. Prof. Bass also recommends that Prof. Binbasioglu serve on the Undergraduate Academic Affairs Committee, and to reassign Prof. Lopez to the Planning and Budget Committee. This recommendation passed unanimously. These suggestions shall be brought up at Monday's Senate meeting for a vote. A new chair will be elected by the committee at their first meeting on February 27<sup>th</sup>. Prof. Venuti reported that she will continue to attend Planning and Budget Committee.

Prof. Bass reported that he along with Will Nirode, Speaker of the faculty, Provost Berliner and Senior Vice Provost Schmelkin met to discuss possible members for the International Students Task Force. A discussion followed. The tentative list is as follows:

- Li Wang –student (Accounting Dept- graduating in May) \*\*Will search for a newer MBA student from Zarb.
- Viliyana Maleva - (PhD student Education)
- Ron Singh (SGA President - undergraduate) \*not confirmed
- Jian Xiao (Adjunct)
- Dan Varisco (Faculty – HCLAS) \*not confirmed
- Tatiana Gordon (Faculty – SOE)
- Bob Papper (Faculty – Comm)
- Laurie Johnson (Faculty – HSHS)
- Xiang Fu (Faculty – SOEAS)
- Steve Richman (Faculty – Law School)
- Jason Davidow (Co-Chair)
- Paul Fritz (Co-Chair)
- Jessica Eads (Admissions)
- Lisa Roth (Counsel)
- Stephanie Hricko (Advisement)

- Jennifer Christ (MISPO)
- George Greaney (English Language Program)\

In addition there will be a designate from the Provost's Office. This list will be brought to the Senate as an information item. Prof. Bass reported that Jason Davidow and Paul Fritz will chair this task force.

Kenny Cordero Rubinos reported that students have approached him regarding the new smoking ban and asks if there is a way to alert students to this change. Provost Berliner reported that a HOFnews email went out and it was featured in the Chronicle. Suggestions were made to include information about Smoking Cessation in HOFnews, as well as possibly promoting the new policy on the HOFcast TVs.

#### C. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the Dean's Evaluation passed through the Senate with one abstention and will be presented to the full faculty on March 18<sup>th</sup>. He also reported that the committee will meet on Friday to start discussions on chairs' evaluations.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee will meet on Friday to continue working on revisions to Faculty Policy Series #11G – Procedures of Handling Violations of Academic Honesty by Graduate Students at Hofstra University. He also reported that Prof. Venuti emailed him with a an issue concerning the repeat course policy. Senior Vice Provost Schmelkin reported that this was discussed in committee approximately 3 years ago. Prof. Venuti reported that this issue is related to the International Student Population. If a student falls below a 3.0 it becomes troublesome to recover. Many times when a graduate student has to repeat a course, they will slow down in the amount of courses taken per semester to allow for more time to be focused on individual courses. This becomes problematic for international students who with regard to expirations on their visas. A discussion followed. Senior Vice Provost Schmelkin recommends to research what might be done at other institutions at the graduate level. A discussion followed.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee will meet on Monday. Agenda items include taking a look at the conflict of interest policy that was inserted into the recommendation for Academic Credit for Significant Leadership and Service Positions On-Campus. With regard to this, Greg Maney and Mario Murillo from the Center for Civic Engagement to speak about how this policy will affect them. The committee will also continue to review its bylaws specifically the Undergraduate Academic Affairs Committee's role in admission and retention. Senior Vice Provost Schmelkin reported that the "NR grade" in the Completion Ration is creating havoc in the system. She reminded everyone that the NR is not an actual grade a student earns, it exists when a faculty member has not assigned a grade. For example, there is an Honors College student with a 3.9 GPA who has not received her grades because she is in the Amsterdam program and they submit their grades later. She is now on Completion Ratio Probation because of this. Evan Koegl, Director of Academic Records, is suggesting removing the NR but it is already listed in the 2012-2013 Academic Bulletin. This issue should be addressed immediately.

