

Minutes of the Meeting
of the
Senate Executive Committee (SEC)
of the Hofstra University Senate

Monday, August 31, 2015, 3:00 pm, Room 311 Axinn Library

Present:	Eugene T. Maccarrone	Chair
	Stuart L. Bass	Immediate Past Chair, Ex-officio for first meeting of new SEC / New Speaker of the Faculty
	Gail Simmons	Provost and Senior Vice President for Academic Affairs
	Cliff Jernigan	Vice Provost for Academic Affairs
	Jason Davidow	Chair, Graduate Academic Affairs Committee
	George Giuliani	Chair, Faculty Affairs Committee
	William Nirode	Chair, Planning & Budget Committee
	Marc Silver	Chair, Undergraduate Academic Affairs Committee
	Jared Sarcka	Chair, Student Affairs Committee

The Chair called the meeting to order at 3:00 pm. He thanked the SEC members for attending, and congratulated Prof. Stuart Bass on his election as Speaker of the Faculty; the Chair indicated Prof. Bass' presence was as immediate past chair of the SEC, ex-officio for the first meeting of new SEC for the 2015-16 academic year, pursuant to the Hofstra University Senate By-Laws. The Chair also congratulated Prof. Will Nirode on his election as new chair of the Planning & Budget (P&B) standing committee.

The Chair stated that Senate secretary Ms. Caroline Schreiner was unable to attend this meeting as she is a delegate to the ongoing collective bargaining negotiations, and such required her attention. He indicated that he would take notes on the meeting so that appropriate minutes could be prepared.

The Chair presented the Minutes of the April 27, 2015 SEC meeting. Motion was made for approval of these Minutes, and on that motion being seconded, the Minutes were approved

unanimously. The Chair then noted that a special meeting of the SEC took place on April 30, 2015, the purpose of which was to appoint new senators to the standing committees of the Senate. He stated that preparation of such has not yet been finalized, and requested that consideration of those minutes for approval be deferred until the next SEC meeting. There being no objection, the SEC meeting proceeded as follows.

The Chair provided the Chair's Report, as follows:

1. The Chair noted that the said April 27, 2015 Minutes item B. 6. suggested for creating a special committee to address the Senate standing committees' rules and by-laws for the purpose of deciding which members of standing committees, specifically those having the status of ex-officio, guest, and/or dean are to have voting rights on the respective standing committees. After a robust discussion concerning this matter, it was unanimously decided that Faculty Affairs Committee chair, Prof. George Giuliani, will coordinate an effort of the SEC to address this important matter. As this discussion relates to all the Senate standing committees, it was unanimously decided, after motion duly made and seconded, that Agenda Action item C.1. (Attachment B – "Revisions to Faculty Affairs Committee By-laws") be tabled until the said coordination effort is concluded.

2. Regarding the issue of re-purposing the third floor of the Axinn Library and related concerns, the Chair provided an overview of the efforts of the P&B Sub-committee on the Library, chaired by Prof. Peter Goodman, since January 2015, when the issues first came to that sub-committee's attention. The Chair stated that the efforts of the Library sub-committee included the circulation of a survey to all faculty, which survey was authored by and its results assessed by that sub-committee. The survey results (published in the Senate's 2014-15 Annual Report and available to all constituents) generally showed faculty support for re-purposing of the library third floor for certain student initiatives (relocating the Writing Center and providing Math tutoring there being the chief suggestions made by the university administration), provided that reduction in the volume of our book collection not be unduly affected. The Chair also noted the efforts of Prof. Bass, Prof. Nirode, and himself, along with Prof. Goodman and Library director Howard Graves (who coordinated with incoming Provost Gail Simmons and certain Library personnel) throughout the summer, to address this situation. Provost Simmons went on record at the SEC meeting indicating her agreement that the university administration agrees to "re-begin" consideration of the re-purposing effort with opportunity for full dialogue with all interested constituents, beginning as soon as practicable at the beginning of the present (2015-16) academic year. She also stated that any related material physical changes to the library would not occur until the summer of 2016, in order to minimize any disruption to the library.

3. The Chair reported that he attended the Board of Trustees meeting on August 18, 2015. He reported that at that meeting President Rabinowitz reported, among other matters, the following:

A. Fall 2015 incoming freshman enrollment, budgeted at 1,670 new incoming freshman, is on target, and that this class is Hofstra's best ever incoming Freshman class, with an 1,191 average standardized entrance exam score and 3.6 average high school grade point average;

B. Honors College has its highest enrollment ever, at 374 students, with its incoming students having a 1,250 average standardized entrance exam score;

C. New undergraduate transfers are below budget, as are new graduate students, especially in Business, and with the School of Education continuing to decline. The declines are being monitored, and \$10 million is budgeted by the university to compensate for the shortfall. Also, the Zarb School has retained a consultant to help determine how enrollments and programs may be improved;

D. The Law School is expecting 250 new entrants (10 over its expected 240), with average LSAT up 1 point to 153, and 3.4 undergraduate grade point average (up from 3.3); and

E. Consideration is being given to relocating the Zarb School to Hagedorn Hall, and likewise moving the School of Education to Weller Hall.

Also, Trustee Alan Bernon encouraged all to attend the Alumni Awards Dinner on September 24, 2015 at the Garden City Hotel (The SEC Chair also encouraged all present at the SEC meeting to consider attending, as one of the Alumni Award recipients is new Speaker of the Faculty and outgoing SEC Chair and Senator Stuart Bass).

The Chair asked for any further discussion, comments, or questions concerning his report, and there being none, proceeded to the remaining Action item, C.2.

The Chair stated that the inasmuch as the Senate seat of outgoing senator Stuart Bass, representing the Zarb School, was vacant, pursuant to Senate by-laws, there needed to be a successor appointee for that school. Prof. Anthony Basile from the Zarb School has indicated his willingness to continue as a senator (he has been serving in lieu of Senator Prof. Victor Lopez who was on leave for the Spring 2015 semester). Motion was duly made to nominate Prof. Basile as Prof. Bass' senate successor, and the motion was duly seconded. Upon vote of the SEC, Prof. Basile was duly appointed senator, with one abstention.

Attention turned to Agenda item D., Information Items, and the Chair noted that matter D.1. regarding the Axinn Library – repurposing, already addressed above, as well as item D.2., concerning the change in the Hofstra Shuttle routing to include “Scoot Shuttle” routes, and the issues relating to North Campus Smoking regulations, the particulars for which are being shepherded by P&B's Parking and Transportation Task Force, and P&B, respectively, as well as other P&B based matters, will henceforth be reported on by P&B's new chair, Prof. Will Nirode.

There being no further discussion on the Information Items, the Chair asked the standing committee chairs to render their respective reports.

Student Senator Jared Sarcka, as Student Affairs Committee (SAC) Chair, reported for the SAC, as follows:

A. He and other students perceive problems with Financial Aid administration and Scholarship allocations at Hofstra. There appears to be unfairness in the awarding of new scholarship monies, effectively resulting in the offset against a student's existing scholarship monies, thereby resulting in no net benefit to a student who obtains a new scholarship. The SEC Chair noted that in his experience this situation has existed at Hofstra for many years. He asked the SAC chair to provide the SEC a list of particulars so that the SEC can look into the matter further and with more specificity;

B. The SAC Chair noted that there were also issues with Residence Life "homesteading" which he indicated also was not working properly. Again, the SEC Chair requested that he provide the SEC a list of particulars; and

C. He noted that since Hofstra's change in food service provider, there has been substantial improvement in the quality, pricing, and service for on-campus dining.

Faculty Senator Jason Davidow, as Graduate Academic Affairs Committee (GAAC) Chair, reported for the GAAC, as follows:

The GAAC is continuing its work regarding policy for Human Subject testing, which has been in process. Provost Simmons commented that she has an interest in this area and would appreciate the opportunity to see the work that has been performed thus far, and possibly participate in its development going forward. The GAAC Chair agreed, and he and the Provost indicated that they would cooperate in having the Provost access the committee and its work for this purpose.

Faculty Senator Marc Silver, as Undergraduate Academic Affairs Committee (UAAC) Chair, reported for the UAAC, as follows:

The UAAC is continuing its work on examining the issue of intra semester grade reporting by faculty to students in individual undergraduate courses, and the feasibility of thereof. The committee is also continuing its consideration of certain grading policies in Honors College in an effort to clarify what some perceive to be possible misleading interpretation of grades in the college in some instances. Given the history of this effort, he is presently uncertain of what the committee can do going forward.

Faculty Senator Will Nirode, as Planning & Budget Committee Chair, reported for P&B, as follows:

As new chair of P&B he is coordinating transition of information, statuses and goals of P&B and its sub-committees, task force, and other initiatives from its immediately previous administration under its prior chair, Eugene Maccarrone.

Faculty Senator George Giuliani, as Faculty Affairs Committee (FAC) Chair, reported for the FAC, as follows:

He accepts today's tabling of the proposed Revisions to FAC By-laws and the attendant assumption of responsibility to coordinate an effort of the SEC to address the question of deciding which members of standing committees, specifically those having the status of ex-officio, guest, and/or dean are to have voting rights on the respective standing committees, as discussed above.

Under "New Business", the Chair stated that information had come to him from Prof. Kathleen Wallace, Chair of the Chair's Caucus, that there is some faculty concern about the introduction of the "Sonocent" audio note taker system recently acquired by the university to help facilitate the needs of students needing assistance with taking class notes. Discussion ensued regarding the ramifications of the use of such a system, and there was criticism of the university going forward with its acquisition and implementation without first vetting it through governance and faculty. It was decided that the SEC will follow up on this matter with the office of Student Access Services for more information about the nature and intended uses of the system.

The Chair called for any other new business, and there was none.

The Chair thanked all for their attendance and participation.

Motion was then made that the meeting be adjourned. Upon such motion being duly seconded, it was unanimously agreed that the meeting be adjourned.

The meeting adjourned at 5:05 pm.

