

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, March 4, 2019**

Present: H. Berliner, W. Caniano, A. Flurkey, P. Fritz, G. Giuliani (Chair), R. Hirsch, S. Kakoulidis, C. Ramirez, T. Shapiro, E. Ward-Ciesielski

A. The February 4, 2019 minutes were unanimously approved.

**B. Discussion Items**

1. Prof. Giuliani presented for discussion, Faculty Policy Series #36 – The Use of Human Subjects in Research. Alan Flurkey, who is the chair of the Institutional Review Board (IRB), reported that these revisions came up about two and half years ago at the suggestion of Provost Gail Simmons, who wanted Hofstra to update the policy to follow in line with other universities. Prior to the policy being presented today, there were two documents presented to the full faculty synthesizing two documents, the policy and the Procedures for Implementation. There was a discussion at the faculty meeting and concerns raised about faculty representation. The revisions being presented include an expansion number of full faculty members from four to ten. The ten mixed combinations for one representative from each of the existing schools. Another change is the articulation in the number of meetings the IRB will have. In addition, revisions were made to include a requirement in training in human subject's protection. It seems the way schools have gone across our country is that they have adopted the Collaborative Institutional Training Initiative (CITI). This training is more rigorous and replaces a reading of the Belmont Report. The revisions will be presented to the Undergraduate Academic Affairs Committee, Graduate Academic Affairs Committee and the Faculty Affairs Committee and then be brought back to the Senate Executive Committee on April 1. If passed, it will be presented for action at the University Senate meeting on April 8.

**C. Action Items**

1. Prof. Giuliani presented for action, the revisions to Faculty Policy Series #46 – Peer Observation of Teaching. Rina Hirsch, chair of the Faculty Affairs Committee, reported that the policy was revised so that it is applicable to peer observation of online courses in addition to regular courses. The item passed unanimously.
2. Prof. Giuliani presented for action, the revisions to Faculty Policy Series #11 - Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University and #11G - Procedures for Handling Violations of Academic Honesty by Graduate Students at Hofstra University. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the changes are mostly under section II. A, B & C. Issues include violations regarding plagiarism and how do we deal with copying or test websites that can be used for cheating, etc. The Provost suggested putting in language to make it clearer for record keeping and how things are reported to the Provost's Office. The UAAC and GAAC will discuss with the Chairs' Caucus and bring the item back to the SEC.
3. Prof. Giuliani presented for action the criteria for CTR Pilot Program participation. Prof Hirsch reported that the Faculty Affairs Committee has established the criteria and unanimously approved it for the CTR pilot program. They are as follows:

- Faculty from across the schools will be able to volunteer in the pilot with a total of at least 10% of faculty in each school.
- Each faculty will have no more than one course in the pilot and that course must have CTR scores available from the previous two years.
- Both tenured and non-tenured faculty may volunteer for the pilot program, but pilot results cannot be used for the purposes of granting tenure, promotion, or reappointment.
- Adjuncts may volunteer if they teach more than one section of the same course or more than one course during the semester of the CTR pilot program.

The item was passed unanimously. Caroline Schreiner will create a document to bring to the Senate next week.

### **C. New Business**

Caroline Schreiner reported that Craig Burnett, who is currently serving on the Undergraduate Academic Affairs Committee, is interested in chairing the Planning and Budget Committee next year, so it was requested that he be moved to that committee. The Senate Executive Committee approved this change.

### **D. Committee Reports**

1. William Caniano chair of the Planning and Budget Committee that they have received an update from Joseph Barkwill, Vice President for Facilities and Operations:
  - New School of Business is now open.
  - Weller Hall is the process of being renovated estimated completion in the Summer 2020
    - Future residents will be INTO and the Career Center
  - CV Starr to be renovated over the summer of 2019
  - The Library Curriculum Material Center will be moving into the Axinn Library. The space vacated will be used for a virtual anatomy lab.
  - Student Center East will be undergoing some landscaping
  - The intersection near the University Club will be reconfigured to address traffic/accident issues.
  - Starbucks in the Student Center will be moving from its corner to where TD Bank is currently. They will have a full café.

Prof. Caniano reported that Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer, and Dolores Fredrich, Senior Vice President for Legal Affairs and General Counsel, reported on the following:

- Tuition net revenues are stable
  - Retention rates are stable but not stellar at approximately 82%
2. Erin Ward-Ciesielski, chair of the Graduate Academic Affairs Committee, reported that the committee met on February 13 and a big part of the discussion were the revisions to Faculty Policy Series #11G. The committee also received updates from Robert Brinkmann, Vice Provost for Scholarship and Research, and Dean of Graduate Studies,

related to rolling out and outline for programs for graduate handbooks. The committee also discussed graduate enrollment numbers.

3. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed the honor code, Faculty Policy Series #11 - Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University. The committee also discussed the Global Citizens Designation. The committee discussed the completion ration and completion ratio probation. The Academic Review Committee (ARC) and Provost office noticed some students with low completion ratios that were not being picked up for probation. The committee discussed an issue with the Hofstra University Bookstore effectively promoting online sources that could be used for cheating and other violations of the Honor Code. The committee addressed the January session withdrawal deadline, and voted unanimously that current policy that states withdrawal should be “Prior to the final exam – last day to withdraw from a course with instructor’s permission” to a policy of “two days before the last session”. In the course of this discussion, the committee also agreed to a review of the Bulletin regarding withdrawal policy. The committee finished it session with a brief discussion of the data required for the 2-year review of the Midterm Advisory policy.
4. Carissa Ramirez, chair of the Student Affairs Committee, reported that two senators have completed their initiatives. She also reported that the Town Hall Meeting was a great success and the committee will be following up with some of the concerns raised.
5. Rina Hirsch, chair of the Faculty Affairs Committee, reported that the committee made revisions to Faculty Policy Series #46 – Peer Observation of Teaching as well as created Criteria for participation in the online CTR pilot program. Jennifer Mone, Deputy General Counsel and Equal Rights & Opportunity Officer, met with the committee to discuss revisions to FPS #47 - Policy on Personal Relationships Between Faculty/Other Employees and Students. The committee also reviewed Emeritus Status for Kathleen Scott and unanimously approved it. Next meeting, they will be continuing discussion on Faculty Policy Series #15 - Ad hoc Committee on Tenure to look at the language as it relates to publications that qualify for tenure and promotion.

The meeting was adjourned at 3:22 p.m.