4. Prof. Venuti, chair of the Planning & Budget Committee reported that Dolores Fredrich, Vice President for Legal Affairs and General Counsel, and Catherine Hennessy, Vice President for Financial Affairs and Treasurer, will attend the first Planning and Budget Committee on February 27<sup>th</sup> to discuss the budget and enrollment. The committee will also discuss a possible smoking ban for the north campus as well as the Town Hall Meeting, which is scheduled for March 20<sup>th</sup>. The committee will also discuss assisting admissions by creating a recording mechanism for chairs to be able to report on employment and graduate school placements for the graduates in their department.
  5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the committee will continue to discuss graduate students attending campus-wide events which was touched upon at the last Senate Executive Committee meeting. The committee will also discuss the possibility of creating designated smoking areas on the north side of campus.
- C. New Business:
- Prof. Bass reported that at the October 26<sup>th</sup> faculty meeting, Prof. Silver from the Department of Sociology presented a recommendation calling for more transparency on the part of the President's Office. Therefore, the President has agreed to meet with the chair of the chairs' caucus, the Speaker of the Faculty, the chair of the Senate Executive Committee and the Provost's Office twice a semester to provide updated information and a commitment of more openness with budgetary and financial matters. The President will address the faculty at their next meeting on March 18<sup>th</sup>.

The meeting was adjourned at 3:45pm.



**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, March 4<sup>th</sup>, 2013**

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

Absent: K. Cordero-Rubinos

A. The minutes of the February 4<sup>th</sup>, 2013 meeting were unanimously approved.

B. Chairs Report

Prof. Bass convened by reporting that Prof. Lopez has been elected as chair to the Planning and Budget Committee.

Prof. Bass reported that Jason Davidow and Paul Fritz will chair the International Students Task Force, and a date for its first meeting should be set shortly.

Prof. Bass also reported that Karen O'Callaghan, Director of Public Safety, has agreed to create a formal policy statement from the Office of Public Safety regarding the avoidance of racial profiling.

Prof Bass reported that he, along with Will Nirode, Speaker of the Faculty, met with the President and Pat Adamski, Senior Vice President for Planning and Administration, along with Provost Berliner and Senior Vice Provost Schmelkin. The President reemphasized the concerns regarding enrollment and the related issues and its impact on the budgetary process. The President will address those items at the meeting with the full faculty which has been confirmed for Monday, March 18<sup>th</sup> at 3pm in room 246 East Library Wing.

C. Action Items

1. Prof. Bass presented for action revisions to Faculty Policy Series #11G - Academic Honesty Policy. Jason Davidow, chair of the Graduate Academic Affairs Committee reported that when, the full faculty passed recommendations created by the Task Force on Integrity and Responsibility Report that included the addition of a new Honor Board to deal with academic honesty issues, a slight modification of Faculty Policy Series #11 was made by the Undergraduate Academic Affairs Committee. The revisions to FPS #11G were made to keep the structure of the policy similar to the undergraduate policy. The item passed unanimously.
2. Prof. Bass presented for action revisions to Faculty Policy Series #33A, Financial Conflict of Interest Policy in Relation to Sponsored Projects and Faculty Policy Series #41 Policy for Dealing With and Reporting Possible Misconduct in Research. In late August, these were updated by Sofia Kakoulidis, Associate Provost for Research & Sponsored Programs in order to comply with Federal regulations. Senior Vice Provost Schmelkin reported that there were no real substandard changes, the language was cleaned up so it is consistent with the law. These revisions need to go through the shared governance process. The items have already been looked at and approved by the Faculty Affairs Committee. Both items were passed unanimously.

#### D. Committee Reports:

1. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that he has been in contact with Evan Koegl, Director of Academic Records, who is providing data on “NR grades.” The NR exists when a faculty member has not assigned a grade and has been creating problems for students with regard to the Completion Ratio. The committee should be able to move forward with a solution. He also reported that the committee is also working on inserting language into the conflict of interest policy (that was inserted into the recommendation for Academic Credit for Significant Leadership and Service Positions On-Campus) so that the bodies of the Center for Civic Engagement aren’t excluded.
2. Prof. Lopez, chair of the Planning & Budget Committee reported that Dolores Fredrich, Vice President for Legal Affairs and General Counsel, and Catherine Hennessy, Vice President for Financial Affairs and Treasurer, gave a report on the finances of the institution to the Planning and Budget Committee on February 27<sup>th</sup>. The committee was told that the discount rate will be approximately 47% which conflicts with the 25% reported by the AAUP. Provost Berliner reported that the first year discount rate (just for Freshmen) is around 42% whereas the AAUP’s number is overall. A discussion followed. Prof. Lopez also reported that the Town Hall Meeting is scheduled for March 20<sup>th</sup> during common hour in room 246 East Library Wing. The format will revert back to the traditional format. Prof. Lopez also reported that the Planning and Budget Committee will continue to discuss a possible ban on the North campus.
3. Caroline Schreiner reported for Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the committee discussed the Smoking Ban on North Campus and the elected Senators will meet to create designated smoking area to propose to the Planning and Budget Committee to create a smoking ban on North Campus.

