

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, September 9<sup>th</sup>, 2013**

Present: S. Bass (Chair), H. Berliner, J. Davidow, W. Finnegan, P. Fritz, G. Giuliani, E. Maccarrone, L. Schmelkin

A. The minutes of the April 22<sup>nd</sup>, 2013 meeting were unanimously approved.

B. Chairs Report

Prof. Bass convened the meeting by reporting that he would like the Senate Executive Committee to review and consider any changes that are needed in the Senate bylaws to maintain complete compliance. He asks that all chairs review the bylaws of their respective committees and possibly plan an additional Senate Executive Committee meeting to review any revisions.

Prof. Bass reported that he was approached by a few international students indicating that they have been taken advantage of by Real Estate Brokers and/or landlords. This is an issue for the International Students Task Force and an issue the committee might want to refer to or consult with University Counsel to see what rights these students have against these landlords. Provost Berliner requested Prof. Bass to email him the specifics and he will consult with Anita Ellis, Director of Off-Campus Living and Commuting Student Services.

C. Action Items

1. Prof. Bass presented for action the Environmental Priorities Committee bylaws. Robert Brinkman, chair of the Environmental Priorities Committee reported that the Environmental Priorities Committee was an ad-hoc committee of the Planning and Budget Committee and needed a mechanism for governing this committee or managing its affairs' and membership. The bylaws were passed by the Environmental Priorities Committee, in consultation with others, last year and passed by the Planning and Budget Committee at their May 2013 meeting. A small discussion followed and it was suggested that perhaps the chair of the committee be an ex-officio member of the Planning and Budget Committee. Prof. Maccarrone requested that the item be tabled to the Planning and Budget Committee look over the bylaws one more time before approving. The composition of the item was approved unanimously so the committee can start identifying and recruiting new members. It was noted that this must go through the Special Committee on Recruitment, Elections and Nominations (SCREAN) but to expedite the process an email could go out to faculty soliciting interest.
2. Prof. Bass presented for action the Conflict of Interest Policy to be inserted into the Proposal For Academic Credit for Significant Leadership and Service Positions On-Campus. He reported that this was a proposal to give academic credit such as an internship, to give additional experiential experience to students who are in leadership positions. The proposal lists examples of leadership and significant service positions on campus that may be eligible for academic credit but are not limited to these examples. The proposal was originally passed by the Senate Executive Committee and presented to the Senate in September 2012, but the item was sent back to the Undergraduate Academic Affairs Committee to include a conflict of interest policy to preempt any possible conflicts of interest where faculty can unduly pressure students to coerce or suggest positions having anything to do with University policy. The item was passed unanimously. The entire proposal will be presented to the Senate next week.

3. Prof. Bass presented for action the revisions to Faculty Policy Series #47 - Policy on Consensual Relations Between Faculty and Students which was expanded to include administrators and coaches. Since there were no documents present showing the actual changes, the item was tabled until the next Senate Executive Committee meeting.
4. Prof. Bass presented for action the revisions to Departmental Honors. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that this was an attempt to clarify the language to make sure we are consistent with the way Departmental Honors is actually practiced on campus. Due to some potentially confusing language in the Bulletin regarding Departmental Honors, the UAAC discussed student eligibility and other requirements for earning departmental honors. The committee noted that departments exclusively use honors thesis for Departmental Honors and thus streamlined Bulletin language to reflect this practice. In addition, the text was reordered so that eligibility requirements appear first and are more prominent. Other small changes consistent with the larger issues were also made. The revisions were passed unanimously.
5. Prof. Bass presented for action the revisions to the Environmental Safety Committee bylaws. In order to have the University Senate Environmental Safety Committee serve as the Chemical Hygiene Committee under the Chemical Hygiene Plan, we would need to amend the University Senate Bylaws for the committee.

#### D. Discussion Items

Caroline Schreiner presented for discussion committee membership and the bylaws. The bylaws need to be revised to include the new schools. There was confusion over language in the bylaws where it states “a minimum of three faculty senators, two faculty senators-at-large.” Does it mean a minimum of two faculty senators-at-large. The Senate Executive Committee interpreted it as a collective minimum for the committee but it is too vague and does open up to other problems. Senior Vice President Schmelkin suggested adding language to the SCREAN bylaws that state “All appointments made by Special Committee on Recruitment, Elections and Nominations (SCREAN) committee are subject to approval by the Senate Executive Committee.” A discussion followed clarifying different parts of the bylaws. It was decided to revise them as needed, but will not take effect until next year. A discussion followed on the way the Special Committee on Recruitment, Elections and Nominations (SCREAN) operates. It was decided to assemble SCREAN this semester to appoint senators-at-large where needed.

#### E. Committee Reports

The committee reports were tabled until the next Senate Executive Committee meeting.

The meeting was adjourned at 4:45pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, October 7<sup>th</sup>, 2013**

Present: S. Bass (Chair), H. Berliner, J. Davidow, W. Finnegan, P. Fritz, G. Giuliani, E. Maccarrone, L. Schmelkin

A. The minutes of the September 9<sup>th</sup>, 2013 meeting were unanimously approved.

B. Chair's Report

Prof. Bass convened the meeting by reporting that the Parking Ban, passed by the full faculty in May, was rejected by the President and is being sent back to the Senate to be reviewed by the Student Government Association and Student Affairs Committee for student input. He reported that the Student Affairs Committee & Student Government Association plan to hold public hearings during the last week of October and first week of November inviting student involvement and participation on this issue. Prof. Bass suggests that the Planning and Budget Committee be involved as well.

Prof. Bass reported that he along with William Nirode, Speaker of the Faculty, met with Karen O'Callaghan, Director of Public Safety, to discuss the smoking ban and how it is being enforced. There seems to be a feeling within Public Safety and Joseph Barkwill, Vice President for Facilities and Operations, that handing out direct fines creates an administrative problem. The Office of Public Safety suggests that faculty, staff and administrators self-enforce this ban by handing out glossy cards to those violating the ban that there is no smoking on south campus. A potential smoking ban on the north campus as well as creating a designated smoking area was also discussed.

Prof. Bass reported that a statement from the Office of Public Safety regarding the avoidance of racial profiling should be submitted by next week. He also reported that both Director O'Callaghan and Vice President Barkwill have addressed the issue of traffic on California Avenue and will install a big traffic sign with flashing lights that says "pedestrian crossing."

C. Action Items

1. Prof. Bass presented for action the Environmental Priorities Committee bylaws. This item was presented at the last Senate Executive Committee but sent back to Planning and Budget Committee for a final approval. Prof. Maccarrone, chair of the Planning and Budget Committee reported that the committee just fixed some clerical errors and approved the bylaws. The item passed unanimously.
2. Prof. Bass presented for action the revisions to Faculty Policy Series #47 which was presented at the last Senate Executive Committee meeting but sent back because there was no document showing the exact changes. This policy series was expanded to include administrators and coaches. An amendment was made to change the title from  
*Policy on Personal Relations Between Faculty and Other Employees and Students*  
to:  
*Policy on Personal Relations Between Hofstra Employees and Students*

The item passed unanimously as amended.

