

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, April 1, 2019**

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

Absent: H. Berliner, T. Shapiro

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

**B. Action Items**

1. Prof. Giuliani presented for action, 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 this is the same document brought to the Senate Executive Committee for discussion at its last meeting. The Provost had suggested it would be more flexible if the language stated having one representative on the IRB from each school, instead of listing each school by name. That is the one change that was made and is being presented for action. The Undergraduate Academic Affairs Committee, Graduate Academic Affairs Committee, and Faculty Affairs Committee have all approved the revisions. The item passed unanimously.

2. Prof. Giuliani presented for action, the 2020-2021 Academic Calendar. Evan Koegl, Registrar, reported that this calendar is a little awkward because of where the holidays fall. The fall calendar is starting on August 31, before Labor Day. The only other odd thing about the calendar is that January 1 falls on a Friday, so the January semester will begin on January 4. A discussion followed, and the item passed unanimously.

3. Prof. Giuliani presented for action the criteria for CTR pilot program participation. Prof. Hirsch, chair of the Faculty Affairs Committee reported that at the last Senate meeting on March 11, there were a lot of questions about the CTR program, and the background behind it, even though that is not what they were voting on. The committee decided to create a description and summary and add to the criteria. A discussion followed, and the following amendment was made:

the sentence:

*2. 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.*

was changed to:

*2. Each faculty will have no more than one course in the pilot and that course, taught by that faculty member, must have CTR scores from at least two semesters available from the previous two years.*

The item passed unanimously as amended. This item will be brought to the Senate for another vote with the additional information. It will not be brought to the full faculty until the actual assessment is created and voted on.

4. Prof. Giuliani presented for action the change to the withdrawal deadline for January sessions. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that there was a discussion about bulletin language and withdrawal deadlines. For now, this will just be submitted into the academic calendar, and then the Undergraduate Academic Affairs Committee will work on bulletin language to update the bulletin.

The revisions are as follows:

*Prior to the final exam - Last day to withdraw from a course with instructor's permission to:*

*Two days before the last session in a January term class: Last day to withdrawal from course*

An amendment was made to change 'withdrawal' to 'withdraw.'

The item passed unanimously as amended.

### **C. Information Item**

Prof. Giuliani presented for information, and update on Faculty Policy Series #11 & 11G - Procedures for Handling Violations of Academic Honesty at Hofstra University. Erin Ward-Ciesielski, chair of the Graduate Academic Affairs Committee reported at the last Senate Executive Committee it was discussed what constitutes an honor code violation and how to report honor code violations, so both Prof. Fritz and Prof. Ward-Ciesielski brought this discussion back to their respective committees. The GAAC made some slight modifications, including specification on who received the report, and who is notified that a report has been submitted. Prof. Fritz reported that the UAAC will be inviting Suzanne Pike, Associate Provost for Academic Affairs, to its next meeting. Prof. Fritz already received some data from her on reporting issues.

### **C. New Business**

There was no new business.

### **D. Committee Reports**

1. William Caniano, chair of the Planning and Budget Committee, reported that he met with Joseph Barkwill, Vice President for Facilities and Operations, to discuss some issues with the automatic doors. Apparently when they are broken, nobody knows how to report them. Decals will be put on all automatic doors informing people how to report them if they are not working. Prof. Caniano also reported that he will also meeting with Vice President Barkwill and Kelly Rose, a student from the Student Government Association, about wheelchair charging stations. Prof. Caniano reported that at the last Senate meeting, Prof, Maccarrone brought up an issue with recycling in the new School of Business, which Vice President Barkwill said he would investigate. Prof. Caniano reported that following the meeting with Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer, and Dolores Fredrich, Senior Vice President for Legal Affairs and General Counsel, and discussion on retention issues, the committee is looking at various initiatives, such as living-learning communities. Carissa Ramirez, chair of the Student Affairs Committee, suggested creating a student focus group about retention issues.
2. Erin Ward-Ciesielski, chair of the Graduate Academic Affairs Committee, reported that Prof. Flurkey attended their last meeting to discuss the revisions to Faculty Policy Series #36. The committee also discussed Faculty Policy Series #11G and are working on the revisions she reported earlier in the meeting. The committee also had a discussion and reviewed and approved proposed bulletin language for badge programs, as well as

reviewed outline for graduate handbooks that Robert Brinkmann, Vice Provost for Scholarship and Research, and Dean of Graduate Studies, sent them.

3. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the committee also had Prof. Flurkey at its last meeting to discuss the revisions to Faculty Policy Series #36. Prof. Fritz also reported that stemming from the issue with the bookstore he brought up at the last SEC meeting, the committee discussed recommending a resolution stating that third party vendors have to comply with university regulations, an issue with the bookstore. He reported that Provost Berliner suggested that he check with Legal Counsel, so he contacted Jennifer Mone, Deputy General Counsel and Equal Rights and Opportunity Officer. There is nothing specific to academic policies, therefore he will bring this up with the UAAC.
4. Carissa Ramirez, chair of the Student Affairs Committee, reported that the committee had to cancel one of their bi-monthly meetings due to low attendance. At the most recent meeting, one of the senators who worked on an American Sign Language initiative followed through with the department. Ms. Ramirez reported that she is also working with Kelly Rose on the disability issues brought up early by Prof. Caniano.
5. Rina Hirsch, chair of the Faculty Affairs Committee, reported that at its last meeting, Prof. Flurkey attended and discussed the revisions to Faculty Policy Series #36. Prof. Fritz and Neil Donahue, Vice Provost for Undergraduate Academic Affairs and Internationalization, also attended the meeting to discuss the Global Citizen's Designation. One of the concerns brought up was not having a strong enough rubric applied by the committee, but the FAC as a whole thought it was a good designation to have and offered some feedback for criteria a student must fulfil. The committee did approve it. Prof. Hirsch reported that the committee unanimously approved a 6.19 Load Reduction for spring 2020 that arrived late, through no fault of the professor. Going forward the committee will be creating the rubric for the CTR pilot program, and discussing Faculty Policy Series #15 – Ad-hoc Committee on Tenure to look at journal publications and how they are described. The committee will also discuss adding CTR criteria to evaluate instructor's diversity initiatives.

The meeting was adjourned at 3:07 p.m.