The committee also discussed that the committee should go on forward with looking into the Graduate Student Activity fee to take a small percentage to be allocated for campus wide programming such as: Weekend Movies and Musicfest.

One of the senators brought up the fact that whether or not there should be some guideline provided for Faculty members in terms of providing students their grades. The concern is that certain faculty members do not inform students on how they are doing during the semester, which causes students to not to keep track of their grades and it affects them academically. This is not for faculty members to provide the final grades on time, but to provide midterms or papers in a timely manner so students will be able to seek the services on campus on time. Prof. Fritz reported that language exists in Faculty Policy Series #10 which states “Faculty are encouraged to provide students with feedback on their performance before the deadline for a grade of W.” Senior Vice Provost Schmelkin suggested that maybe the Undergraduate Academic Affairs Committee should look into strengthening this language. A discussion followed.

The committee also agreed upon the creation of a “State of the Hofstra” by the President to show where we are as a university. The committee believed that President Rabinowitz’s hard work is not seen by most of the students. This idea to work with perhaps HEAT (Hofstra television club or the Hofstra filmmakers club on an annual basis) will provide a greater connection with the school. In Columbia University the Engineering students have to create something for the school, it brings tradition and a deeper connection to the student body; something the committee believes that Hofstra needs.

4. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee had a pretty detailed conversation that will carry over to their next meeting regarding adjunct representation on the University Senate. There is a concern that given the number of adjuncts employed at the university, that there is only one adjunct senator representing them. There was initially the idea of having one adjunct representative from each school, however, not all schools have many full-time faculty members, which might delude the voting rights of the full faculty. There was a general consensus in the committee that adjunct representation is not proportionate to what is going on at the university. A slight discussion followed. Prof. Giuliani also reported that the committee started work on the evaluation of chairs and the Dean’s Evaluation passed through the Senate with one abstention and will be presented to the full faculty on March 18<sup>th</sup>.
  
5. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee started discussion on the repeat course policy. He reported that Evan Koegl and Carol Drummer did research on other schools’ repeat course policy and found that out of the eleven schools they solicited, only one allows a graduate student to repeat a course and excludes the grade from the student’s GPA.

The meeting was adjourned at 3:43pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, April 8<sup>th</sup>, 2013**

Present: S. Bass (Chair), H. Berliner, K. Cordero-Rubinos, J. Davidow, P. Fritz, G. Giuliani, V. Lopez, L. Schmelkin, E. Venuti

A. The minutes of the March 4<sup>th</sup>, 2013 meeting were unanimously approved.

B. Chairs Report

Prof. Bass convened by reporting that the first meeting of the International Students Task Force will be held on Tuesday, April 9<sup>th</sup> at 10am in room 303 Axinn Library.

Prof. Bass also reported that he is still waiting for a draft of a formal policy statement from the Office of Public Safety regarding the avoidance of racial profiling.

C. Action Items

1. Prof. Bass presented for action the 2015-2016 Academic Calendar. Senior Vice Provost Schmelkin pointed out that classes will begin before labor day.

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that because of time constraints, the Dean's evaluation was not voted on at the last full faculty meeting and will be presented to the faculty in May. The committee will continue to have a detailed discussion regarding adjunct representation on the University Senate. There does seem to be consensus within the committee that there does need to be more adjunct representation than what currently exists. Prof. Giuliani also reported that the committee continued to work on the evaluation of chairpersons and has created a draft to which they are reviewing. The committee hopes to finish this by the end of the semester to send to the chairs caucus for feedback.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that because of time constraints, the revisions to Faculty Policy Series 11G - Academic Honesty Policy was not voted on at the last full faculty meeting and will be presented to the faculty in May. He also reported that the committee discussed the repeat grade policy at their last meeting and decided that since almost no schools allow students to repeat a class and remove a grade, they weren't going to move ahead. Prof. Davidow reported that the committee also discussed creating a professional development series for faculty to promote competency and sensitivity to issues of diversity. The committee felt that there is not enough data collected to recommend a Professional Development Series for Faculty and decided to recommend some things for the university to keep an eye on and charge tasks to various offices when appropriate. He also reported that the committee felt that graduate students seem to be unaware of campus-related activities and policies. The committee will look into creating recommendations for distributing the relevant information to graduate students.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed the issue with NRs and the completion ratio. While it is clear that the NR grades affect students, it is not clear on how many students get put on completion ratio

probation because of an NR grade. The committee will continue to discuss this issue at its next meeting. Prof Fritz also reported that the committee will continue to work on the Academic Credit for Significant Leadership and Service Positions On-Campus and its conflict of interest policy as well as reviewing Faculty Policy Series #10 – Examinations, Final Grades, and Student Absences.