Respectfully submitted,

/s/

Eugene T. Maccarrone
Secretary for the Meeting and
Senate Executive Committee Chair

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, October 5th, 2015

Present: J. Davidow, G. Giuliani, C. Jernigan, E. Maccarrone (Chair), W. Nirode, J. Sarcka, M. Silver, G. Simmons

A. The minutes of the April 30th, 2015 meeting were unanimously approved.

The minutes of the August 31st, 2015 meeting were unanimously approved with the following amendment:

In item 1 of the chairs' report, the following sentence:

The Chair noted that the said April 27, 2015 Minutes item B. 6. called for creating a special committee...

was changed to:

The Chair noted that the said April 27, 2015 Minutes item B. 6. suggested creating a special committee

B. Chair's Report

Prof. Maccarrone convened the meeting by reporting that he has spoken to Prof. Giuliani about Faculty Policy Series #20 – Sick Leave, which needs to be revisited because it refers to 12 semester hours when we have been on a 9 hour load for a while. This Policy Series has not been amended since 1989 and should be updated. The issue came up because a faculty member from the Frank G. Zarb School of Business had a major illness and was compensated poorly. A slight discussion followed about the policy series and compensation. Prof. Maccarrone has asked that the Faculty Affairs Committee look at the policy series side of sick leave compensation, but the primary side should be looked at by the negotiating team, since the Collective Bargaining Agreement will be negotiated this summer. He has also asked Anthony Basile, who is the Benefits Coordinator on the Executive Council, to contact this particular faculty member. Prof. Maccarrone reported that there may be other Faculty Policy Series which need updating.

Prof. Maccarrone reported that the Alumni Awards Dinner was held on Thursday, September 24th and Stuart Bass, former chair of the Senate Executive Committee and new Speaker of the Faculty was one of the Alumni Achievement Award Recipient.

Prof. Maccarrone also reported that at the October 1st faculty meeting, Robert Juckiewicz gave a presentation on information security initiatives.

Prof. Maccarrone has asked all the standing committee chairs, and the Provost's Office to prioritize agenda items and supply information with regard to statuses of them to the Senate Office when possible.

C. Action Items

1. Prof. Maccarrone presented for action the Mid Term Grades Policy created by the Undergraduate Academic Affairs Committee. Prof. Silver, chair of the committee, reported that last semester, the committee worked through the concept of mid-semester grade reporting and it passed in principle. At its last meeting, the committee was able to focus on detail and passed the policy to move forward to the Senate Executive Committee. He reiterated that this item will not move to the Senate because it was decided that the UAAC will consider the educationally pertinent components of mid semester grade reporting and the Faculty Affairs Committee would take up the other aspects that may have bearing on faculty affairs. Jared Sarcka, chair of the Student Affairs Committee, asked what the rationale for starting the reporting during the 2nd week of the semester. Prof. Silver reported that primarily the concept is the earlier students are made aware, the better, because depending on the institution, with this structure of an early warning system, advisement and other personnel can be alerted to get information out as soon as possible and supplying the student with sufficient information to provide a meaningful assessment. A discussion followed.

The item passed unanimously and will be sent to the Faculty Affairs Committee.

D. Information Items

1. Prof. Maccarrone presented for information an update on voting rights, committee memberships and discussion. Prof. Giuliani, chair of the Faculty Affairs Committee reported that at its last meeting the committee agreed that elected senators appointed to a standing committee should have voting rights on that committee. However, guests should not. One issue raised by Dennis Mazzocco, chair of the AAUP, the academic dean sitting on the Faculty Affairs Committee as a voting member and not a guest. He feels this is a violation of the Collective Bargaining Agreement (CBA) and not suitable for the committee bylaws. He stated that if this moves forward, it could and very well would be challenged by the union. He has agreed to sit down with Prof. Giuliani and Prof. Maccarrone and discuss why this is a concern.
2. Prof. Maccarrone presented for information that the 2016-2017 Academic Calendar, which was already approved by the Senate, is being brought to the full faculty meeting on October 19th as an action item.
3. Prof. Maccarrone presented for information the Senate has approved the interim appointment of Anthony Basile to represent the Frank G. Zarb School of Business. Caroline Schreiner noted that this is a one-year term and there will be an election in the spring for this seat.
4. Prof. Maccarrone presented for information the Sonocent Audio Note Taking System, which was brought to his attention by Kathleen Wallace, Chair of the Chair's Caucus. There is some faculty concern about the introduction of the "Sonocent" audio note taker system recently acquired by the university to help facilitate the needs of students needing assistance with taking class notes. Prof. Giuliani reported that he, along with Prof. Silver, Prof. Wallace, W. Houston Dougharty, Vice President for Student Affairs, Jean Peden-Christodoulou, Assistant Vice President for Student Affairs, and Julie Yindra, Director for

Student Access Services on Wednesday to discuss. Prof. Maccarrone reported that he will also attend this meeting.

E. Committee Reports

1. Jared Sarcka, chair of the Student Affairs Committee, reported that the committee will be meeting Wednesday. They are starting to commence an idea of collaboration with other student groups on campus. The committee will sponsor a table along with the Resident Student Association (RSA), in the Student Center on Wednesday, October 14. Together, they will be creating a survey for students to fill out with the intention of learning what students want in campus life.

Chairperson Sarcka reported that he has been hearing feedback from students regarding the 2016-2017 Academic Calendar and how their needs will be met, with regard to those who observe the religious holidays which are being eliminated from the calendar. He also questioned that with regard to the Sonocent Audio Note Taking System, if it could be utilized for students who do wish to observe religious holidays and need to miss class. He noted that there should be some system in place for students in this predicament.

2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee has continued discussions on Faculty Policy Series #36 – The Use of Human Subjects in Research, which deals with the Institutional Review Board (IRB) and its procedures. Provost Simmons reported that there is a message going out to the Provost's Office to all of the members of the IRB, the Institutional Animal Care and Use Committees (IACUC), Chemical Hygiene and Environmental Health and Safety, since these are all areas that deal with human and animal safety as well as regulatory compliance. She has asked for background information on people who serve on these committees, and has asked the chairs of these committees to convene a meeting for her sit with the particular committee and learn about how it works, and what the practice has been at the institution.

Prof. Davidow also reported that the International Students Task Force, which was formed through the Senate about two years ago, has finished its report, which include results of a survey and a list of recommendations, and will be presenting it to Provost Simmons next week. Provost Simmons suggested presenting the report to the Senate Executive Committee as well.

Caroline Schreiner reported that there is a member on the Graduate Academic Affairs Committee that cannot make any of the meetings, as well as one from the Undergraduate Academic Affairs Committee. She will email all committee chairs to request if anyone else has this issue and perhaps they can be reappointed to other committees.

3. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee is in need of a student representative. The committee is also working on the status of UNIV01, which is an online tutorial class, for "at-risk" undergraduate students, as a mandatory remedial lecture size. The committee has been held up in terms of its study of

the effectiveness of it because of the turnover in Academic Records. He also reported that the committee is still working on Departmental Honors.

4. William Nirode, chair of the Planning and Budget Committee, reported that the committee discussed the possibility of establishing smoking zones on North Campus. The committee decided that due to the cost, and also due to the fact that the university is heading towards a campus-wide smoking ban, it was pointless to recommend the establishment of smoking zones. A discussion followed about this, as well as enforcement of the smoking ban already in place on the South campus.

The committee also discussed the “Scoot Shuttle” and establishing a more direct route on campus and more specifically, the days and times it would operate. There was a question raised regarding the Hofstra bus that travels to the Mineola train station due to its location of the pick-up/drop-off and a discussion was held about the length of the walk to/from the train/shuttle bus and ease of access. Prof. Nirode reported that he will discuss this concern with the Director of Public Safety.

Prof. Nirode reported that the committee also discussed the issue of campus security, particularly with academic buildings afterhours, regarding access to the buildings, faculty offices, science labs, etc. where students may be doing research late at night.

5. George Giuliani, chair of the Faculty Affairs Committee, reported that the committee is in need of representatives from the Medical School, since Robert Lucito has stepped down, as well as a representative from School of Graduate Nursing and Health Professions. Both will be senators on the University Senate. A discussion followed about how people are assigned to committees and whether or not there is fair representation. Caroline Schreiner reported that the Special Committee on Recruitment, Elections and Nominations (SCREAN) committee is charged with appointing senators-at-large to the various committees and strives to keep each committee diverse with members from all constituencies if possible. Potential members submit a form through Blackboard requesting to be appointed to a certain committee, and SCREAN does the best it can to accommodate. The elected senators are appointed to the standing committees by the Senate Executive Committee with the same idea of diversity in mind.

Prof. Giuliani also reported that the committee was questioning whether or not each individual committee defines what quorum is, in its bylaws.

Prof. Giuliani reminded the SEC that he, along with Prof. Silver, Prof. Wallace, W. Houston Dougharty, Vice President for Student Affairs, Jean Peden-Christodoulou, Assistant Vice President for Student Affairs, and Julie Yindra, Director for Student Access Services on Wednesday to discuss the Sonocent Audio Note Taking System. This item was tabled at the Faculty Affairs Committee meeting pending this meeting. The committee also discussed issues with the School of Education and HCLAS. One question which was asked was on the definition of an “Executive Dean”, that there is a rumor that there is now an Executive Dean

for the School of Government, Public Policy and International Affairs (formerly known as Social Sciences).

Prof. Giuliani reported that a committee member raised the issue of the Special Committee on Athletic Policy and where things stand with it. In particular, there was concern that there was not faculty representation on the committee if it is up and running now. Caroline Schreiner reported that last year, an issue was raised by a faculty member concerned about the membership and activity of this committee. The APC worked on revising its bylaws and a copy was brought to the Senate Executive Committee at its March 4th meeting but the item was tabled until the committee gets clarification on who selects the Faculty Athletic Representative, as well as voting rights. Ms. Schreiner reported that she has reached out to the current chair, Ed Ingles, Jeffrey Hathaway, Vice President and Director of Athletics, and Vice Provost Jernigan to follow up on whether or not the revisions will move forward. The committee did not meet last semester due to the chair having an illness. She did report that the committee does indeed have faculty representation. A discussion followed.