#### D. Information Items

1. Prof. Bass presented for information the Diversity Information Item from the Graduate Academic Affairs Committee. Jason Davidow, chair of the Graduate Academic Affairs Committee reported that this item was based on years of data collection through focus groups involving international students and minority students in order to create a faculty professional development series. The committee concluded that there was not enough data to suggest the series and decided to present a summary of their data as an information item instead with the hopes of putting it on the University Senate's website. Prof. Bass suggested that the committee create a mechanism where the recommendations at the end of the summary can be followed up with some kind of outcomes assessment. Senior Vice Senior Vice Provost Schmelkin reported that this summary is based on very meager data and should not be suggested as recommendations, and instead say these things need to be explored. She also reported that the focus of the focus groups changed. It started as looking at international students and then expanded to looking at international and students of color. The item was changed to an action item and passed unanimously. It will be presented to the Senate as an information item. It will also be uploaded to the University Senate's website under "Other Documents and Policies."

#### E. Discussion Items

1. Prof. Bass presented for discussion Adjunct Representation on the Senate. Provost Berliner had suggested researching the "Light Blue Ribbon Committee Report" done in 1972. This committee was formed to look explore various proposals to increase the effectiveness of the University Senate and Senate Committees. He reported that there is no specific formula that would set some grounds of guidelines for how adjunct faculty should be represented. Provost Berliner reported that there were no adjunct faculties back in 1972. Prof. Bass reported that currently, there is only one adjunct representative on the University Senate and there is a need for additional adjunct representation. It was suggested in the past to have one adjunct representative from each other schools and units of the University Senate, but some schools are small and having a 1:1 ratio might dilute the voting rights of the full faculty. Provost Berliner reported that what guided the Light Blue Ribbon Committee was to maintain the domination of the full-time faculty. So it was an effort to have the university governance structure but keep the power with the full-time faculty. He thinks the Senate would benefit at taking a fresh look at the representation for all constituencies. A discussion followed of potential conflict and a motion was made to set up a committee to reexamine and assess Senate models and representation from all constituencies. The motion passed.
2. Prof. Bass presented for discussion the revisions to Faculty Statute VII. This was the language from the University Senate Representation item that was passed by the Senate and Full-Faculty in the 2012 fall semester. The language was just inserted into Faculty Statute VII, which defines the University Senate. No changes have been made to the actual language; therefore it will be presented as an information item to the Senate on Monday.
3. It was decided to table the discussion on bylaw revisions until October 28<sup>th</sup>.

#### E. New Business

Senior Vice Provost Schmelkin reported that currently, Faculty Policy Series #22 – Special Leaves, has language that lists a number of dates for the application process. Since the dates change every year, she suggested revising Faculty Policy Series #22 to indicate that the application dates will be "on or about" certain times.

Senior Vice Provost Schmelkin also reported that she received a resolution from the Student Government Association encouraging faculty members to submit their book orders in a timely fashion. A discussion followed. Prof. Maccarrone reported that department chairs should be given the responsibility to get their book orders in for their faculty on time, as a part of the required management responsibility of the chair. Prof. Bass suggested the proposal should read:

*Let it be resolved that the Student Government Association calls upon all chairs to work with their Professors to submit their book orders in compliance with the deadlines set forth by the Hofstra University Bookstore.*

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee spent a good deal of time discussing adjunct representation on the Senate and is 2/3 of the way done with the evaluation of chairs proposal.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee worked on the Diversity Information Item. The committee will continue to discuss how to get information about school policy and school activities out to graduate students
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that committee discussed the Undergraduate Academic Affairs Committee bylaws and have set up a Blackboard course to discuss in between meetings. The committee is also working on revisions to Faculty Policy Series #10 and other issues. He also reported that subcommittees of the International Students Task Force are meeting and reviewing the 2006-2007 reports on how to attract and retain international students titled "*Strengthening Hofstra by Building International Bridges: Recommendations for Increasing International Student Presence on Campus*"
4. Prof. Maccarrone, chair of the Planning & Budget Committee reported that the committee has met with the Provost Berliner, Senior Vice Provost Schmelkin, Pat Adamski, Senior Vice President for Planning and Administration, and Stephanie Bushey, Vice President for Institutional Research and Assessment, on the Five Year Plan. There was also a class schedule meeting co-chaired by Senior Vice Provost Schmelkin and Lynne Dougherty, Registrar. Honors College Deans attended to give their input and hopefully participate in creating a survey to see how we might better spread out classes during the week. The committee also reviewed the bylaws for the Environmental Priorities Committee as well as discussed the parking situation on campus. Prof. Maccarrone reported that the committee is considering repopulating the Parking Task Force. There is a sense that the task force needs to be restarted. He also reported that he has reached out to Catherine Hennessey, Vice President for Financial Affairs, as per the revisions to the Planning and Budget Committee bylaws requiring correspondence between the Planning and Budget Committee and the Vice President for Financial Affairs. The committee also voted to have a subcommittee set up for outcomes assessment to see where Hofstra students are going on a positive basis. Stephanie Bushey will be invited to a future meeting to see how the subcommittee might best be set up. The committee also discussed vacant spots on the Library Committee and the Academic Computing Committee. Prof. Maccarrone also reported that he will reach out to Sandy Johnson, Vice President for Student Affairs, to discuss the planning of the Town Hall Meeting.

5. William Finnegan, chair of the Student Affairs Committee, reported that the committee discussed ID replacement fees. He did some research on other universities and how Hofstra's replacement fees are disproportionately higher. The committee should have a resolution for the Senate Executive Committee at the next meeting. He also reported that the committee and Student Government Association will also plan hearings with students regarding parking. The committee also discussed student representation on various subcommittees. Chairperson Finnegan also reported that he is looking into getting more institutionalized research for student input and representation. He also spoke to Vice President Barkwill about renovations to the Student Center, specifically the Rathskeller.

The meeting was adjourned at 4:15pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, October 28<sup>th</sup>, 2013**

Present: S. Bass (Chair), H. Berliner, J. Davidow, W. Finnegan, P. Fritz, G. Giuliani, E. Maccarrone, L. Schmelkin

A. The minutes of the October 7<sup>th</sup>, 2013 meeting were unanimously approved.

B. Chair's Report

Prof. Bass convened the meeting by reporting many universities have adopted a full smoking ban, and that he is researching the various penalties and sanctions at those other universities for violating this ban. Joseph Barkwill, Vice President for Facilities and Operations, has indicted that there is more self-policing and not as many schools with some enforcement policies as they would like to see. This is not to say that the enforcement or penalties is not working. Prof. Bass reported that he, along with his graduate assistant will continue to thoroughly research the topic and return to the Senate Executive Committee with some recommendations to urge the administration to authorize Public Safety to give out summons and fines. A discussion followed about visitors smoking on campus and how to enforce the ban. Provost Berliner suggested that at external events such as a performance at the Adams Playhouse, the tickets to the event should indicate that Hofstra is a smoke-free campus.

Prof. Bass reported that he along with William Nirode, Speaker of the Faculty, met with Karen O'Callaghan, Director of Public Safety over a year ago to which she had promised to write a formal statement from the Office of Public Safety regarding the avoidance of racial profiling. He has since contacted her to no avail. Provost Berliner suggested copying the Provost's Office as well as sending an email to Joseph Barkwill. A discussion followed. Prof. Bass reported that Director O'Callaghan has indicated that the Public Safety Officers do go through sensitivity training. He would just like something in writing.