4. Prof. Lopez, chair of the Planning & Budget Committee reported that the committee will meet on April 12<sup>th</sup> at 3pm in room 246 East Library Wing. This meeting will include a report from Catherine Hennessy, Vice President for Financial Affairs and Treasurer and will be open for all faculty members to attend and ask questions. He also reported that Caroline Schreiner is scheduling a meeting for the Parking Task Force. The Planning and Budget Committee will also continue to discuss a possible ban on smoking for the north campus and the outcomes mechanisms to report on employment and graduate school placements for the graduates in their department.
5. Kenny Cordero-Rubinos, chair of the Student Affairs Committee, reported that the Dean of Students, Pete Libman is working on creating a proposal to present to Vice President Sandra Johnson, to see if a percentage of the graduate student activity fee can be allocated to various areas. He also reported that there was a question about the Course and Teacher Ratings (CTRs) and whether or not every class has to fill them out. Senior Vice Provost Schmelkin reported that any class that has an enrollment of at least five students, which is not a tutorial class, or an independent study, will receive the CTR packets. Many music students are in private instruction classes which are not evaluated. However, students can always provide feedback to either the faculty member or the chair of the respective department. Mr. Cordero-Rubinos also reported that there was a discussion on the safety of students on California Avenue. A discussion followed on the proposal for a traffic signal that was passed by the full faculty back in 2011. It has not yet been approved by the President. Prof. Bass reported that the west side of California Avenue is under the jurisdiction of the Village of Hempstead, whereas the east side of the Avenue is under the jurisdiction of the Town of Hempstead.

#### C. Discussion Items

Prof. Bass presented for discussion revisions to the Senate bylaws and two faculty resolutions. He reported that at the last faculty meeting, the faculty voted to un-table the resolution presented by Marc Silver back at the October 2012 faculty meeting. The original resolution, along with a revision created by Prof. Bass, Prof. Papper, chair of the chairs caucus, Prof. Nirode, Speaker of the Faculty, and Prof Silver along with guidance from Provost Berliner and Senior Vice Provost Schmelkin, which outlined six major points that will lead to a substantial and significant revision of the Senate bylaws, particularly as it affects the role of the Planning and Budget Committee, Graduate Academic Affairs and Undergraduate Academic Affairs. There was also the concern with the President's frequency of meeting with faculty leadership as well as securing faculty leadership on the Board of Trustees. The group mentioned previously came up with specific points regarding a more assertive role as it applies to the Planning and Budget Committee, Graduate Academic Affairs and Undergraduate Academic Affairs. The purpose is to revise the committee bylaws as well as bifurcated the resolution calling on the Board of Trustees to consider faculty representation, and a resolution calling for the President to meet with faculty leadership no less than twice a year. A discussion followed and the following amendments were made:

The following sentence:

*Starting at the beginning of the recruitment cycle, and on a regular basis throughout the academic year,*

was changed to:

*Starting at the beginning of the recruitment cycle, (fall semester), and on a regular basis throughout the academic year,*

The following sentence:

*financial aid awards and scholarships.*

was change to:

*financial aid & scholarship*

In the Board Representation resolution, the following sentence:

*It is the sense of the University Senate and the Faculty that the Board of Trustees consider the inclusion of faculty representation on the Board of Trustees with voting privileges.*

was changed to:

*It is the sense of the University Senate and the Faculty that the Board of Trustees consider the inclusion of faculty representation, with voting privileges, on the Board of Trustees.*

The meeting was adjourned at 4:14pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, April 22<sup>nd</sup>, 2013**

Present: S. Bass (Chair), H. Berliner, K. Cordero-Rubinos, J. Davidow, P. Fritz, G. Giuliani, Lopez, L. Schmelkin

A. The minutes of the April 8<sup>th</sup>, 2013 meeting were unanimously approved.

B. Chairs Report

Prof. Bass convened the meeting by reminding the committee that at next Monday's Senate meeting they will present the revisions to the Senate bylaws to include specific points regarding a more assertive role as it applies to the Planning and Budget Committee, Graduate Academic Affairs and Undergraduate Academic Affairs, as well as bifurcate the resolution calling on the Board of Trustees to consider faculty representation, and a resolution calling for the President to meet with faculty leadership no less than twice a year. Provost Berliner reported that he, along with Senior Vice Provost Schmelkin created amendments based on Prof. Papper's revisions, specifically removing the first sentence as they do not feel it is not realistic or workable. A discussion followed. Prof. Bass reported that the respective committee chair to what extent they are willing to consume their time with the budgetary process as appropriate. A discussion followed.

