

MINUTES OF THE UNIVERSITY SENATE MEETING, NOVEMBER 21, 2016

THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Amalathas, Balson, Curtiss, Dippel, Dougharty, Eads, Elkis-Abuhoff, Filippi, Firestone, Fritz, Gennarelli, Ghorayeb, Giuliani, Goodman, Hoover, Lopez, Maccarrone, Mazzocco, Miller, Persky, Pickering, Ramirez, Santangelo, Silver, Simmons, Wallace

Absent: Basile, Caniano, Dumas, Esteban, Herold, Munoz, Sample, Shapiro, Shepherd, Sorrentino

Guests: Bass, Pertuz

The October 10, 2016 minutes were approved.

I. Report of the Provost, Provost Gail Simmons

Provost Simmons convened the meeting by reporting that there is a new Center for Race, Culture and Social Justice which is being led by Johnathan Lightfoot, from the Department of Teaching, Learning & Technology, Benita Sampedro, from the Department of Romance Languages and Literatures, and Santiago Slabodsky, Department of Religion. It comes at a very timely point in Hofstra's history and in the history of the United States. The center serves to promote diversity and cultural awareness in faculty hiring, curriculum, and professional development. Provost Simmons reported that she had the pleasure of announcing the center at the National Center for Suburban Studies' dinner celebrating diversity and at the same time as we are launching this center, she had a wonderful conversation with two student leaders from the student chapter of the NAACP, who have already been in touch with the faculty leaders of our center and are very interested in how students, particular students of color, and students who represent aspects of diversity can get involved in the process of recruiting a more diverse faculty and administration.

The Provost reported on Middle States, which is the agency that accredits Hofstra University in general, and accredits all institutions in the Mid-Atlantic region of the United States. They have a decennial process wherein the university writes a self-study and then presents it to the commission. The self-study is followed by a site visit of volunteers who are faculty and administrators from other universities who are familiar with the accreditation standards. Following the site visit, the visitors write a report to the commission, who then make a decision about a re-accreditation for Hofstra University. This is fundamentally important to the university, maintaining accreditation is how we assure our community of the quality of the Hofstra University education. Increasingly, regional accreditation is also part of how we assure the Federal Government that what we are providing as quality education and that the outcomes for our students are robust. Institutions have to be accredited by a regional accreditor in order to disperse federal financial aid funds. The site visit for our next round of re-accreditation is due to occur in the 2019 spring semester. The process of producing a self-study is length and Middle States increasingly emphasizes the role of shared governances and the involvement of all aspects of the university community in the process of creating a self-study. Terri Shapiro, Senior Vice Provost for Academic Affairs, is the lead person, along with Stephanie Bushey, Vice President for Institutional Research and Assessment, in pulling together all of the information we need for this self-study, but we will need a group of faculty, students, administrators and staff to create a broad representation. There are new accreditation standards this time. More information will be provided throughout the year from the Provost's Office.

The Provost reported that Subin Antony will be Hofstra's first full-time Environmental Health and Safety Officer. He will be working closely with Bill Sollin, the Fire and Life Safety Officer, and with Academic Affairs. With the increase in number of majors in Biology, Chemistry and Physics around campus, the promulgation in the arts of many new techniques, that sometimes involve hazardous equipment and supplies, it was more than time for the university hire someone full time to scan the environment and work with faculty and students to make sure all of our policies, processes, and practices are as safe as

possible. Right now, Mr. Antony is located on the 4th floor of Axinn Library and reporting directly to Bob Brinkman, Vice Provost for Scholarship and Engagement. He will be moving to 23 Berliner Hall.

The Provost reported that Dia Whyte has replaced Jacklyn Kuehn, as Coordinator for the University Bulletin and Curriculum. Ms. Kuehn is now Associate Dean of Academic and Student Affairs. Ms. Whyte will be managing the final phases of our transition to the curriculum software that will allow us to manage our curriculum process entirely on an electronic platform, eliminating shipping large quantities of paper around campus.

The Provost reported that she has been charged by the President to pay very close attention to our graduate program offerings. The university's financial viability is increasingly dependent on the success of our graduate education programs. Senior Vice Provost Shapiro and Vice Provost Brinkman office have begun conducting meetings with Graduate Directors to look at how their programs are configured and what are the challenges they're having in recruitment and retention, to bring forward some recommendations. They will also be looking at opportunities for the development of "Think" programs.

The Provost reported on EAB which is a student success platform that combines predictive analytics with powerful communication and workflow tools. Over a period of years, people have looked at ways we could improve on systems which provide outreach to students but after much discussion, it appeared that our IT department does not have the person power to home build such things, so over a period of time, the Office of Academic Affairs, along with the Office of Student Affairs and the Office of Enrollment Management have been looking for other software solutions. EAB is something we were already aware of and have looked at a number of years ago. They have now expanded to a number of schools, so we had more data to look at people to talk to about how the system works. A kickoff meeting with Associate Deans, Deans and Office Directors was held a few weeks ago.

II. Report of the Senate Executive Committee Eugene Maccarrone

Prof. Maccarrone reported that the Speaker of the Faculty is calling for a special informational faculty meeting to be held on Tuesday, November 22 at 2 p.m. in the Student Center Theatre. Representation from administration will be in attendance. As part of this discussion, he would welcome alternate proposals that would serve as a compromise reflecting that this will be a pilot project and work in progress. The mid-semester grade policy was tabled at the October 24 faculty meeting.