C. Action Items

1. Prof. Bass presented for action the Departmental Honors. Some faculty members from the Zarb School of Business raised concern about some vagueness in the language. For example, the revisions state:

*2. enroll in a departmental honors course and undertake a major piece of research, not necessarily original, resulting in an honors thesis, to be completed during their senior year under the supervision of a designated member of the department. **Weekly** conferences between student and adviser are set as a minimum requirement.*

In Honors Essay 190 in the Zarb School, the conferences are not weekly and can be biweekly or four or five meetings depending on the nature of the research that the student is undertaking. This should not dilute the integrity or the rigor of the course itself. Provost Berliner suggested changing weekly, to regular as scheduled by the faculty member. A discussion followed.

the following language:

*Weekly conferences between student and adviser are set as a minimum requirement. Students will defend their thesis before their adviser and at least two other members of*

*the department. This oral examination will constitute the basis for the evaluation of the student and the determination of honors*

was changed to:

*Regular conferences between student and adviser are required. Students will defend their thesis during an oral examination before their adviser and at least two other faculty members.*

2. *grades in departmental courses and* was removed from the second section.

The item was approved unanimously as amended

1. Prof. Bass presented for action the firearms resolution. Provost Berliner reported that this came about from a visitor calling Public Safety to ask what our policy was for bringing weapons on campus. We did not have a policy, so this item was created. A discussion followed on self-defense spray devices. The sentence was changed to:

*illegal spray devices.*

The policy passed as amended.

#### D. Discussion Items

1. Prof. Bass presented for discussion a resolution on ID cards. William Finnegan, chair of the Student Affairs Committee, reported that the university's current student identification card ("ID card") replacement system, implemented for the 2010-2011 academic year, changed the previous system of \$10.00 for replacing all lost ID cards to a scaled system, where a first replacement for a lost ID card is \$10.00, a second replacement for a lost ID card is \$25.00, and all subsequent replacements for lost ID cards are \$50.00. The Student Affairs Committee feels \$50.00 is too expensive for students and recommends that the system be amended so that all lost student ID cards are to be replaced for a \$25.00 flat fee, so that a deterrent remains in place, but the system does not overly penalize students who may not be able to afford more than \$25.00 for a replaced ID card. He reported that Peter Libman, Dean of Students will be taking the resolution to Sandra Johnson, Vice President for Student Affairs for approval. If she takes it to the President, this resolution does not need to go through shared governance. A discussion followed and it was decided to bring this to the Senate as an information item, asking them to endorse the work, research, and resolution of the Student Affairs Committee.

#### E. New Business

Prof. Maccarrone reported that there is a gatekeeping device that has been installed on the portal regarding the honor code and he has spoken to Warren Frisina, Dean of Honors College, that it is critically important that it be removed. The portal options are to either to endorse the code or to say you are thinking about it, but Prof Maccarrone has had quite a few students over the years, who, based on religious grounds, view it as an oath and it is sinful to take oaths. He suggested to Dean Frisina to have a third option where students can conscientiously decline the honor code.



## F. Committee Reports:

1. Caroline Schreiner reported for Prof. Giuliani, chair of the Faculty Affairs Committee, that at the Faculty Affairs Committee meeting on 10/18, the committee discussed the proposal made by the Senate Executive Committee to form a Blue Ribbon Panel to address the composition of the entire University Senate. Upon discussion, it was agreed that that the FAC would support the recommendation that the SEC develop a Blue Ribbon Panel to address the composition of the University Senate.

Donna Balson, the sole Adjunct representative on the Faculty Affairs Committee (and the Senate), requested that she be invited to the December 2013 meeting of the Senate Executive Committee to address her concerns regarding adjunct representation. Provost Berliner reported that Prof. Balson will be given the opportunity to express her concerns and should be invited to the established committee instead of the Senate Executive Committee

Further revisions were made to the first draft of the Chairperson evaluation. The first draft is now completed. Prof. Giuliani is now working on revising the entire document and bringing it to the next Faculty Affairs Committee meeting for review.

Liora gave the committee an update on the evaluation of Deans. If all goes according to schedule, Deans who are eligible for evaluation this year will be evaluated by their faculty in November of 2013.

2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee started discussing where the Diversity Information Item should go across campus. Caroline Schreiner reported that she uploaded the item to the Senate website. Prof. Davidow reported he will give a list of people to email. The committee also continued to discuss how to get information about school policy and school activities out to graduate students. The main discussion revolved around how to get information to the graduate students' webpage under Student Life and adding a selection that includes all of the graduate student organizations. He also reported that the committee discussed creating a webpage for graduating assistantships and research opportunities. A suggestion was made to format this webpage similar to *Craig's List*. The committee will also add a link to the Guide to Pride.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee is trying to standardize the language of the Withdrawal Policy. The committee is also collecting data from Academic Records, deans and chairs about the Two Fs policy to consider the scope of the problem. The committee also started looking at Faculty Policy Series #10. One conclusion the committee has come to is that the Graduate Academic Affairs Committee may have to also look at it too because a lot of the language seems to be geared towards undergraduates.
4. Prof. Maccarrone, chair of the Planning & Budget Committee reported that he has spoken to Sandy Johnson, Vice President for Student Affairs, to discuss the planning of the Town Hall Meeting. They tossed around the idea of having a theme and setting it up in a Dais format, hopefully getting the word out through clubs and the Student Government Association. This way, club and student representative is assured, while at the same time leaving it open, and working the theme in such a matter so that we encourage without requiring. It would be more of a "what do you want the university to know" format vs. bringing parochial questions, problems and complaints to the meeting. This format would include a pre and

post meeting as well as follow up to certain issues. A discussion followed about serving evening, graduate and law students.

Prof. Maccarrone also reported that he has a meeting with Terri Shapiro, Associate Provost for Accreditation and Outcomes Assessment, scheduled to discuss outcomes assessment. A task force has been set up and is still being populated.

He also reported that he has invited Director O'Callghan and Prof. Salatti, an adjunct professor in the Engineering Department to the next Planning and Budget Committee to discuss parking. Prof Salatti has gotten permission from his chair to allow students to participate in a senior design that will look at zoning, site plans, student demands, etc. that involve parking.

Prof. Maccarrone also reported that he still has yet to meet with Catherine Hennessey, Vice President for Financial Affairs. The revisions to the Planning and Budget Committee bylaws that were passed last spring mention the chair of the Planning and Budget Committee must meet with the Vice President for Financial Affairs early in the semester. Vice President Hennessey is just coming out of the year in closing with the university's CPA firm, therefore, it might not be realistic to meet with her so early and the bylaws may need to be revised.

5. William Finnegan, chair of the Student Affairs Committee, reported that most of the committee's last meeting focused around the ID replacement fee resolution, and now the committee's primary concern is to discuss parking issues and setting up interviews with various students across campus for their input. Chairperson Finnegan will be meeting with Jesse Lender, Student Government Association Chair of Student Services, to discuss having information tables, and events during the week of November 18th.

The meeting was adjourned at 4:27pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, December 2<sup>nd</sup>, 2013**

Present: S. Bass (Chair), H. Berliner, J. Davidow, W. Finnegan, P. Fritz, G. Giuliani, E. Maccarrone, L. Schmelkin

A. The minutes of the October 28<sup>th</sup>, 2013 meeting were unanimously approved.

B. Chair's Report

Prof. Bass convened the meeting by reporting that he will ask the Senate Executive Committee for an endorsement from the Senate of a formal statement written by Public Safety about discrimination, as well as proposing a fine for those who violate the smoking ban on South Campus. He reported that he will also have comments to make regarding student funding.