The following revisions to the Senate bylaws were passed:

*Starting at the beginning of the recruitment cycle, the Vice President for Enrollment Management shall consult with the UAAC on a regular basis on current undergraduate admissions practices, trends, developments, financial aid and scholarships (excluding matters of confidentiality). The Chair of UAAC shall also contact the Vice President for Enrollment Management for updates between meetings on an as needed basis. The UAAC shall make recommendations, as appropriate, to the VP for Enrollment Management. All matters affecting these issues shall be reported to the Senate and the full faculty.*

*Starting with the beginning of the recruitment cycle and throughout the academic year, the Dean of Graduate Studies and the Dean of Graduate Admissions shall consult with the Graduate Academic Affairs Committee on graduate admissions practices, developments and trends (excluding matters of confidentiality). The Chair of GAAC shall also contact the Dean of Graduate Studies and the Dean of Graduate Admissions for updates between meetings on an as needed basis. The GAAC shall make recommendations, as appropriate, to the respective deans and shall report to the Senate and full faculty.*

*Starting at the beginning of and throughout the academic year, the Vice President for Finance shall consult and advise the P & B committee on matters being considered in preparation of the university budget, including but not limited to income, expenses, fund raising and development projects and other matters as deemed appropriate by the P & B committee. P & B shall report to the Vice President of Finance and where appropriate, the President, on all matters pertaining to policy positions of the Senate. The Committee shall review and recommend its view regarding long range goals and planning by the university. Matters affecting salaries and compensation shall not be subject to consideration and review. All other matters shall be reported to the Senate and full faculty on a regular basis.*

The following resolutions were passed:

**Resolution on Informational Meetings with the President**

*The President shall meet regularly with the Speaker of the Faculty, the chair of the Senate Executive Committee, the chair of the Chairs' Caucus and when appropriate, other faculty governance leadership, to provide informational updates and developments on university policies.*

**Board Representation Resolution**

*It is the sense of the University Senate and the Faculty that there be the inclusion of faculty representation on the Board of Trustees with voting privileges. Such representation shall consist of either a) the Speaker of the Faculty and the Chair of the Senate Executive Committee or in the alternative, b) the Speaker of the Faculty only.*

Prof. Bass requested that the standing committee chairs table their committee reports so that there is enough time allocated to discuss these important items. He also suggests that all new senators be invited to next week's Senate meeting at 4:30pm instead of 3pm so that the old Senate may conclude its agenda items.

C. Action Items

1. Prof. Bass presented for action the revisions to the Probation Standards-Completion Ratio Calculation. The item passed unanimously.
2. The Conflict of Interest Policy resolution was tabled until the Senate Executive Committee meeting in the fall.

D. Discussion Items

Caroline Schreiner presented for discussion a list of the newly elected senators. A discussion followed on what standing committee to place the senators. The assignments are as follows:

- Kelly Fincham, School of Communication, was appointed to the Undergraduate Academic Affairs Committee
- Lisa Dresner, Division of Humanities was appointed to the Student Affairs Committee
- Lisa Filippi, Division of Natural Sciences, was appointed to the Graduate Academic Affairs Committee
- Eugene Maccarrone, School of Business, was appointed to the Planning and Budget Committee
- Gillian Elston, Division of Natural Sciences, was appointed to the Planning and Budget Committee
- Sleiman Ghorayeb, School of Engineering, was appointed to the Planning and Budget Committee
- Russell Harrison, Division of Humanities, was appointed to the Planning and Budget Committee

Mrs. Schreiner also reported that the Special Committee on Recruitment, Elections and Nominations (SCREAN) will meet in May to appoint necessary Senators-At-Large to standing and sub-committees. She also reported that there is still a vacant spot for a elected senator representing the Division of Humanities.

The meeting was adjourned at 4:24pm.