Prof. Maccarrone reported on the population on the two ad-hoc committees reported at the last Senate meeting

- Ad-hoc committee to develop Academic Calendar Religious Observance Policy.
 - Neil Donahue, Office of the Provost (serving as a liaison with Legal Counsel)
 - Marc Silver, Undergraduate Academic Affairs Committee
 - Gina Sorrentino, Faculty Affairs Committee

- Ad-hoc committee to review and update Governance Documents (By-Laws, Faculty Statutes, and Faculty Policy Series).
 - Bob Brinkman, Office of the Provost (serving as a liaison with Legal Counsel)
 - Marc Silver, Undergraduate Academic Affairs Committee
 - Amy Catalano, Graduate Academic Affairs Committee
 - Lisa Filippi, Faculty Affairs Committee
 - Still waiting for names from the Planning and Budget Committee and Student Affairs Committee.

A discussion followed.

Prof. Maccarrone reported that task forces have been established by the Provost's Office. The first is with Student Access Services (SAS) to discuss:

- Facilities and Physical Space
- The academic experience
- The student experience

SAS does tremendous work in arranging academic accommodations and providing support for students with disabilities.

Another task force created by the Provost's Office is on Retention. Provost Simmons reported that the retention problems in different schools of the University look a little different from each other.

Prof. Maccarrone reported that at the November 28 faculty meeting, he expects that there may be a motion to withdraw the Mid Semester Grading Policy and send it back to the Undergraduate Academic Affairs Committee in an effort to restart the dialogue.

Action Items

1. Prof. Maccarrone presented for action the revisions to the Repeat Course Policy. Marc Silver, chair of the Undergraduate Academic Affairs Committee reported that this issue was brought forward from the Honor Board who came across with what they felt was an ambiguity in bulletin language pertaining to the relationship between the Repeat Course option, and the grade exception which would allow students to repeat a completed course, regardless of grade. There was an area of ambiguity of this policy and the instances in which a student has committed an act of academic dishonesty in the first course and whether that meant that they would or would not be allowed invoke the grade exception. He reported that there are three documents that are affected:
 - bulletin text
 - undergraduate repeat course request form
 - online academic dishonesty form

The new language indicates that if the act of academic dishonesty was so severe, that the penalty is failing the course, then the student should not be eligible for grade forgiveness. A discussion followed about the discretion of the faculty member reporting the act of academic dishonesty. The item passed unanimously.

2. Prof. Maccarrone presented for action the revisions to Faculty Policy Series #36 - The Use of Human Subjects in Research. This item came to the Provost's Office from the Institutional Review Board (IRB) and was sent to the Faculty Affairs Committee and Graduate Academic Affairs Committee for approval. Some of the revisions reflect the changes in the structural arrangements at Hofstra. Hofstra's research strength has increased and there more investigators in more schools whose proposals require IRB review and this document brings it up to speed. A discussion followed about classroom research. Prof. Wallace suggested that the Senate approve the revisions for what it is intended to be and suggest that the committee come up with a statement about what type of student and classroom projects should be covered or not under the policy. The item was passed unanimously.
3. Prof. Maccarrone presented for action the 2017-2018 & the 2018-2019 Calendars. These are standard calendars that do not work around religious observances. Classes begin after Labor Day and include a fall semester break after Columbus Day. Provost Simmons pointed out that Fall Commencement is being held at night during the week, during Finals. The items passed unanimously.

Prof. Maccarrone introduced Christopher Dippel, who is the new senator representing the School of Humanities, Fine and Performing Arts and has been appointed to the Student Affairs Committee. He also reported that Prof. Silver, chair of the Undergraduate Academic Affairs Committee will be on sabbatical for the spring semester. Therefore, Paul Fritz will be the interim chair.

III. New Business

There was no new business.

IV. Committee Reports

- A. George Giuliani, chair of the Faculty Affairs Committee reported that the committee reviewed and approved revisions to Faculty Policy Series #36 - The Use of Human Subjects in Research. He also reported that the committee approved a recommendation that the University establish a Teacher of the Year award for which adjunct faculty will be eligible. The Provost's Office agreed to the recommendation and will be discussing it further. The committee also discussed looking at the Course and Teacher Ratings (CTR) in general, and find an evaluation that works for all classes in some manner. The Faculty Affairs Committee will be discussing this with Terri Shapiro, Senior Vice Provost for Academic Affairs and the possibility of forming a special ad-hoc committee. He also reported that the committee will meet in January to review Special Leave Applications.
- B. Debra Goodman, chair of the Graduate Academic Affairs Committee, reported that the committee is still working on the issue of overlapping credits in graduate degrees if students received their first degree at Hofstra. They have made a lot of progress in finding examples of students "double dipping" for various reasons. She sent a note out to all Graduate Directors to ask for their opinion on the preliminary policy. Evan Koegl, Registrar and Director of Academic Records, reported that there is no real policy. The committee continues to gather information and is working on a policy for the bulletin.
- C. Bianca Pickering, chair of the Student Affairs Committee, reported that senators Torie Amalathas and Carissa Ramirez have been working with Terri Greis, the Campus Sustainability Officer, as well as Student Government Association (SGA) on an initiative to get more recycling bins on the academic side of campus. She also reported that she has been working closely with Karen O'Callaghan, Director of Public Safety, on making the university more inclusive, as well as increase relations between students and Public Safety Officers. They created a resolution to change the Public Safety website so that students know how they can report a Public Safety Officer, as well as a resolution to hold "meet and greet" sessions with Public Safety in collaboration with different student groups on campus. Ms. Pickering also reported that they are collaborating with SGA during *Pride Unleashed* week and will be giving away sweatshirts in an effort to promote the Student Affairs Committee and the University Senate.
- D. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed the mid-semester assessments which was sent back to the committee by the full faculty. The committee also reached an agreement with respect to the reporting of the awarding of departmental honors.
- E. There was no report from the Planning and Budget Committee.

V. Adjournment

The meeting was adjourned at 4:05p.m.