Prof. Bass reported that he along with William Nirode, Speaker of the Faculty, Senior Vice Provost Schmelkin, and Provost Berliner met with Pat Adamski, Senior Vice President for Planning and Administration, and had a very open and candid conversation about enrollment concerns, including concerns from department chairs, and overall the need for financial constraint and conservatism in terms of budgetary planning. He also reported that The President remains open and has been very candid and forthright with major policies coming forward with the university. This will be reported by Prof. Nirode to the Full Faculty at its next meeting on Friday, December 6<sup>th</sup>.

C. Action Items

1. Prof. Bass presented for action the Revisions to the Withdrawal Policy. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee is proposing to make the Withdrawal Policy for short courses such as January & Summer semesters, the same as regular semesters. There was a provision requiring the signature of an instructor for a student who wishes to drop the course for the short courses which has been removed. The policy will continue to have a process for a student dropping the course after 2/3 of the course scheduled where they can petition a withdrawal from a Dean. Senior Vice Provost Schmelkin reported there will be exceptions on a case by case basis. The revisions passed unanimously.
2. Prof. Bass presented for action Revisions to GPA Calculation – Multiple F Grades. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, that the current policy can create conditions under which a student that fails the same course twice will have a higher cumulative (but not semester) GPA than a student that gets a non-F grade in the second iteration of the course if that non-F grade is lower than the student's average grade. He reported that the committee collected data from the Academic Records Department to see how many multiple failures are dealt with. From 2008 to the present, there were a total of 2207 courses with students who failed that course twice and 4735 courses with students who failed that course once. The unique numbers of students during that time were around 278. Provost Berliner reported that since day one. The standard has been to never waive the 2.0 GPA for a student to graduate. If a student earns more than one F grade, it is highly unlikely for the student to graduate. The Undergraduate Academic Affairs Committee removed the provision that states "only one F grade in any one course will be included in the cumulative grade point average." Prof. Fritz also reported that the committee did research comparing Hofstra to other universities' policies. Hofstra was the only school out of 15 comparisons that did not count the second F. The revisions passed unanimously.

Prof. Bass reported that that Dolores Fredrich, Vice President for Legal Affairs and General Counsel, confirmed that the firearms policy, presented for action at the last Senate meeting is an existing policy and is already in the student code. At the last Senate meeting, an issue was raised regarding the anticipated enforcement of the no firearms rule on campus. Since the Senate passed the measure and requested that she and Karen O'Callaghan, Director of Public Safety, attend the December Senate meeting for clarification and to discuss enforcement procedures.

#### D. Discussion Items

1. Prof. Bass presented for discussion the Student Government Association (SGA) budget rules. An issue came up last week regarding an interpretation of the SGA Constitution. Historically, many co-curricular clubs on campus and honor society have been denied student activity funding over the years. The basic rationale for this is that they were engaging in a practice called "exclusivity," a practice where all students were not entitled to join or engage in the activities of such clubs. Prof Bass reported that he raised this issue with the President and the President indicated that there are monies for this in the in the Provost's, Department Chairs' and Deans' budgets. Prof. Bass feels the process as it exists for acquiring the funds is wrong. Section II of the SGA's Constitution states:

*The Student Government Association shall have the power to set fees, regulations, or restrictions upon any undergraduate club operating under the policies of the aforementioned, and shall further have the power to recognize any group of undergraduate students who petition to become an organization in collaboration with the Registration Committee so long as they are non-exclusive and nondiscriminatory in nature. As defined in Memorandum 1, passed on September 27, 2012, a club or organization will be defined as non-exclusive "so long as it does not discriminate on the basis of race, religion, sex, sexual orientation, age, ability, national or ethnic origin, physical or mental disability, marital or veteran status ("protected status") in its conduct and operation of its educational programs and activities, including admission and employment. "Exclusivity" shall only be defined by interpersonal qualities as defined by our Constitution and Policy Series; not how, where, or when a Club or Organization's membership is ultimately determined."*

Prof. Bass reported that he interprets this as the constitution has provided for a wrongful process where students are being wrongfully denied student funding based upon this language. He feels there is nothing inferred in this language that says a club shall be denied because of exclusivity. He calls upon William Finnegan, chair of the Student Affairs Committee and Eugene Maccarrone, chair of the Planning and Budget Committee to engage in some "fact finding" to remedy this situation if possible. Senior Vice Provost Schmelkin pointed out not to overlook graduate clubs. A discussion followed.

2. Prof. Bass presented for discussion a possibility of the University Senate endorsing the formal policy written by the Office of Public Safety regarding the avoidance of alleged racial profiling and discrimination against various groups on campus. This item was presented to the Senate as an information item at its last meeting. A motion was made to endorse the policy. The motion was seconded and passed unanimously. It will be brought to the University Senate for action.
3. Prof. Bass presented for discussion the issue of Adjunct Representation on the University

Senate. George Giuliani, chair of the Faculty Affairs Committee, questioned whether or not the Light Blue Ribbon Committee look strictly at Adjunct Representation or the University Senate as a whole. Prof. Bass reported that the committee should just address the issue of adjunct representation and if it felt that it would not be the appropriate way to go, it would address the issue of how do we reconstitute the makeup of the University Senate. Provost Berliner reported that the Faculty Affairs Committee should first try to resolve the issue and come up with a recommendation and if not, the Light Blue Ribbon Committee would have to look at the entire Senate composition. A discussion followed and Provost Berliner suggested that Caroline Schreiner, Senior Support Specialist to the University Senate, do some research on how many adjunct representatives other universities have on their Senates. A discussion also followed about other Hofstra Senate members such as Local 153 and Students requesting more representation.

4. Caroline presented for information the new members of the Environmental Priorities Committee:

- School of Education - Karen Jackson – (2 year term)
- University Library – Alan Bailin (1 year term)
- Herbert School of Communication - Isabel Freda (2 year term)
- School of Engineering and Applied Science – Marge Hunter (1 year term)
- Zarb School of Business – Kaushik Sengupta (1 year term)
- Maurice A. Deane School of Law – Katrina Kuh (2 year term)
- Medical School – Patrick Gannon (1 year term)
- HCLAS: Humanities – Ron Janssen (1 year term)
- HCLAS: Social Sciences- Oskar Pineno (2 year term)
- HCLAS: Natural Sciences- Kevin J. Bisceglia (2 year term)
- One Extra from HCLAS - Rachel List (1 year term)
- Neil Donahue – provost’s Office advisor – no voting rights.
- Still searching for a representative from HSHS.
- The chair of the Student Affairs Committee will alert me to who the two students are.

The Senate Executive Committee approved the new members.