The meeting was adjourned at 4:24pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, November 2nd, 2015

Present: J. Davidow, G. Giuliani, C. Jernigan, E. Maccarrone (Chair), W. Nirode, J. Sarcka, M. Silver, G. Simmons

A. The minutes of the October 5th, 2015 meeting were unanimously approved.

B. Chair's Report

Prof. Maccarrone convened the meeting by reporting that the 2016-2017 Academic Calendar was passed at the October 19th full faculty meeting. Prof. Maccarrone reported that he attended a Board of Trustees meeting on October 20th where the President spoke. He reported that the 2014-2015 final budget was balanced, and the 2015-2016 will be balanced. Shortfalls included graduate under enrollment. According to Vice President Hennessey, the 2014-2015 audit was completed, and they expect a clean audit opinion from the independent auditors. The President also reported that the Peter Kalikow gift for ten million dollars to establish the School of Government Public Policy and International Affairs. The new school was celebrated at an academic convocation on Monday, October 26, where Provost Simmons gave a speech.

Prof. Maccarrone reported that Hofstra did not get the 2016 Presidential Debate, although is a standby venue. At the Board of Trustees meeting, the President also announced the hiring of a Title IX Coordinator, and a student advocate. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The President also mentioned educational efforts regarding this. Provost Simmons reported that W. Houston Dougharty, Vice President for Student Affairs, would be someone to speak about what is being done on the student side in terms of trying to educate students about the issues, prevention, what options are for reporting, getting support, etc. She also reported that on the faculty side, Jennifer Mone, the Equal Rights and Opportunity Officer, lead a series of training this fall particularly focusing on adjunct faculty, to bring people up to speed about what their rights and responsibilities are. Provost Simmons also reported that the Lieutenant Governor of the State of New York was on campus last week talking about New York State's specific policies.

Prof. Maccarrone reported that on Monday, November 9th, Joseph Barkwill, Vice President for Facilities and Operations and Karen O'Callaghan, Director of Public Safety, will be presenting to the full senate information regarding campus security. The meeting will be held in room 246 East Library, which is larger than the President's Conference Room, so that other faculty members can attend.

Prof. Maccarrone reported that Provost Simmons is reconvening the Library Task Force on November 11th. The committee members are as follows:

- Gillian Elston from the Dept. of Mathematics
- Peter Goodman from the Dept. of Journalism, Media Studies and Public Relations and chair of the Library Subcommittee of the Senate
- Lisa Dresner from the Dept. of Writing Studies and Composition

- Amy Catalano, Chair of Library Assessment & Planning
- Georgina Martorella, Library Operations, (elected by Library faculty)
- Jean Peden-Christodoulou, Assistant Vice President from Student Affairs
- Sarah McCleskey, Head of Access Services in the Library
- Howard Graves, Director of the Library
- Gail Simmons, Provost

Provost Simmons reported that at the first meeting, she will ask the task force to create subcommittees including:

- to invite feedback from the community about how to best serve the student needs in what is designed.
- with the Library faculty and faculty from the disciplines who want to give input into the process of ‘weeding’ the collection. However, the President gave a fair amount of money to get professional consultants in to analyze the collection so that there will be a lot of independent information; not just about how often things have been checked out, but what are the relevant value of the holdings we have, how rare are they among the libraries of this area, what pieces we have that are unique and should be preserved.

Provost Simmons also reported that permission was given to digitize all the thesis and dissertations that are currently taking up spaces on the shelves. They will be archived in a way that makes them more accessible than they are now.

Once there is a preliminary recommendation from the task force about how to move forward, there will an open meeting to see what is planned. A discussion followed.

C. Action Items

1. Prof. Maccarrone presented for action revisions to the Undergraduate Academic Affairs Committee bylaws with regard to voting rights. Prof. Maccarrone reported that he took the liberty of drafting this resolution, which was the result of an ongoing conversation as to whether under the UAAC portion of the bylaws, the Senate Executive Committee should be permitted to designate an academic dean to serve on the Faculty Affairs Committee. He noted that he has spoken to Jared Sarcka, chair of the Student Affairs Committee, about whether or not the SAC should be included. The revisions are as follows:

The Undergraduate Academic Affairs Committee (“the UAAC”) shall consist of a minimum of four faculty members, three faculty senators-at-large, one undergraduate student senator and the academic dean serving as a senator (although the Senate Executive Committee may nominate the academic dean for a one year membership on a standing committee other than the UAAC, except for the Faculty Affairs Committee and the Student Affairs Committee. It shall be advised by the Provost or her or his designate.

A discussion followed. Prof. Giuliani, chair of the Faculty Affairs Committee, gave a brief summary of the issue. He reported that this is not the recommendation of the FAC. The committee has deliberated on this issue numerous times and decided to allow the SEC make

a decision. He also noted that Dean Firestone, the senator representing the academic deans, has been an invaluable member of the FAC. Prof. Maccarrone reported that Dennis Mazzocco, chapter President of the AAUP, feels that to allow the academic dean onto the FAC is in essence to put particular faculty, mostly non-tenured faculty, into a difficult position as they might be intimidated to bring out certain discussions to the table, etc. A discussion followed and the item was rejected with 4 opposed and 2 abstained.

D. Information Items

1. Prof. Maccarrone presented for information the International Student Task Force Final Report. Prof Davidow, chair of the Graduate Academic Affairs Committee and co-chair of the task force reported that this task force originated at the Senate Executive Committee about 2 years ago, and were asked to provide recommendations to the Provost's Office on how to retain more international students. The Task Force began its charge by creating subcommittees based on the issues identified at the inaugural meeting. Each sub-committee began its work by submitting questions that were included in a survey administered to all international students in 2014. The survey included quantitative and qualitative questions addressing important areas identified by the three sub-committees. The committee members included people who worked mostly with international students through their discipline. In addition to providing recommendations, the task force also provided a list of departments and offices that might want to implement recommendations. Provost Simmons reported that these recommendations will be an input to the Internationalization Lab.
2. Prof. Maccarrone presented for information the Religious Holidays Wording for the Academic Calendar. Since the new calendar was passed, W. Houston Dougharty, Vice President for Student Affairs, has gathered information from other schools, some language that can be included with the calendar and its promotion, regarding our policies. A slight discussion followed.
3. Prof. Maccarrone reported that he would like to ask the chairs of the Undergraduate Academic Affairs Committee, Graduate Academic Affairs Committee and Faculty Affairs Committee to please ask their committee members for one representative each to join with Julie Yindra, Director of Student Access Services to help address the Sonocent issue which was discussed at the last Senate Executive Committee meeting.
4. Caroline Schreiner reported that Diane Persky, an adjunct senator, was originally appointed to the Undergraduate Academic Affairs Committee, but could not attend any meetings scheduled, has been appointed to the Graduate Academic Affairs Committee, and Elyse Miller, an adjunct senator, who was originally appointed to the Graduate Academic Affairs Committee, but could not attend any meetings scheduled, has been appointed to the Undergraduate Academic Affairs Committee. She reported that if any standing committee chair has a member that is unable to attend meetings scheduled, to alert her.

E. Committee Reports

1. Jared Sarcka, chair of the Student Affairs Committee, reported that the committee sponsored a table along with the Resident Student Association (RSA), in the Student Center on Wednesday, October 14 and received about 600 responses to the survey they gave out. They will be compiling the data to create an agenda.

2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee has continued discussions on Faculty Policy Series #36 – The Use of Human Subjects in Research, which deals with the Institutional Review Board (IRB) and its procedures. He reported that Provost Simmons has asked the committee to describe some of the issues that they have been discussing. Prof. Davidow will provide this before the GAAC's next meeting. The committee also discussed graduate directors and concerns with requests to increase their enrollment after the application procedures were over, some people got an email in June, July and August asking to increase the number of incoming graduate students and some were concerned about what that means as far as their programs and accreditation. The committee also discussed what scholarships can be used for and whether or not they can be turned into fellowships.

3. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee talked at some length about the Sonocent Note Taking System issue, while faculty were supportive of the need and desire to aid students who are registered with SAS, there are serious concerns about the proliferation of note taking and software in the classroom. Prof. Silver also reported that the issue of Departmental Honors designation on transcripts was not discussed at the last meeting, but they will get to it. He also reported that the committee will also discuss a study of the impact of adjunct ratios and overload ratios on the quality of the undergraduate experience. The committee did receive data from the Provost's Office, to which it will review.

4. William Nirode, chair of the Planning and Budget Committee, reported that the committee focused on the library issue and the library task force, that it was well represented, and ample opportunity for faculty input along the way. Prof. Nirode reported that the committee also discussed the drop off point at the Mineola Bus Station. To help resolve this issue, a special Planning and Budget Committee meeting was scheduled for Monday November 9th at 2:00pm. Joe Barkwill, Vice President for Facilities and Operations and Karen O'Callaghan, Director of Public Safety will attend. Prof. Nirode suggested members of the SEC to invite their colleagues who are frequent riders on the shuttle. A slight discussion followed.

5. George Giuliani, chair of the Faculty Affairs Committee, reported that Prof. Silver attended the last FAC meeting and did a great job summarizing the mid-term grade proposal. The committee approved the proposal and it will be brought to the SEC for discussion at its next meeting. He also reported that the Sonocent Note Taking System issue was also discussed with the committee, as well as building issues. Prof. Giuliani personally thanked Provost Simmons for her attention on the issues with the School of Education. Prof Giuliani also reported that Vice Provost Jernigan will be convening the Special Committee on Athletic Policy.