E. New Business

There was no new business

F. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee met and recommended Emeritus Status for three different faculty members, as well as finished the evaluation of the chair persons and will take a final vote on it at its next meeting. He reported that he and forwarded the committee’s draft to Susan Yohn, chair of the chairs’ caucus, for distribution to all chairs for feedback. The item should be presented at the next Senate Executive Committee meeting. Prof. Giuliani also reported that the committee put the “Adjunct Teacher of the Year discussion on hold for its next meeting. He also reported that the committee will meet on January 10<sup>th</sup> to review the Special Leave and 6.19 Load Reduction Applications.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee continued discussing ways to get information to graduate students for campus-

related activities, policies and resources. The discussion revolved around improving the Graduate Student Life webpage, which is difficult to navigate. The committee also discussed providing a link to internships and research opportunities. Prof. Davidow spoke with Kelly Healy in Human Resources who informed him that it might not be possible as internships and research opportunities must go through the Human Resources Department. However, unpaid internships and research opportunities may be posted so the committee discussed to format this webpage similar to *Craig's List*. He also reported that the committee will be working on the Academic Leave/Withdrawal and Maintaining Matriculation Policy.

3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed and passed the revisions to the Withdrawal Policy and the revisions to the GPA Calculation – Multiple F Grades. The committee will continue its work on Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences and hope to have revisions completed by its next meeting. He also reported that the committee continues to work on issues raised about Departmental Honors. He reached out to Academic Records and departmental chairs about the process on how students receive notification. Academic Records has no existing policy for alerting departments which students are eligible for Departmental Honors, but is working on one. The committee will also work on courses counting for double and triple majors. Prof. Fritz reported that he met with Jessica Eads, Vice President for Enrollment Management, regarding admissions and the 2014 plan. Vice President Eads was very open to having the Undergraduate Academic Affairs Committee involved in the admissions process.
4. Prof. Maccarrone, chair of the Planning & Budget Committee reported that the committee met with Catherine Hennessey, Vice President for Financial Affairs as per the bylaw revisions calling for more communication between her office and the committee. Vice President Fredrich was also in attendance. An issue that came up was the timing and nature of how Planning and Budget Committee should correspond regarding affirmative budgeting. Prof. Maccarrone also reported that the Parking Task Force met on the 20<sup>th</sup> with Director O'Callaghan and Joe Barkwill, Vice President for Facilities and Operations, in attendance, to speak about the logistics of parking on campus as well as enforcement issues. Director O'Callaghan maintains her stance that she does not think it is a good idea to ban North Campus residence from parking on the South Campus primarily because they have places to go also and enforcement is very difficult. Vice President Barkwill suggested looking at what other schools are doing. Michael Salatti, an adjunct professor in the Engineering Department, also attended the meeting to discuss a senior project he will be doing in the spring semester to look at zoning, site plans, student demands, etc. that involve parking. The committee will also address the SGA Budget issue as well as plan the Town Hall Meeting which is scheduled for April 23.
5. William Finnegan, chair of the Student Affairs Committee, reported that during the last full week of classes he put together a number of events gathering student input on parking. He received a lot of feedback and will summarize for his committee and hopefully bring forth a recommendation to the Senate Executive Committee. The committee will also discuss its agenda for the spring.

The meeting was adjourned at 4:09pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, February 3, 2014**

Present: S. Bass (Chair), H. Berliner, J. Davidow, W. Finnegan, P. Fritz, G. Giuliani, E. Maccarrone, L. Schmelkin

A. After amending a typo, the minutes of the December 2<sup>nd</sup>, 2013 meeting were unanimously approved.

B. Chair's Report

Prof. Bass convened the meeting by reporting that he is trying to schedule a meeting with Karen O'Callaghan, Director of Public Safety, and Joe Barkwill, Vice President for Facilities and Operations, to discuss the remedial of the smoking ban to ascertain what sanctions we can all agree upon on recommend to the faculty. He clarified with Provost Berliner that if the President approved a fine, the Registrar's Office would collect the fines.

C. Action Items

1. Prof. Bass presented for action, the Laboratory Animal Facilities Occupational Health and Safety Plan. This is required as a uniformed policy and also necessary to have a plan in standing in order to get funding for various and specific research projects. The item passed unanimously.
2. Prof. Bass presented for action, the revisions to Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee reported that some students were complaining that they were not receiving any feedback on their grades until very late in the semester. The committee decided to expand the language and make it clear that grading policy should be stated clearly in the syllabus for the course. A discussion followed and the following amendments were made:

The following sentence:

*Faculty are strongly encouraged to provide students with graded feedback on their performance before the deadline for a grade of W.*

was changed to:

*Faculty are strongly encouraged to provide students with graded feedback on their performance as early in the semester as possible and always before the deadline for a grade of W.*

The following sentence:

*Information regarding student's grades, courses, GPA, social security number, and other personal information*

was changed to:

*Information regarding student's grades, courses, GPA, 700 #, and other personal information*

The item passed as amended.

#### D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee met in January to review all of the Special Leave Applications as well as all of the 3 semester course reductions that the faculty submitted. He reported that Susan Yohn, chair of the Chairs' Caucus, will attend the next Faculty Affairs Committee to relate her concerns about a chair being evaluated. Prof. Giuliani reported that Caroline Schreiner is researching what other colleges and universities do with regard to adjunct representation on its Senate. The committee will also discuss the possibility of creating an "Adjunct Teacher of the Year" award.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee continued discussing ways to update the Graduate Student website. They added some links to centralize information for graduate students. For legal reasons, the committee cannot post unpaid internship opportunities. Prof. Davidow also reported that the committee will be working on the Academic Leave/Withdrawal and Maintaining Matriculation Policy.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee will be dealing with Departmental Honors. Neil Donahue, Senior Associate Dean, Honors College will give his perspective at next week's meeting.
4. Prof. Maccarrone, chair of the Planning & Budget Committee reported that at the last Parking Task Force meeting, Michael Salatti, an adjunct professor in the Engineering Department, attended the meeting to discuss a senior project he will be doing in the spring semester to look at zoning, site plans, student demands, etc. that involve parking. Provost Berliner and Senior Vice Provost Schmelkin will attend the next meeting to discuss the academic part of the budget. Prof. Maccarrone reported that because of a conflict in the President's schedule, the Town Hall meeting has been rescheduled for April 30<sup>th</sup>. The central meeting will be during common hour with an extended day to include more students, especially graduate students. He also reported that he along with William Finnegan, chair of the Student Affairs Committee, and Stuart Bass, chair of the Senate Executive Committee, will be meeting with Sandra Johnson, Vice President for Student Affairs to discuss how the Student Government Association funds its clubs. A discussion followed.
5. William Finnegan, chair of the Student Affairs Committee, reported that right before the winter break, he had a chance to sit down with Cheryl Betz, Assistant Dean for Community Standards, to discuss fining policies. Hofstra does not fine for a first offense. She suggested that he speak to Sasha Russell, Resident Safety Coordinator, or Mercedes Ravelo, Senior Assistant Director, Department of Public Safety. The committee will also discuss parking recommendations as well as discussing ways to increase representation and recruitment. He also reported that neither Andrea Standrowicz, President of the Student Government Association, nor Ron Singh, Vice President of the Student Government Association, can attend Senate meetings so they are searching for a delegate. . He also reported that the Student Government Association will be sponsoring its second student appreciation week, and they usually have a lot of polling data so he is interested in supporting them.

The meeting was adjourned at 4:09pm.



**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, March 3<sup>rd</sup>, 2014**

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

Absent: W. Finnegan

A. After amending a typo, the minutes of the February 7<sup>th</sup>, 2014 meeting were unanimously approved.

B. Action Items

1. Prof. Bass presented for action, the Chairperson Evaluation. George Giuliani, chair of the Faculty Affairs Committee reported that after creating the Deans Evaluation, the committee was charged with creating an evaluation for chairpersons. The committee started out by looking at about 15-20 chairperson evaluations throughout the nation as well as looking at the Faculty Policy Series that is very specific to what are the responsibilities of the chair. Ultimately, the committee came up with different statements that qualify for chair people. They include:

- Administrative Responsibilities
- Be able to communicate
- Be able to make decisions
- Have to evaluate
- What Faculty Policy Series #13 requires
- Show Leadership
- Be trustworthy

After creating several drafts of the evaluation, the committee sent copy to Susan Yohn, chair of the Chairs' Caucus, for review. He reported that Prof. Yohn attended the last committee meeting and expressed that the chairs were pretty adamant that they don't want an evaluation. Ultimately the committee decided to move the item forward and that these evaluations are administered annually, through Scantron rather than online. A discussion followed and it was decided to table the item until the next Senate Executive Committee meeting.

2. Prof. Bass presented for action, the Academic Leave, Withdrawal, and Maintaining Matriculation Policy. Jason Davidow, chair of the Graduate Academic Affairs Committee reported that it was brought to the committees' attention that there is no limit for how long a graduate student may maintain and leave of absence. The committee revised the policy to make it more consistent with the undergraduate policy and added the following sentence: *An academic leave typically may not exceed three consecutive fall and spring semesters.*

The item passed unanimously.

C. Discussion Items

Prof. Bass presented for discussion an issue that has been brought up to the desirability of having the chairs of the standing committees to be tenured. In as much as this may prove to be a difficulty, given the components of the various committees, at the very least the Senate Executive Committee should look into the reality of making the chair of the Faculty Affairs Committee a tenured faculty member given the nature and sensitivity of some of the issues that affect faculty affairs. A resolution will be brought to the next Senate Executive Committee.

Prof. Bass also reported that he has a group of research articles about enforcement possibilities regarding the smoking ban. He will create a draft for action at the next Senate Executive Committee meeting. He would like to have a definitive policy that would put everyone on notice to what's expected of us, including faculty and staff.

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee spent its entire meeting discussing the chairperson evaluations.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee completed its discussion on trying to centralize information for graduate students. He intends to contact Human Resources to try to get paid assistantships on the H/R website. The committee also completed the revisions to the Academic Leave/Withdrawal and Maintaining Matriculation Policy.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed Departmental Honors and had Neil Donahue, Senior Associate Dean of the Honors College will give his perspective. The committee will continue this discussion at its next meeting.
4. Prof. Maccarrone, chair of the Planning & Budget Committee reported that the committee met with Provost Berliner and Senior Vice Provost Schmelkin to discuss the academic operating budget supplementing what Catherine Hennessey, Vice President for Financial Affairs, had to say at the November 19<sup>th</sup> meeting. Provost Berliner agreed to attend Planning and Budget Committee meetings every October. He also reported that the Town Hall Meeting will be held on Wednesday, April 30<sup>th</sup> in 246 East Library Wing. It will run from 10am until 2:30pm with the central discussion, with senior administrators happening during common hour.

Prof. Maccarrone reported that Michael Salatti, an adjunct professor in the Engineering Department is doing an amazing job on his students' senior project look at zoning, site plans, student demands, etc. that involve parking. It is extremely detailed.

The committee is also looking into the Student Government Association funding and will meet with Sandra Johnson, Vice President for Student Affairs. The committee also reported that whether or not the committee feels it is advantageous to invite deans to come talk to the committee. Provost Berliner suggested inviting the Dean from the Medical School to speak to the committee about what their role is at the university at large.

5. There was no report from the Student Affairs Committee.

D. New Business:

Prof. Davidow reported that he was on campus and became very ill and went to the Health Center. He learned that they could treat him besides take his blood pressure and let him lay down. A discussion followed about whether or not this can be changed since staff and faculty are on campus most of the day.

The meeting was adjourned at 4:21pm.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Wednesday, April 2<sup>nd</sup>, 2014**

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

Absent: W. Finnegan

A. After amending a typo, the minutes of the March 3, 2014 meeting were unanimously approved.

B. Action Items

1. Prof. Bass presented for action, the Smoking Ban Resolution. William Finnegan, chair of the Student Affairs Committee, could not attend the Senate Executive Committee meeting but sent the following email for consideration:

*While I am certainly fine with it going to the Senate, as I'm always in favor of discussion, I am very strongly opposed to it in its current form, specifically points "b" and "d."*

*I have consistently spoken in favor of better enforcement, and my opinion on the subject remains the same, however, I do not think fining students without warning or option is the appropriate way to proceed. From a Community Standards point of view (and this is how Residential Programs operates), no student is fined for a first offense other than billable damage or failing to respond to communication. While other fines may be levied by other offices and areas of the University, this is a lifestyle issue, and I think more similar to a Community Standards process than to a parking violation, for example. This is especially true if we are seriously considering expanding the smoking ban to the residential side of campus, as fining residents for a first time offense in the area in which they live is not going practical or fair to the student body. This would require a difference in fining on the sides of campus: the non-congruent smoking policy has reportedly created confusion, I think inconsistent fining policies would be even less pragmatic.*

*Furthermore, this would "nickel and dime" students, which is something I fully believe makes an impact in a student's decision to stay at Hofstra. If passed, this could have a very poor influence on student morale, and, in my opinion, on retention.*

*In regards to point "d," I also cannot support a resolution that implies to the entire community that does not automatically hold faculty, administration, staff, and students to the same level of accountability and to the same standards of disciplinary response. While the language does not necessarily indicate that the faculty, administration, and staff will not be fined, I will not support a resolution that provides a gray area of interpretation.*

*As far as suggestions go for modify point "b," I have a few. Ideally, a system could be worked out where the first offense is a warning, the second offense is a summons, and the third offense is a fine, but I fully understand that that leads to administrative hassle and widens the possibility of enforcement not being as effective. Therefore, my suggestion to sort the "soften the blow" while remaining efficient and effective calls to point "g."*

*I suggest that the first time a community member is cited for being in violation that, he or she be allowed to attend a smoking cessation program sponsored by the University in lieu of the fine.*

*Instead of providing the Bursar with \$25, he or she shall provide signed documentation that they, in fact, attended, and it shall take the place of the fine, for the first citation and the first citation alone. This way, we add an educational component to the resolution, give community members a "get out of jail for a different price" card so they don't feel attacked financially for a single citation, and allow anyone who is steadfast in their smoking and does not want to change their ways the opportunity to just pay the fine and be done with it. This caters to a broader population while still accomplishing the intention of the resolution.*

*In short, though, I am opposed to the current smoking resolution although support putting in on the Senate agenda.*

A discussion followed and it was decided that Prof. Bass will reach out to Dennis Mazzocco, President of the AAUP, and Gloria Hoover, Local 153 senator, about the ramifications towards staff and faculty who are in violation of the smoking ban before sending the item to the Senate.