The meeting was adjourned at 4:23pm.

structured very differently than HCLAS programs and require field work and certification components. The SOE dean is responsible for maintaining close relationships with school districts and educational leaders across Long Island. These distinctions were not considered prior to this move. Prof. Goodman also reported that there is a new accreditation program in education that is imposing entrance requirements for prospective graduate students, specifically to put GPA and GRE score entrance standards. The committee will continue to discuss this issue.

2. Jared Sarcka, chair of the Student Affairs Committee, reported that Gabriella Munoz will be taking over as chair of the committee since he will be graduating this semester. HE reported that the committee will start discussing elections for his seat on the Senate. The committees is also looking through its bylaws and revise them to create specific roles for each elected senator to have on the committee.
3. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee will be meeting with Diane Herbert, Dean for the Center for Academic Excellence, as the committee has been discussing issues concerning the anticipated phasing out of the School for University Studies (SUS) , as well as moving towards SAT optional and the potential impact it will have on the undergraduate dynamic. The committee is concerned with making sure there is some structure in place to take the place of the support that SUS had provided. He also reported that the committee will soon be discussing an issue with the bulletin concerning minors. It seems as though there is really no minimum requirement listed in the minors similar to for majors in terms of minimum GPAs, etc.
A discussion followed
4. William Nirode, chair of the Planning and Budget Committee, reported that the committee focused a meeting entirely on the Mineola Train Station drop off. Joseph Barkwill, Vice President for Facilities and Operations and Karen O’Callaghan, Director of Public Safety, were in attendance. Using Google Maps, the committee navigated around the train station to try a figure out alternative routes and/or drop off points. Director O’Callaghan arranged for some committee members to the train station for further investigation and they came up with a couple possibilities to which Director O’Callaghan will look into implementing. At its last meeting, the Planning and Budget Committee invited Dolores Fredrich, Vice President for Legal Affairs and General Counsel, Office of General Counsel, Catherine Hennessey, Vice President for Financial Affairs and Treasurer, and Provost Simmons to discuss the academic budget as well as the overall university budget. The committee looked at a wide variety of things including enrollment trends, Hofstra’s expenses, scholarships, discount rates, and student to faculty ratio.
5. George Giuliani, chair of the Faculty Affairs Committee, reported that the committee is scheduled to meet next week as well as in January to review Special Leave applications.

F. New Business

Vice Provost Jernigan reported that the Athletic Policy Committee now has a faculty member serving as chair.

The meeting was adjourned at 4:35pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, November 30th, 2015

Present: J. Davidow, G. Giuliani, C. Jernigan, E. Maccarrone (Chair), G. Munoz, W. Nirode, J. Sarcka, M. Silver, G. Simmons

A. The minutes of the November 2nd, 2015 meeting were unanimously approved.

B. Chair's Report

Prof. Maccarrone convened the meeting by reporting that President Rabinowitz has approved the 2016-2017 Academic Calendar with the proviso that it note on the website the major religious holidays for informational purposes.

He also reported that the Sonocent Committee has formed comprised of:

- Amy Catalano from the Graduate Academic Affairs Committee
- George Giuliani from the Faculty Affairs Committee
- Elyse Miller from the Undergraduate Academic Affairs Committee
- Jean Peden-Christodoulou, Assistant Vice President for Student Affairs
- W. Houston Dougharty, Vice President for Student Affairs
- Lisa Ross, Associate General Counsel
- Marc Silver from the Undergraduate Academic Affairs Committee
- Kathleen Wallace from the Chairs' Caucus
- Julie Yindra, Director of Student Access Services (SAS)

The committee will be meeting soon.

Prof. Maccarrone deferred to Provost Simmons who reported on the repurposing of the third floor of Axinn Library.

- First meeting was very successful
- The Office of Student Affairs presented an initial proposal for what would go on the third floor
 - Center for Academic Excellence – which offers tutoring for students
- Two more meetings are scheduled
 - Walk through of Axinn Library to familiarize the task force on the space
 - Set up subcommittees and develop a procedure for them to work starting in January to look at both where we stand weeding the collection to make space and whether there are other things we need to hear from faculty, students, etc. about potential uses for the space that elaborate on, or modify the Student Affairs proposal.
- Howard Graves, Senior Assistant Dean of Library Systems, is working with consultants who have been analyzing the collection and are the people designing the move

Prof. Maccarrone reported that at the November 9th Senate meeting, Joseph Barkwill, Vice President for Facilities and Operations and Karen O'Callaghan, Director of Public Safety, were in

attendance to discuss campus security. Additional meetings for other constituents on campus will be scheduled.

Prof. Maccarrone reported that the standing committees of the Senate have been or should be working on updating their bylaws, and he encourages each chair to report back to the Senate Executive Committee the status of what they have been doing with regard to the bylaws, if updating needs to occur. A discussion followed and Prof. Silver requested the status on the bylaw change to the Faculty Affairs Committee that was discussed at the last Senate Executive Committee meeting and potential changes to the Undergraduate Academic Affairs Committee with regard to the Dean's representative being a member of that committee. Prof. Giuliani reported that once all the committees update their bylaws, they will be presented to the Senate for approval. Prof. Maccarrone commented it would be beneficial, even in terms of formatting, to consider and coordinate all the revisions at the same time in the Senate Executive Committee.

Prof. Maccarrone reported that there are a number of Faculty Policy Series as well as a Faculty Statute that needs to be amended for clerical reasons. Under our Collective Bargaining, Hofstra moved from a 12hr basic load to a 9hr basic load and some Faculty Policy Series and Faculty Statutes have not been updated to indicate as such. They include:

- Faculty Policy Series #4 - Base Teaching Programs and Overload
- Faculty Policy Series #5 - Work Above Base Load
- Faculty Policy Series #20 – Sick Leave
- Faculty Policy Series #22 – Special Leave
- Faculty Statute V - Appointments, Reappointments, Promotion, Tenure, and Termination

He would like the Senate Executive Committee to be prepared to make revisions to these documents by its next meeting on February 1st. All of them are clerical in nature except the Sick Leave Policy, has an effect on a formula computation which relates to sick leave compensation so it is something substantive that needs to be addressed. These will move onto the Senate and eventually to the faculty because all Senate actions involving amendments to Faculty Statutes and/or Faculty Policy Series must be conveyed to the Faculty as action items.

C. Action Items

1. Prof. Maccarrone presented for action, the Incomplete Grade Bulletin Text Amendment. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that there was a slight discrepancy between bulletin copy and a FAQ sheet that was available to faculty having to do with guidelines. He reported that the only substantive change is language that the incomplete grade should only be given when the instructor has the expectation that satisfaction of the incomplete would lead to a passing grade. The item passed unanimously.
2. Prof. Maccarrone presented for action, the Transit Relief Proposal. Jared Sarcka, chair of the Student Affairs Committee reported that a senator at-large on the committee spoke to President Rabinowitz and W. Houston Dougharty, Vice President for Student Affairs, about the possibility of creating a policy for transit reimbursement for students who are carrying out mandatory internships, as well as created a petition which got a response of over 800 students. Since this cost is a burden for most students, the Student Affairs Committee drafted the proposal which includes the following:

For the purposes of permitting and supporting the success of all Hofstra students in obtaining and carrying out optional and mandated internships, Hofstra University—

Contingent upon the internship being an unpaid internship without reimbursement for travel—shall;

- 1. Create an official form for students seeking transit reimbursement. When a student registers for their internship, they will have a meeting with their faculty advisor. Together, they will carefully budget transportation costs for the semester based on location and planned method(s) of transportation.*
- 2. Reimburse the required funds of all transportation costs to the student following their tuition payment at the beginning of the semester, so they may procure necessary tickets. Transportation eligible for reimbursement includes the Long Island Railroad, Metropolitan Transportation Authority, and Nassau Inter-County Express.*

Chairperson Sarcka reported that he would like the Senate Executive Committee to discuss this proposal and the feasibility of passing a policy similar to what they have drafted.

A discussion followed.

- financial implications would be overwhelming.
 - Possible tremendous impact on tuition costs
 - Very little need-base financial aid is being given out
- Would this include graduate students
- There are courses that are not titled “internships” but which have embedded external experiences
- Would impact the School of Education tremendously
 - students have 100 hours (minimum) of observation to complete a semester in student teaching
- should be considered as a blanket issue, and not privileging commuters into New York City
- what do others schools do and do they have this type of policy

A motion was made to table the item and move it to the Planning and Budget Committee, to work with the Student Affairs Committee, on further discussion. The motion passed.

D. Discussion Items

1. Prof. Maccarrone presented for discussion the Academic Calendar – Religious Observations Accommodations Policy. Since the 2016-2017 Academic Calendar was passed, it was requested that the University disclose major religious holidays, as well as a desire that the Senate disclose a policy. W. Houston Dougharty, Vice President for Student Affairs, has gathered information from other schools (Grinnell College, Lewis & Clark, and the College of William & Mary) and Prof. Maccarrone drafted some language that can be included with the calendar and its promotion, regarding our policies. A discussion followed about the procedure of a policy like this coming through the Senate and whether or not it should be brought to the Senate Executive Committee through the Academic Calendar Committee. A discussion also followed about the amount of holidays to list. Prof Silver commented that whatever policy is passed, there should be an announcement that comes from the Provost’s Office that offers a minimalist approach with perhaps a guideline that states it is up to the student in a timely fashion to notify the instructor. He agrees with the language written by Lewis and Clark that states: “Class or exam absences are primarily a matter between the individual instructor and

student.” It should be the student’s responsibility to take up the issue with the instructor, rather than a blanket obligation on instructors. Prof. Maccarrone agrees that a simple statement needs to come out of the Provost’s Office. Not to be publicized, but perhaps something from the Provost to the Deans of each school suggesting they encourage or require their faculty to give reasonable accommodations as these things come up. Provost Simmons suggested a statement that says “for your reference, here is a link to a reasonably comprehensive list and we make no guarantee that this list is all inclusive.” Prof. Nirode suggested including the link with the posting of the calendar on the website. It was noted that that Faculty Policy Series #48 – Attendance Taking makes mention of excused absences for religious holidays.

II. Excused Absences

The decision whether or not to excuse absences is entirely at the discretion of the faculty member. A faculty member granting excused absences shall determine the type and acceptability of documentation required. Students requesting an excused absence must provide documentation to the faculty member in a timely manner. It is recommended that faculty provide excused absences for documented occasional instances of the following:

- *An illness or injury that physically prevent the student from attending the class. In particular, in some cases, a student who has certain registered disabilities may qualify for consideration for excused absences. This accommodation is most frequently granted for students who have a documented chronic health problem that occasionally causes them to be absent from class;*
- ***A religious observance that requires the student to refrain from attending class;***
- *Participation in a recital, debate, post-season athletic tournament or other activity authorized by a university official;*
- *Medical emergency or death of an immediate family member; and*
- *A proceeding that the student is legally obligated to attend*

Faculty should make reasonable attempts to give students opportunities to make up work missed as a result of an excused absence. Students who are deemed eligible for excused absences are responsible for completing all coursework. How the coursework will be completed is at the discretion of the faculty.

Provost Simmons suggested creating a very general statement about how the University acknowledges the right of students and faculty to observe religious holidays. Policies concerning student who may need to miss class are spelled out in Faculty Policy Series #10 and 48. For your reference, a list of religious holidays and their dates for 2016-2017, can be found at the website.

E. Committee Reports

1. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that Amy Catalano has volunteered to represent the GAAC on the Sonocent Committee. The GAAC discussed enrollment numbers as he mentioned before. That some graduate directors are being requested to increase their enrollment after the application procedures were over. Vice Provost Jernigan discussed with the committee what’s involved in this process. He also reported that Debra Goodman, from the School of Education (SOE), discussed some of the frustrations within the SOE about the move to HCLAS. She expressed that Education programs are

structured very differently than HCLAS programs and require field work and certification components. The SOE dean is responsible for maintaining close relationships with school districts and educational leaders across Long Island. These distinctions were not considered prior to this move. Prof. Goodman also reported that there is a new accreditation program in education that is imposing entrance requirements for prospective graduate students, specifically to put GPA and GRE score entrance standards. The committee will continue to discuss this issue.

2. Jared Sarcka, chair of the Student Affairs Committee, reported that Gabriella Munoz will be taking over as chair of the committee since he will be graduating this semester. HE reported that the committee will start discussing elections for his seat on the Senate. The committees is also looking through its bylaws and revise them to create specific roles for each elected senator to have on the committee.
3. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee will be meeting with Diane Herbert, Dean for the Center for Academic Excellence, as the committee has been discussing issues concerning the anticipated phasing out of the School for University Studies (SUS) , as well as moving towards SAT optional and the potential impact it will have on the undergraduate dynamic. The committee is concerned with making sure there is some structure in place to take the place of the support that SUS had provided. He also reported that the committee will soon be discussing an issue with the bulletin concerning minors. It seems as though there is really no minimum requirement listed in the minors similar to for majors in terms of minimum GPAs, etc.
A discussion followed
4. William Nirode, chair of the Planning and Budget Committee, reported that the committee focused a meeting entirely on the Mineola Train Station drop off. Joseph Barkwill, Vice President for Facilities and Operations and Karen O'Callaghan, Director of Public Safety, were in attendance. Using Google Maps, the committee navigated around the train station to try a figure out alternative routes and/or drop off points. Director O'Callaghan arranged for some committee members to the train station for further investigation and they came up with a couple possibilities to which Director O'Callaghan will look into implementing. At its last meeting, the Planning and Budget Committee invited Dolores Fredrich, Vice President for Legal Affairs and General Counsel, Office of General Counsel, Catherine Hennessey, Vice President for Financial Affairs and Treasurer, and Provost Simmons to discuss the academic budget as well as the overall university budget. The committee looked at a wide variety of things including enrollment trends, Hofstra's expenses, scholarships, discount rates, and student to faculty ratio.
5. George Giuliani, chair of the Faculty Affairs Committee, reported that the committee is scheduled to meet next week as well as in January to review Special Leave applications.

F. New Business

Vice Provost Jernigan reported that the Athletic Policy Committee now has a faculty member serving as chair.

The meeting was adjourned at 4:35pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, February 1, 2016

Present: J. Davidow, G. Giuliani, E. Maccarrone (Chair), G. Munoz, W. Nirode, M. Silver, G. Simmons

Absent: C. Jernigan

A. The minutes of the November 30, 2015 meeting were unanimously approved.

B. Chair's Report

Prof. Maccarrone convened the meeting by reporting that he, along with Stuart Bass, Speaker of the Faculty, Kathleen Wallace, chair of the Chairs' Caucus, Provost Simmons, met with President Rabinowitz and Patricia Adamski, Senior Vice President for Planning and Administration on the first of December to discuss the new Frank G. Zarb School of Business building. Construction will begin over the summer and it should take about two years to complete. They also discussed the possibility of a new building for the School of Engineering and Applied Science, pending a state grant, beginning in 2018.

Prof. Maccarrone reported that the Senate met on December 7 and passed revisions to the Incomplete Grade Bulletin language.

Prof. Maccarrone reported that the Board of Trustees met on December 15 and were presented with the financial statements which were audited for the year ending August 31, 2015. It was reported by Catherine Hennessey, Vice President for Financial Affairs and Treasurer, that the liquidity is good, assets are strong the University is generally in very good shape. The President also mentioned that Sasaki Consultants is returning this semester to resume their look at the development of the Master Plan.

Prof. Maccarrone reported that the President also brought up the campus safety issue and reminded the committee that Joseph Barkwill, Vice President for Facilities and Operations and Karen O'Callaghan, Director of Public Safety gave a presentation to the Senate in November about Emergency plans on campus as well as reviewed some of the campus safety and security enhancements the university made over the last 4-5 years. He reported that they will work on scheduling meetings for other constituents on campus, such as staff and students.

Prof. Maccarrone deferred to Provost Simmons who updated the committee regarding the Library Task Force. She reported that since its last meeting, quite a bit of progress has been made in planning and information gathering. The task force has met twice during the month of December and January, and did a "walk through" of the library, which created discussion about beginning to envision the right placement for different kinds of student services that have been proposed. It also provided some interesting insight into how some other spaces in Axinn Library are used, particularly things on the lower levels, including open lounge study space which appear to be under-utilized. She reported that there is an unmet demand for other kinds of study space. A preliminary presentation on possibilities for the library offered soon to the campus community. She also reported that the chair of the library Committee, Peter Goodman, and Terry Godlove, Senior Associate Dean for Curriculum and Personnel, both had a chance to take a look at an

application called *GreenGlass* which is a database tool the university purchased to allow a more intelligence approach to weeding the collection. She, along with Howard Graves, Senior Assistant Dean of Library Systems will be asking department chairs to work with a library faculty liaison to sit with this tool and help the library liaison for their discipline understand from a faculty perspective, the parts of the collection that are most valuable. The university also hired Overton & Associates to design what would need to happen for the physical move. A discussion followed.

Prof. Maccarrone reported that the Sonocent Committee has met twice. A subgroup will meet tomorrow to draft some proposal as to how to:

- educate all parties, particularly faculty and students, as to the implications of recording devices and the software.
- Come up with an agreement among the university through the Student Access Services (SAS), between the student using the software and the faculty member being impacted
 - At present, there is a letter that is given by SAS to the student that is involved, but the faculty is given a unilateral bit of information
- sanctions for violation of the honesty and academic code

A discussion followed.

C. Action Items

1. Prof. Maccarrone presented for action, revisions to:

- Faculty Policy Series #4 - Base Teaching Programs and Overload
- Faculty Policy Series #5 - Work Above Base Load
- Faculty Policy Series #20 – Sick Leave
- Faculty Policy Series #22 – Special Leave
- Faculty Statute V - Appointments, Reappointments, Promotion, Tenure, and Termination

For a number of contract periods Hofstra moved from a 12hr basic load to a 9hr basic load, so they need to be updated for clerical reasons. A discussion followed about Faculty Policy Series #20 – Sick Leave because it involves an arithmetic computation for how sick leave is computed. It was decided to just change the twelve to nine and leave it as is.

The revisions will be presented to the Senate next week.

A discussion followed about how often the Faculty Policy Series & Faculty Statutes are reviewed and revised.

D. New Business

Prof. Maccarrone reported that Victor Lopez, a senator representing the Frank G. Zarb School of Business, is chairing his department on an interim basis and his seat needs to be filled. Prof. Maccarrone nominated Ed Zychowicz, from the department of Finance, as his replacement. The Senate Executive Committee approved this nomination and it will be brought to the Senate for a vote on Monday. Prof. Lopez will return in the fall.

E. Committee Reports

1. Gabriella Munoz, chair of the Student Affairs Committee, reported that the committee is still working out its meeting schedule, but will continue to work on the Transit Relief Proposal with the Planning and Budget Committee. The committee will also continue to discuss alternative events on campus, as well as meet with Public Safety on some issues.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that at it's the last meeting, the committee discussed student retention with Vice Provost Jernigan and what the reasons might be for not retaining as many graduate students as last year. He also reported that Evan Koegl, Registrar and Director of Academic Records, brought up an issue with discussed students who go for a second master's degree at Hofstra and the possibility of them "double dipping" course work. The committee will review the admissions page and look to revise. A discussion followed about student retention rate.
3. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee will meet on Monday and will be working on a propose change in the bulletin pertaining to minimum grade requirements for minors. As of right now, there is no mention of the "C-" requirement that is in place for majors. The committee will also continue to look at the effectiveness of UNIV 001 course that is mandatory for students who fall under academic probation. The committee is also discussing the note-taking issue.
4. William Nirode, chair of the Planning and Budget Committee, reported that the committee will work with the Student Affairs Committee on the Transit Relief Proposal and the feasibility of creating a smoking ban on the north campus. He also reported that the Town Hall Meeting will be held on April 13th with a location to be determined since 246 East Library Wing is no longer available.
5. George Giuliani, chair of the Faculty Affairs Committee, reported that the committee spent a considerable amount of time reviewing Special Leave applications and met on January 8 to make its recommendations to the Provost Office. The committee will be meeting on Febraury 26.