The following amendment was made:

*b) The Senate recommends said violations be subject to a \$25 fine for each and every violation.*

was changed to:

*b) violations be subject to a \$25 fine for each and every violation. The fine for the first violation shall be waved and a final warning will be issued to the offender.*

The following sentence:

*d) Faculty and staff shall be subject to similar penalties, or in the alternative shall be subject to advisement and counsel of the ban by their immediate supervisor and may be fined after repeated offenses.*

was changed to:

*d) this policy covers students, faculty, staff and administration*

*i) this policy will go into effect September 1<sup>st</sup>, 2014 was added.*

The following footnote was added:

*Anuhya Bobba "Enforcement Varies at more than 1000 Colleges that Ban Smoking," [www.GWHATCET.com/News](http://www.GWHATCET.com/News) (August 15th, 2013)*

The item passed as amended, pending Prof. Bass' conversation with the leaders of the AAUP & Local 153.

2. Prof. Bass presented for action, the FAC Chair Resolution. He reported that he believes it is imperative that given the nature of the deliberations and workings of the Faculty Affairs Committee, that it is most desirable that an elected faculty senator be tenured to chair this

committee. At the last Senate meeting, it was discussed that all standing committee chairs be tenured faculty members. The following language was then added to the resolution:

*The SEC further acknowledges that each of the standing committees of the University Senate should likewise be chaired by a tenured elected faculty senator (except the Student Affairs Committee). However, the SEC recognizes and recommends to the Senate, that in any given year the current pool of tenured elected faculty senators may not allow for each committee to be chaired by such person. The SEC therefore recommends that where possible, each standing committee of the Senate be encouraged to elect a tenured elected faculty senator as chair of that committee.*

A discussion followed and it was decided to change the entire resolution to:

***BE IT RESOLVED***, the chairs of all standing committees (with the exception of the Student Affairs Committee,) including the chair of the Senate Executive Committee, shall be an elected faculty senator with tenure.

The item passed unanimously as amended.

#### C. Discussion Items

1. Prof. Bass presented for discussion the Chair Evaluation from the Faculty Affairs Committee. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that there are three issues on the table:

- this evaluation will go “as is” in terms of the content
- it would be done annually
- it would be done through scantron and pencil and paper format (not online).

Prof. Giuliani reported that the committee was only charged with creating the evaluation, but not to implement it. A discussion followed about how often to administer these evaluations. The following amendment was made:

*It is the recommendation of the FAC that this evaluation be administered annually*  
was changed to:

*It is the recommendation of the FAC that this evaluation be administered in the spring semester of the 2<sup>nd</sup> year of the chair's 3 year term.*

It was moved to an action item and passed as amended.

2. Prof. Giuliani reported that the Faculty Affairs Committee was charged with looking at amending the amount of adjunct representation on the University Senate. Through discussions it was suggested to look at the overall Senate composition. Therefore, it is no longer a Faculty Affairs Committee issues but rather the Senate Executive Committee creating a Blue Ribbon Panel. A discussion followed. Senior Vice Provost Schmelkin reported that the main focus of the Senate composition was to keep the majority of the Senate, faculty. The adjunct senator, Donna Balson, will attend the next Senate Executive Committee to discuss representation.

D. Committee Reports:

1. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the committee spent its entire meeting discussing the chairperson evaluations.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee completed its discussion on trying to centralize information for graduate students. He intends to contact Human Resources to try to get paid assistantships on the H/R website. The committee also completed the revisions to the Academic Leave/Withdrawal and Maintaining Matriculation Policy.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee is dealing with Departmental Honors, which has become quite complex. The committee came to the conclusion that they can't solve the problem through bulletin language alone. Therefore they want to make minor bulletin language revisions, so there is an actual policy change, and then create a policy guidance document.
4. Prof. Maccarrone, chair of the Planning & Budget Committee reported that this year the Planning and Budget Committee voted and was approved by the Senate to create an Outcomes Assessment Subcommittee. The faculty and students who volunteered to be members of this committee are as follows:  
Oscar Espinal – Undergraduate Student  
Keun Lee – Department of Marketing & International Business  
Dennis Mazzocco - Department of Radio, TV & Film  
Eugene Maccarrone – Department of Accounting, Taxation and Legal Studies  
Comila Shahani-Denning – Department of Psychology

The membership passed by the Senate Executive Committee

Prof. Maccarrone also reported that the committee will have a large meeting on Wednesday, April 9<sup>th</sup>. During this meeting, Michael Salatti, from the Department of Engineering, will be presenting on his Parking Study and Dr. Smith from the Medical School will be speaking at 12:30. The committee would like to eventually meet with all of the deans on a rotating basis.

Prof. Maccarrone also reported that the committee has been working hard on planning the Town Hall Meeting and asks the members of the Senate Executive Committee to encourage their students to attend.

5. There was no report from the Student Affairs Committee.

E. New Business:

Prof. Maccarrone reported that Keun Lee, from the Marketing & International Business department, brought up an issue about a male not affiliated with Hofstra has been entering

classrooms and soliciting students to buy tickets for a boat cruise around New York City. It was suggested that the Faculty Affairs Committee look into this type of issue.

Caroline Schreiner reported that the Senate is seeking two representatives from HCLAS-Division of Humanities (One for a three-year term and one for a one-year term.) and two for the Division of Social Sciences (One for a three-year term and one for a two-year term.) Ballots went out through Blackboard on March 31st but we have received no nominations. She will contact the chair of the HCLAS Executive Committee and ask for recommendations.

The meeting was adjourned at 4:21pm.



**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, April 28<sup>th</sup>, 2014**

Present: S. Bass (Chair), J. Davidow, W. Finnegan P. Fritz, G. Giuliani, E. Maccarrone, L. Schmelkin

Absent: H. Berliner

Guests: D. Balson

A. The minutes of the April 2<sup>nd</sup>, 2014 meeting were unanimously approved.

B. Chair's Report

Prof. Bass convened the meeting by reporting that assuming the Senate Executive Committee passes the resolution on the sanctions to made part of the Smoking Ban, he is going to invite Karen O'Callaghan, Director of Public Safety and Joseph Barkwill, Vice President for Facilities and Operations to the Senate meeting to express their views or concerns on the resolution.

C. Discussion Items

1. Prof. Bass reported that Donna Balson, the senator representing the adjunct faculty on the University Senate. She, among other people as well have expressed concern about the effectiveness and the equity of adjunct representation on the Senate, and has raised a few proposals for discussion. Donna Balson, reported that at the moment, the University Senate has 26 senators, 18 of which are full time faculty members. There should be 20 full time faculty senators but there are two vacant positions. She reported that 19% of the senators are students, and she, as the adjunct representative, is 3.8% of the Senate, causing her to feel a heavy burden being the only representative to this large population. Currently there are 628 adjunct faculty members working at Hofstra, and 495 full-time faculty members. She reported that Senior Vice Provost Schmelkin explained that an adjunct is defined by the Integrated Postsecondary Education Data System (IPEDS), the core postsecondary education data collection program for the National Center for Education Statistics, as a third of a full-time faculty member. Adjunct on load teaching hours are 37.45% of total teaching at Hofstra. If we were to have representation reflective of the number, of adjuncts teaching at the university, there should be approximately 7.7 adjunct senators serving on the Senate. If we were to have representation reflective of the number of hours taught at the university, there should be 9.7 senators. Prof. Balson commented that the university cannot afford not recognize the contribution of 37% of the university's faculty. She also noted that since there are less full-time professors available to share governance responsibilities, then it might be useful to raise the amount of adjunct representation on the Senate. A discussion followed.

Prof Bass reported while he supports increasing adjunct faculty representation on the University Senate, he questions how we can devise some criteria or formula that truly represents the adjunct faculty population, when some adjunct faculty members teach once every five years and ones who teach at two or three institutions. He reported that this might

create some remote conflict of interest. Prof. Balson reported that in section 2.2 of the Collective Bargaining Agreement between Hofstra and the Hofstra Chapter of the AAUP, has certain criteria for seniority and benefits eligibility, so there is already a way of finding out whether or not a faculty member is making a regular contribution to the university. Senior Vice Provost Schmelkin reported that eliminating anyone not eligible under 2.2 of the CBA reduces the number of adjuncts from 628 to about 518. Prof. Balson reported that out of the 518 who are 2.2 eligible:

- 125 have just become 2.2 eligible
- 147 have served for 10 or more semesters
- 137 have served for 20 or more semesters
- 109 have served for 40 or more semesters

Senior Vice Provost Schmelkin reported that Hofstra does not track whether or not adjunct faculty teach at other institutions.

A discussion followed. Prof. Bass reported that procedurally, this issue will be discussed further by the Senate Executive Committee, in the fall 2014 semester.

2. Prof. Bass presented for discussion, the Chairperson Evaluation. Prof. Giuliani, chair of the Faculty Affairs Committee, reported that the item was presented and discussed at the last Senate meeting and he asked for everyone to email him any questions or concerns they might have. Susan Yohn, the chairperson senator also distributed the evaluation to all the chairs. Prof. Giuliani reported that he received no feedback, therefore he finalized the evaluation. The Senate Executive Committee looked over the evaluation and it will be sent back to the Faculty Affairs Committee for approval. This item will be brought back to the Senate Executive Committee in the fall as an action item.

#### D. Action Items

1. Prof. Bass presented for action, Smoking Ban Resolution. He reported that he spoke with both Dennis Mazzocco, President of the AAUP, and Gloria Hoover, Local 153 union rep and senator, and they have both approved the resolution. A discussion followed. Prof. Bass reported that if this resolution is passed, the President should be urged to direct the Office of Public Safety to enforce these provisions. Typographical errors were amended and the item was passed unanimously.

#### E. Information Items

1. Prof. Bass presented for information, the Mobile Device Policy. The policy states that using a mobile device, which can easily be lost or stolen, to access University data, including email, increases the risk of unauthorized access to an disclosure of this information. Various New York State and federal laws require the University to protect sensitive information and to notify individuals in certain circumstances where there is a security breach relating to personal information. A discussion followed on where this policy will be located. Senior Vice Provost Schmelkin reported that this policy is bring put in place to make people more aware to be careful with sensitive data related to the university. There was also a discussion about is a person opens themselves up to any liability if perhaps someone steals their device

and has access to data. Senior Vice Provost Schmelkin reported that Legal Counsel will be reviewing the policy. The item will be brought to the next Senate meeting for discussion.

2. Caroline Schreiner reported that the Special Committee on Recruitment, Elections, and Nominations (SCREAN) met to assign and reassign senators-at large to the Senate's committees and sub-committees. The Senate Executive Committee reviewed and approved the assignments. She also reported that the Senate is still seeking two representatives from HCLAS-Division of Humanities (One for a three-year term and one for a one-year term.) and one for the Division of Social Sciences (for a two-year term.) She has contacted the chair of the HCLAS Executive Committee and ask for recommendations but has not received any.

F. New Business:

Prof Bass reported that Paul Fritz, chair of the Undergraduate Academic Affairs Committee, will be pursuing other academic endeavors, at the university, and this will be his last Senate Executive Committee meeting. The committee thanks him for his service and wishes him well. In addition, William Finnegan, chair of the Student Affairs Committee is graduating and is moving on from the Senate. Prof. Bass commented that Mr. Finnegan has set a "new standard" in student representation and appreciates everything he has done.

G. Committee Reports:

1. Since Donna Balson, Adjunct Senator, was in attendance at the Senate Executive Committee meeting to discuss adjunct representation on the University Senate, there was no report from the Faculty Affairs Committee.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee due to a lack of agenda items, the committee has not met but did finish up trying to centralize graduate student information such as easier access to assistantship opportunities and student organizations.
3. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee is still working on revisions to the Departmental Honors Bulletin wording to make it consistent with current practices on campus, but have not achieved a resolution. The committee therefore moved onto a discussion about the "T-" designation. Current Hofstra policy is to include a "T-" designation on transfer student transcripts for courses at other institutions when the student earns a C- grade or lower. Previously, a T- could be used for distribution course requirements for a transfer student but this practice has ended. Along with it no longer being used, the committee noted the T- designation often causes confusion among both students and faculty and there is a larger question of whether the University would want D or D+ grades used for any requirement.

He also reported that Sandra Johnson, Vice President for Student Affairs, started a discussion on a career development course that Provost Berliner suggested may be developed in consultation with the Undergraduate Academic Affairs Committee. Senior

Vice Provost Schmelkin clarified that the curriculum recommendation should come from the Undergraduate Academic Affairs Committee with consultation from the Office of Student Affairs.

Prof. Fritz also reported that he, along with Prof. Davidow, met with members of the International Students Task Force about a specific issue for language requirements for international students and some of them are quite odd in the sense of how they operate, so this may be something the Undergraduate Academic Affairs Committee wants to look at down the road and/or the International Students Task Force may have to investigate.

4. Prof. Maccarrone, chair of the Planning & Budget Committee reported that the committee met with Lawrence Smith, Dean of the Medical School, and had a discussion that clarified the integration of the Medical School with the rest of the university. At the same meeting was Michael Salatti, from the Department of Engineering, and four of his students who presented their senior design project on parking. The presentation was extremely impressive but not concluded so Prof. Salatti will continue it in the fall semester with new students.

He also reported that he met with members of the sub-committees of the Planning and Budget Committee as well as the Parking Task Force. William Caniano has agreed to chair the Parking Task Force. The Academic Computing Committee, which currently does not have a chair, and Library Committee have not been meeting, so he called a meeting with them on April 23<sup>rd</sup> to discuss. It was mutually agreed to establish a Google Forum to accept anonymous input regarding matters that concern the Library.

Prof. Maccarrone also reported that he, along with Stuart Bass and William Nirode, Speaker of the Faculty, will be meeting with and Sandra Johnson, Vice President for Student Affairs, on May 6<sup>th</sup> regarding the Student Government Association and how funds are distributed. In addition, Provost Berliner will be attending the Planning and Budget Committee meeting on May 6<sup>th</sup>. It was noted that Provost Berliner volunteered to meet with the Planning and Budget Committee towards the end of the semester to discuss preliminary conversations regarding resources he was having as of now with the Deans. Also on May 6<sup>th</sup>, the Planning and Budget Committee will be discussing the Middle States draft.

The Town Hall Meeting will be held on Wednesday, April 30<sup>th</sup> during common hour.

5. William Finnegan, chair of the Student Affairs Committee, reported that he spent some time in the Student Center advertising the upcoming Town Hall Meeting. In addition, he is having Alex Barkley, chair of the Student Government Association's Club Relations Committee send out a reminder to all club leaders. A Facebook Event has also been created inviting all Hofstra students to the meeting. He also reported that the committee has created and approved a North Campus smoking ban resolution which he will forward to the Planning and Budget Committee.

The meeting was adjourned at 4:24pm.