The meeting was adjourned at 4:10pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, March 7, 2016

Present: J. Davidow, G. Giuliani, C. Jernigan, E. Maccarrone (Chair), W. Nirode, M. Silver, G. Simmons

Absent: G. Munoz,

A. The minutes of the February 1, 2016 meeting were unanimously approved.

Provost Simmons reported that the University's planning consultant, Sasaki Associates, is meeting on March 21 and March 22 and will be presenting a draft of the conceptual master plan for our campus. On Monday, March 21 there is both a meeting for faculty leadership at 2pm and then at 3:30 there will be an open meeting for all faculty. On Tuesday, March 22 there will be a meeting open to all Hofstra community members

B. Chair's Report

Prof. Maccarrone convened the meeting by reporting that the Sonocent Audio Technology Ad-hoc sub group met on February 2 to begin finalizing the draft of the document assigning rights and responsibilities to Student Access Services (SAS,) the faculty member involved in the particular class, and to the student who has requested either Sonocent or other audio assistance. He and Julia Yindra, Director of SAS, have been reviewing and revising the document back and forth and as soon as she is ready, a meeting will be called with the rest of the committee to deliberate. Hopefully they will be in the position to move it forward for the Senate Executive Committee review shortly thereafter.

Prof. Maccarrone reported that the Senate met on February 8 and approved the revisions to Faculty Policy Series #4, #5, #20, & #22 as well as Faculty Statute V. The full faculty approved the revisions on February 22. The Senate also approved the appointment of Prof. Edward Zychowicz from the Zarb School as interim appointment for Prof. Victor Lopez, who is now chairing the Account and Legal Studies Department.

Prof. Maccarrone reported that he attended the Diversity Session, which was co-chaired by Provost Simmons, on February 24, and commented that he found it very useful as a way of communicating information and encourages the rest of the committee to attend a session.

Prof. Maccarrone reported that he along with Stuart Bass, Speaker of the Faculty, and William Nirode, chair of the Planning and Budget Committee, met with Provost Simmons on February 26 to discuss the Library. On Wednesday March 9, the Library Task Force will hold an open forum for faculty, staff and students to update the community on the project. The Task Force will present information on preliminary design proposals for the space and progress to date for the reconfiguration of materials within the library to accommodate the renovations. Provost Simmons reported that the presentation will be brief and they will open it up to questions from the community. She also reported that Howard Graves, Senior Assistant Dean of Library Systems, believes we may have hit our target number for weeding books. It is a little short of the optimal number but we are now at a point where we can do the physical move. This has been done in coordination with faculty through their Library liaisons and using the *GreenGlass* tool to make judgments about when books were taken out and where they are located in the area. The Task

Force is beginning to have the outlines of the process of moving and a timeline is being created for it to occur. A preliminary draft design for the third floor will be presented at the open forum that meets what the Office of Student Affairs feel are their greatest needs. A discussion followed about the room for faculty to give feedback about the weeding process through *GreenGlass*. Provost Simmons reported that the Librarians, who are primarily charged with the weeding, started using *GreenGlass* in the fall. As the semester began a notification was sent out to the chairs of departments asking them to give input. Some chairs did a great job of letting their faculty know that the tool was available, and some did not. Another notice was sent out.

Prof. Maccarrone reported that at the Board of Trustees held on March 1, President Rabinowitz reported that the 2015-2016 is pacing on budget. January session was short \$200,000,000.00 but the spring 2016 session looks ok, which is the status quo. Enrollment was down 300 students last summer. Provost Simmons reported that there are multiple challenges around winter and summer sessions and part of the challenge has to do with changes in student behavior around those sessions. As we bring in more able students who come in with more advanced placement and other college credits, so fewer students are falling behind, and we lose enrollment. Another challenge is that the market for students from other intuitions and need to pick up a course in the summer has dropped because many schools require the student to take summer courses from them. Hofstra requires this as well. She also reported that no one has actually been in charge of summer and winter. She has asked Vice Provost Jernigan to work with Suzanne Pike, Assistant Provost for Academic Affairs, who has been doing a lot of analysis on previous offerings in summer and is trying to develop a different strategy for what we put on the books for summer. She elaborated on different strategies they are trying. A discussion followed.

Prof. Maccarrone reported that at the Board of Trustees meeting it was also reported that campus visits are up approximately 500 for the 2016-2017 academic year; the Law School is considering “non-lawyer” Master’s program, and separately considering an accelerated two year Juris Doctor program in addition to its present three year program. In addition, an Occupational Therapy program has been created that has 400 applicants already for the fall, as well as a Medical Physics Masters that already has 18 students. Provost Simmons elaborated that the program provides students with a strong foundation in the basic science, applications and profession of Medical Physics, and clinical training in the primary subspecialties (Imaging Physics, Nuclear Medicine Physics, Radiation Oncology Physics and Medical Health Physics).

Prof. Maccarrone reported that Moody’s moved higher education from “negative” to “stable.” Also, the endowment dropped \$20,000,000.

Prof. Maccarrone reported that we’ve received a higher education grant, plus a 1.5 million dollar donation is going to be used to renovate the Adams Playhouse. Provost Simmons corrected him and said she believes it is a 1.5 million dollar The Higher Education Capital (HECap) grant and several hundred thousand dollar donation.

Prof. Maccarrone reported also reported that we are waiting on the state grant decision for the School of Engineering and Applied Science. The President anticipates we will know by April 1.

C. Action Items

1. Prof. Maccarrone presented for action the Midsemester Grades Proposal created by the Undergraduate Academic Affairs Committee. Prof. Silver reported that this issue came up about a year and a half ago and the Undergraduate Academic Affairs Committee researched it fairly thoroughly and developed a set of guidelines. It was then sent to the Faculty Affairs Committee to deal with potential workload and academic freedom issues. The Faculty Affairs Committee passed it with 7 approved and 1 opposed, and is being presented to the Senate Executive Committee for approval. He reported one minor addition which came up in the last few weeks. In bullet point two, the sentence was changed to:

The mid-semester grade should be a simple binary assessment of formally graded and/or ungraded aspects of student performance to date: “satisfactory”/ “reasons for concern”.

In addition, the following bullet point was removed:

The Committee only focused on the academic advisability of instituting a system of mid-semester grading. The implications of any such system for matters pertaining to work load or other concerns will be taken up by FAC.

Prof. Silver reported that at some point, the question of how interim grades are dealt with at the end of the semester needs to be addressed. The intent was that these grades were not to be considered part of the official record. Prof. Maccarrone commented that he feels that it should be deleted upon submission of the final grade. To make a record of it otherwise creates a bit of data that may in some cases be viewed as negative. Provost Simmons commented that calling it a “mid-term” or “mid-semester grade” might raise issues whereas if it is called a “mid-term alert” or mid-term assessment” it would be less misleading.

The item passed unanimously as amended.

2. Prof. Maccarrone presented for action the Clarification of the BA Distribution Requirement. Prof. Silver reported that the change in the bulletin is very minor wording change to make sure it’s clear what the sub areas within the Humanities are being referred to in terms of the split in terms of where the 9 hour requirements fall. Technically, students have to have nine semester hours of distribution courses in the humanities. The nine semester hours must include at least three from the Literature category (LT) and at least three from either the Appreciation and Analysis (AA) or Creative Participation (CP) categories. No more than three semester hours of Creative Participation courses may be used to satisfy this requirement. The item passed unanimously.
3. Prof. Maccarrone presented for action the Minor Grade Requirement. Prof. Silver reported that the language comes from Section III from the “University Degree Requirements” section of the Undergraduate Bulletin. The change here just includes a minimum grade requirement for minor specializations. Prof. Silver reported that there was a question that if the student who is about to graduate receives less than a C- grade in the minor, does that mean they can’t count it for graduate for graduate as a minor. The committee looked at the bulletin, and decided that since it doesn’t say it’s a requirement, that grade could be less than a C- and apparently the student already got a waiver on the grade. The bulletin wasn’t clear so it went through. Stavros Valenti, Senior Associate Dean for Student Academic Affairs, has indicated that generally in HCLAS, they view the term “specialization” as referred to both and whether or not

other deans in other schools do or do not, it struck the committee that it should be an equal standard.

The item passed unanimously.

D. Information Items

Prof Maccarrone presented for information a Mineola Train Bus Shuttle Update. Prof. Nirode reported that the Planning and Budget Committee was asked to look at alternative routes of the shuttle, particularly the drop off location of passengers at the Mineola Train station. The committee met with Joseph Barkwill, Vice President for Facilities and Operations and Karen O'Callaghan, Director of Public Safety, and came up with a few options for possible alternatives. The committee made a visit to the train station looking at continuing to use, at the time, the drop off at the north side of the tracks. Director O'Callaghan agreed to do that as a trial basis through the end of last semester. During that course of time, an issue came up from the bus driver, who went to his union who ordered a cease and desist because that drop off place is illegal. The problem with this specific location is that there is a sign that says "no stopping at any time." The committee looked at other alternatives on the south side, which also had "no stopping" or "no standing" signs. With that, the committee agreed that at this present time, based on what was presented and possible solutions they looked into, the only solution is to continue the current drop off which is on the south west end of the tracks. A discussion followed. Prof. Maccarrone reported that he does not believe it is within the authority or purview of governance to address legal issues at the university. The Legal Department of the university negotiates with the bus driver's union as well as other contractual matters and the Senate not in the position to petition the Village of Mineola as a committee. If Director O'Callaghan went to Dolores Fredrich, Vice President for Legal Affairs and General Counsel, Office of General Counsel, and asked if the university petition for some sort of variance or change in the village rules, which would be up to the Legal Department. There are also issues with the American with Disabilities Act because the bus needs to be able to provide reasonable accommodations under that law and some of the issues come into conflict in as much as the MTA which runs the elevator that allows people to access getting over the tracks. One of the faculty members of the Law School reported that the elevator will be out of service in two weeks. Prof. Maccarrone feels that the committee has exhausted its ability to deal with this issue primarily on the legal constraints. The committee will have one last look with Vice President Barkwill and Director O'Callaghan to make absolutely certain that they have indeed exhausted all possibilities. If anybody has any better suggestions in the future, the committee will be opened to hear them. Prof. Maccarrone reported that based on what he's been told, there will be a complaint by the Law School colleague, if in his view, and this is not satisfactorily concluded in his opinion. Provost Simmons suggested that perhaps the Planning and Budget Committee's resulting report should be that they looked at the situation and could not find a solution and would like to recommend that the administration consider the possibility of approaching the Village of Mineola to take action on this issue. Prof. Maccarrone pointed out that the university is not under any contractual obligation to provide transportation to any train station. A discussion followed about possible legal issues that may be brought on by the faculty member.

E. Committee Reports

1. Caroline Schreiner reported for Gabriella Munoz, chair of the Student Affairs Committee, that the committee will be forming a task force with the Planning and Budget Committee to work on the transportation internship proposal. She will send Prof. Nirode emails of students who are interested. The committee is also going to meet with Vice President Barkwill to work on some concerns students have about things around campus. Lastly, the Student Government Association (SGA) is working on a survey to see how students feel about the smoking ban on campus. SAC discussed it at their last meeting and we don't really agree with it. The committee thinks there are different ways you can go about the smoking problem but a ban isn't the solution. Suggestions that have come up are having different smoking locations or just strictly enforcing the rule about smoking 20ft from buildings.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that someone from the School of Education was presented for information about how accreditation bodies are now demanding certain entrance requirements. These requirements impact on academic freedom and pedagogical practice for educational programs. Vice Provost Jernigan reported that the administration is looking into this issue. The committee continued discussion on students who pursue a second master's degree at Hofstra and the possibility of them using credits from other programs at Hofstra. Since Evan Koegl, Director of Academic Records, was not able to attend the meeting, the committee were not able to discuss it at length. Vice Provost Jernigan will reach out to him.
3. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee will discuss the evaluation of the role of UNIV 001, the remedial online course that is mandatory for students who fall under academic probation. Director Koegl has provided Prof. Silver with data but he has not been able to do the analysis as of yet. A new item the committee is picking up concerns about classroom assignments and may overlap with the Faculty Affairs Committee. There has been an increase in issues of mistakes in scheduling having to do with what happens if a class or classes or mis-assigned to days or times, and classes lose their spots and then a classroom cannot be found for the right time.
4. William Nirode, chair of the Planning and Budget Committee, reported that the committee began to talk about the Transit Relief Proposal previously mentioned during the Student Affairs Committee report and will form a task force to discuss further which will include members from P&B and SAC, along with Marc Oppenheim from the Dean's Office of the School of Communication, and Gary Miller, Executive Director of the Career Center.
5. George Giuliani, chair of the Faculty Affairs Committee, reported that the committee reviewed the recommendations for an Emeritus Status discussion. Vice Provost Jernigan has updated the committee on the Athletic Policy Committee and Prof Giuliani had a long discussion on the Sonocent issue and the committee is looking forward to reviewing the guidelines. He also reported that the committee discussed library issues. A letter had gone out to chairs about the Library Task Force's meeting. The committee had requested that a letter be sent out to everyone, as some chairs don't pass this information along.

The meeting was adjourned at 4:56pm.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, April 4, 2016

Present: J. Davidow, G. Giuliani, C. Jernigan, E. Maccarrone (Chair), G. Munoz, W. Nirode, G. Simmons

Absent: M. Silver

A. The following amendments were made to the minutes of the March 7 meeting:
In the 6th paragraph of the Chair's Report:

\$200,000.00 was amended to \$20,000,000.00.

The 7th paragraph of the Chair's Report was amended to:

Prof. Maccarrone reported that at the Board of Trustees meeting it was also reported that campus visits are up approximately 500 for the 2016-2017 academic year; the Law School is considering "non-lawyer" Master's program, and separately considering an accelerated two year Juris Doctor program in addition to its present three year program. In addition, an Occupational Therapy program has been created that has 400 applicants already for the fall, as well as a Medical Physics Masters that already has 18 students. Provost Simmons elaborated that the program provides students with a strong foundation in the basic science, applications and profession of Medical Physics, and clinical training in the primary subspecialties (Imaging Physics, Nuclear Medicine Physics, Radiation Oncology Physics and Medical Health Physics).

The minutes were unanimously approved as amended.

B. Chair's Report

Prof. Maccarrone convened the meeting by reporting that Provost Simmons and the Library Task Force held a forum on the repurposing of the third floor of Axinn Library. She indicated that the weeding efforts were substantially concluded and specific plans for repurposing will be commencing soon.

Prof. Maccarrone reported that the Senate met on March 14 and approved the following items

- Revisions to the bulletin concerning Clarification of the BA Distribution Requirement
- Revisions to the bulletin concerning the Minor Grade Requirement

The mid-semester grading policy, which was passed at the last Senate Executive Committee meeting, will be on the agenda for Monday's Senate meeting. It was tabled at the March Senate meeting because Provost Simmons was not able to attend, and needs to participate in that discussion.

Prof. Maccarrone reported that on March 14, the President approved the revisions to Faculty Policy Series #4, #5, #20, & #22 as well as Faculty Statute V. He also approved revisions to the Incomplete Grade Policy in the bulletin.

Prof. Maccarrone reported that Sasaki visited the university on March 21 and March 22 to present a draft of the conceptual master plan for our campus. They have indicated some suggestions to changes on the campus including the new building for the Frank G. Zarb School of Business,

which they will be building a new structure adjacent to CV Starr on the south side. Also, there was some talk about putting some landmarks on Hempstead Turnpike in order to indicate exactly where Hofstra is, as we do not currently have an entranceway.

Prof. Maccarrone reported that the Sonocent Audio Technology Ad-hoc sub group will be meeting on April 14. There is a document on the table with Student Access Services (SAS) to have an acknowledgment of faculty and students that are using the software.

Prof. Maccarrone reported that the Town Hall Meeting will be held on Wednesday April 13, from 10:30am-2:00pm in the Student Center Plaza Rooms (There will be a Q&A session with President Rabinowitz and top administrators during common hour). There has been unbelievable turnout the last couple of years. As important, the questions and considerations that are brought up are really valid and the university has had meaningful responses. Caroline Schreiner reported that she, along with Gabriella Munoz, chair of the Student Affairs Committee, and members of the Student Affairs Committee will be in the Student Center on Wednesday during common hour to promote the event.

Prof. Maccarrone reported that the Special Committee on Recruitment, Elections and Nominations (SCREAN) is meeting on Friday, April 15 to appoint and re-appoint senators-at-large.

Prof. Maccarrone reported that he, along with Cliff Jernigan, Vice Provost and Dean of Graduate Studies, and Gabriella Munoz discussed creating a checklist for the University Senate budget allocations for student groups as to make the funding requests that have been approved by the Senate Executive Committee and the Senate a little easier. A request had come up at the March 14 meeting for funding but was not submitted according to the guidelines stated in the allocations policy, but because of the time frame the students had for the event, the Provost approved the request. A checklist may make the process much easier for the students. The event was ultimately postponed. The document should be finished by the end of the semester.

C. Action Items

1. Prof. Maccarrone presented for action an adjustment to the January 2017 calendar. Vice Provost Jernigan reported that when last the Academic Calendar Committee met, the determination was to begin on Monday, January 2. However, since New Year's Day falls on Sunday, the following Monday is a legal holiday. Therefore the calendar needed to be adjusted either shifting the days for the January session or adjust the times, which is a less onerous approach. The committee approved to adjust the end times 25 minutes later for the 2 week sessions and 15 minutes later for the 3 week sessions.

D. Discussion Items

1. Prof Maccarrone presented for discussion, adjustments to the online Violation of Academic Honesty Report form. Vice Provost Jernigan reported that in 2014-2015 academic year, Dan Seabold, Professor in the Department of Mathematics, and Warren Frisina, Dean of Honors College continued their discussion and push for online reporting for academic honesty as opposed to the paper forms we have been using. At the same time, the Provost's Office had been looking at moving to online reporting as well and has established a method using Maxient, an existing program that is used by the Office of Student Affairs. Caroline Schreiner will update the Senate website under Faculty Policy Series #11- Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University and Faculty Policy Series #11G - Procedures for Handling Violations of Academic Honesty by Graduate Students at Hofstra University.

2. Prof. Maccarrone presented for discussion, the initiative to consider re-ordering of class scheduling. A few years back, Provost Berliner and the Registrar called an ad-hoc committee to look at spreading out the class scheduling and offerings in order to better utilize facilities and cut down on the problem of Tuesday/Thursday class overload. He, along with Stuart Bass, Speaker of the Faculty, Kathleen Wallace, chair of the Chairs' Caucus, met with President Rabinowitz, Provost Simmons, and Patricia Adamski, Senior Vice President for Planning and Administration over the past week or two and had some discussion. An analysis was done previously with regard to regular semesters of the number of minutes required, how those minutes are allocated now and how they might be reallocated for both undergraduate and graduate courses. There was some attention given to the January and summer sessions allocations as well. A committee will be formed which represents students, administration, faculty and staff. Provost Simmons reported that she had a meeting with Jessica Eads, Vice President for Enrollment Management, last week to discuss giving a look at the previous analysis that the Registrar's Office had done to support the previous effort. Vice President Ead's feeling was that the analysis was missing a number of things and did not include certain factors so the Provost has asked to have a meeting with the Registrar to take a look at the previous analysis and see if over the summer, we can possibly redo it to have a more robust data set before we form a committee to discuss the issue. She also reported that one of the things her office has heard a lot from faculty and students is about the lack of collaboration space in the academic departments. One of the models she would like to look at is if we were to really use our grid uniformly, is it possible to free up some space in some academic buildings to create those spaces. A discussion followed.
3. Prof. Maccarrone presented for discussion, an issue from the Student Affairs Committee concerning academic advisement. Gabriella Munoz reported that it has come to her attention from multiple students as well as her own experience, that there have been a lot of issues, for mostly seniors, who believe they are graduating and find out in their last semester, that they are missing certain requirements. She reported the problems are more with the general advisement office, rather than department advisors. A discussion followed. Another issue is that DegreeWorks and Degree Audit show different things. For her own personal issue, she was missing one credit in the Natural Sciences and it was written in yellow underneath her requirements. She happened to notice it and went to an advisor and the advisor said she didn't have anything missing. Provost Simmons reported that she just had a meeting with the Center for University Advisement staff to talk about a closer collaboration between the academic and student affairs side of advising. She asks that Ms. Munoz collect some specific examples, with screen shots included, to better understand what these issues are in terms of technology issues vs. lack of or inadequate information on the part of advisors.
4. Prof. Maccarrone presented for discussion, an issue from the Student Affairs Committee concerning the Hofstra website. Gabriella Munoz reported that the Hofstra Website is extremely hard to navigate and find information and there have been a lot of complaints from students. From her personal experience the frustration applying for graduate school online, almost made her apply to another school. This could be an issue with recruiting students. She reported that she could not find anywhere that listed a deadline for the application and at one point visited a graduate academic advisor who also had trouble navigating the website. A discussion followed.

E. Committee Reports

1. Gabriella Munoz, chair of the Student Affairs Committee, reported that the committee that members of the committee will be tabling in the Student Center on Wednesday, April 6 to promote the Town Hall Meeting. The committee will also be discussing issues with Academic Advisement, and the Hofstra Website as previously discussed.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee will continue to discuss how many credits can be applied to a secondary master's degree at Hofstra as previously reported. It is a little more complicated as they thought, as there are some programs that already have guidelines. Evan Koegl, Director of Academic Records, is researching what departments are doing on campus already. Prof. Davidow is researching what other schools in the area are doing. Prof. Maccarrone asked Prof. Davidow to keep in mind the issue with class reconfiguration because part of the issue that came up was at the time, there were so many graduate students, mostly from China, living on campus and discussions happened about having more Friday afternoon classes.
3. There was no report from the Undergraduate Academic Affairs Committee.
4. William Nirode, chair of the Planning and Budget Committee, reported that the committee is meeting on Thursday with Provost Simmons, Catherine Hennessey, Vice President for Financial Affairs and Treasurer, and Dolores Fredrich, Vice President for Legal Affairs and General Counsel, Office of General Counsel to discuss the university's budget. The committee will also discuss the Mineola Train Station Bus Schedule and will most probably make a recommendation to the administration to look into the legal aspects, as the committee has done all it could do and does not have the authority to deal with legal issues. The committee will also continue discussion on the North Campus Smoking Ban. The Student Government Association had conducted a survey regarding this issue, and the committee will review the results. He also reported that the Task Force on Internship Travel met once before the break and started to discuss ideas and alternative ways for students to be able to commute to and from their internships such as group rates from the Long Island Rail Road (LIRR), or coordinating schedules for a ride share. Prof. Nirode also reminded the committee about the Town Hall Meeting on April 13 during common hour in the Student Center Plaza Rooms.
5. George Giuliani, chair of the Faculty Affairs Committee, reported that the committee will meet after the next Sonocent meeting and is hoping to bring the information from that meeting to FAC for review and discussion.

F. New Business

Provost Simmons reported that she received an email from Judith Kaufman asking about procedures regarding the LGBT Scholarship Committee. She indicates in her email that members of the committee have served for quite some time and that when the committee was established, procedures were outlined which included elections held every three years for members through the Special Committee on Recruitment, Elections and Nominations (SCREAN). SCREAN is supposed to remind units that they should hold these elections. Caroline Schreiner reported that she has never run elections for this group in the eleven years she's been in her position. Occasionally she is asked to hold elections for groups outside of the Senate, and this could be a similar situation where SCREAN has held elections. She will do some research and report back to the Provost.

The meeting was adjourned at 3:56 p.m.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, April 25, 2016

Present: J. Davidow, G. Giuliani, C. Jernigan, E. Maccarrone (Chair), G. Munoz, W. Nirode, B. Pickering, G. Simmons, M. Silver

A. The minutes of the April 4, 2016 meeting were unanimously approved.

B. Chair's Report

Prof. Maccarrone convened the meeting by reporting that at the following items were passed at the April 18 full faculty meeting:

- Clarification of the BA Distribution Requirement
- Minor Grade Requirement
- Adjustment to January 2017 Calendar

The Midsemester Grades Proposal was tabled and will be presented again in the fall semester.

C. Action Items

1. Prof. Maccarrone presented for action the appointments of new and returning senators to the various standing committees. A discussion followed, and the following appointments were made:

- William Caniano was appointed to the Planning and Budget Committee
- Dennis Mazzocco was appointed to the Graduate Academic Affairs Committee
- Nick Santangelo was appointed to the Graduate Academic Affairs Committee
- Benita Sampedro was reassigned to the Student Affairs Committee

Caroline Schreiner reported that the following schools have vacant spots. Elections will be held in the fall:

- School of Health Professions and Human Services
- School of Humanities, Fine and Performing Arts
- Peter S. Kalikow School of Government, Public Policy and International Affairs

When these new senators are elected, the Senate Executive Committee will appoint them to committees accordingly.

D. Information Items

1. Prof Maccarrone presented for information, the University Senate Budget Allocations Proposal, which was passed by the Senate at its May 2015 meeting. He reported that a request was made recently by the students which ended up going through Provost's Office because the students weren't clear from the verbiage of what had been passed. He, along with Cliff Jernigan, Vice Provost and Dean of Graduate Studies, and Gabriella Munoz, chair of the Student Affairs Committee met to discuss this item and created a checklist for students to follow in order to request funds. The checklist was handed to the committee for information. This item will be further discussed in the fall semester.

E. Committee Reports

1. Gabriella Munoz, chair of the Student Affairs Committee, reported that the committee had its last meeting of the semester on Friday and discussed how to improve Hofstra spirit on campus. Bianca Pickering, a student senator, is working closely with the Student Government Association (SGA) to try and get a “spirit rock” on campus. The Internship Transportation Task Force also met and hopes to move forward on this issue. She also reported that student elections will be held on Tuesday, April 26 and Wednesday, April 27 through the Hofstra Portal. The committee also discussed the possibility of holding two Town Hall Meetings a year, not necessarily with the President, but perhaps a smaller meeting in the fall. Caroline Schreiner reported that it has been discussed in the past, but no one has facilitated it and perhaps this is something for the Student Affairs Committee to work on.
2. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee continues to discuss how many credits can be applied to a secondary master’s degree at Hofstra as previously reported. Evan Koegl, Director of Academic Records, is researching what departments are doing on campus already. Prof. Davidow is researching guidelines from other schools in the area.
3. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that since the committee meets right before the Senate meeting, nothing has changed since his report to the Senate on April 11. (The committee discussed Departmental Honors, and a request for further clarification. In addition, the committee will discuss issues concerning the relationship between the grade forgiveness/ repeat course option and circumstances when there is an act of academic dishonesty within a particular course. There was a request for clarification on procedures and wording in the bulletin and on the form itself. As it stands now, wording specifies that a student cannot take the grade forgiveness/ repeat course option for courses in which there have been instances of academic dishonesty. The clarification is whether that involves all instances of academic dishonesty, those in which there is a direct penalty on the final grade, versus an assignment related grade penalty, or whether they are separate and independent. There should be a standard procedure.)

Prof. Silver reported that the committee will also discuss the language from the Sonocent Committee.

4. William Nirode, chair of the Planning and Budget Committee, reported that the committee discussed the Town Hall Meeting and its overall success and what can be done to improve it. There were some complaints that the meeting was held too late in the semester so Caroline Schreiner is already looking into next year’s date. Prof. Nirode also reported that as Ms. Munoz previously mentioned, the Internship Transportation Task Force has met and Gary Miller, Executive Director of the Career Center, has contacted the Long Island Rail Road (LIRR) about discounts. The LIRR does offer substantial discounts (approximately 50%) for groups of people. However, the group of people needs to travel into the city at the same time. Director Miller is currently conducting a survey for students who are currently working on internships this year for credit to see if they would be interested in this sort of thing. Prof. Nirode reported that the committee is also drafting a recommendation they will pass on to the senior administration regarding the Mineola Train Station Shuttle Bus with regard to legality and working with the village and town.

5. George Giuliani, chair of the Faculty Affairs Committee, reported that the committee will meet with Nancy Kaplan, chair of the AAUP Steering Committee on Distance Learning, to discuss peer observations, what we can do in terms of having peer observations for a distance learning type of class, and how Course and Teaching Ratings (CTRs) operate for students who are taking distance learning type courses. Prof. Giuliani reported that Student Access Services (SAS) is creating a task force to do an assessment and audit on the whole gamut of services that are being offered to students with disabilities and who is using what. He has been asked to serve on this task force.

F. New Business

Caroline Schreiner reported that a question was raised by a faculty member regarding religious observances. When the faculty approved the move to a secular calendar there was discussion about flexibility for absences due to religious observances. The faculty member checked the Faculty Policy Series and found a section which mentions excused absences but starts with a statement that it is up to the faculty member's discretion. There is a faculty member in the department that is not allowing a graduate student a certain amount of absences. Provost Simmons said to forward the inquiry to her.

The meeting was adjourned at 3:44 p.m.