

**MINUTES OF THE UNIVERSITY SENATE MEETING, DECEMBER 5, 2011**  
**THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY**

Present: Balson, Bass, Bergemann, Berliner, Brown, Davidow, Elkis-Abuhoff, Fritz, Giebel, Giuliani, Glasser, Hewitt, Jacobi, Johnson, Kamberova, Lightfoot, Lopez, Macy, Meredith, Miller, Papper B., Papper C., Sample, Sarno, Schmelkin, Venuti,

Absent: Bhogal, Eads, Finnegan, Firestone, Gambord, Gennarelli, Moghadam, Pillaipakkamnatt, Zuniga

Guests: Nirode

The minutes of the November 14, 2011 Senate meeting were unanimously approved.

**I. Report of the Provost, Herman Berliner**

Provost Berliner convened the meeting by reporting that the university has started working on the upcoming Presidential Debate which will be held on October 16<sup>th</sup>, 2012, and all the university activities (along the lines of Educate '08) that will come before and after the actual debate. He reported that we would once again like to have a series of courses that focus on the Presidency and the election and are looking to relate what is happening in the election to our classes. The Provost urges the faculty to think about what presidential/country related content would fit including an existing course. The Provost reminded the Senate that the seats to the debate provided to the university will once again go to students.

The Provost also reported that the university will also have a major speaker series before and after the debate and requests that the faculty come forward and suggest speakers on any of the issues that will be critical issues in 2012 such as healthcare, the economy, foreign policy and immigration etc. Suggestions can be sent to the Provost or Melissa Connolly, Vice President for University Relations. Since the university is the host of this debate, the expectation of the Commission on Presidential Debates is that the university remain as impartial and balanced as possible overall. This does not mean an individual speaker must be impartial.

The Provost reported that the university will cover the cost of two students attending the Republican National Convention as well as the Democratic National Convention. A competition to select such students will be coordinated by the Dean of Students Office.

A discussion followed. Classes will not be held on the day of the debate, specifically because Hempstead Turnpike will be closed at certain points during the day for security purposes.

**II. Report of the Senate Executive Committee Chairperson Stuart Bass**

Prof. Bass reported that during the Collective Bargaining session last year, the AAUP raised the issue of evaluations of University Academic and Non-Academic Administrators. It was determined that these evaluations were not going to be a Collective Bargaining issue but rather a governance issue. As a result, the Senate Executive Committee passed a resolution to create a Senate Task Force on an Evaluation Process for Non-Academic University Administrators.

The Task Force shall consist of eleven (11) members as follows:

- a) Speaker of the Faculty (Co-Chair)
- b) Chair, Senate Executive Committee (Co-Chair)
- c) Provost
- d) Chair, Faculty Affairs Committee

- e) President of AAUP
- f) Two tenured faculty members (to be selected by the Senate Executive Committee)
- g) Two administrators (to be selected by the Senate Executive Committee)
- h) Two students (to be selected by the Senate Executive Committee)

The Provost clarified that this motion is for Non-Academic Administrators. The Faculty Affairs Committee will be working on an evaluation system for Deans and Provosts which are separate to this item. A discussion followed and the item passed unanimously.

Prof. Bass presented for action proposed changes to the Academic Records Committee bylaws which was worked on by the Undergraduate Academic Affairs Committee. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that the proposed changes include:

- Changing the name of committee to Academic Review Committee
- Changes to the charge of the committee to more accurately reflect the ARC's duties
- Changing the chair of the ARC from Dean of Academic Records or his/her designate to designate of the Provost
- Replacing the Dean of Students as a voting member to Dean of University Advisement or designee
- Eliminating the student member of the ARC

Provost Berliner reported that Vice President Eads is completely supportive of these proposed changes. The item passed unanimously.

### **III. Committee Reports**

#### **A. Planning & Budget Committee**

Chairperson Venuti reported that from the discussion at the last Senate meeting regarding scholarships and financial aid, Prof. Venuti has met with Vice President Eads who made some clarifications regarding endowed scholarships and replacement that could happen from one Presidential Scholarship to an Endowed Fund. Prof. Venuti will present the minutes of this meeting to the Planning and Budget Committee at their next meeting tomorrow. Prof. Venuti also reported that she and Stuart Bass will be meeting with Karen O'Callahan, Director of Public Safety regarding the traffic signal proposal and the discussion of smoking policy. Provost Berliner added that Director O'Callahan has asked whether there is any evidence that California Avenue is a dangerous crossing. A discussion followed about who should be in charge of monitoring this crossing. Prof Venuti commented that she does not feel it is the faculty member's responsibility and it should be the responsibility of either the Plant Dept or Public Safety and she has indicated so in an email to Direct O'Callahan. Prof. Venuti also reported that she, along with Etana Jacobi, chair of the Student Affairs Committee is working on putting together a proposal which will say that the Senate would like to have Public Safety enforce the existing smoking bans on campus.

Prof Venuti reported that the Academic Computing Committee has met to which Prof. Venuti has received a detailed report. Bob Juckiewicz, Vice President for Information Technology, reported to Prof. Venuti that in order for Hofstra to maintain and improve the quality of academic computing, they need more money in the budget and how to go about getting that money is something for the Senate to discuss. Vice President Juckiewicz is proposing a \$20.00 increase in the Student Technology Fee. Prof. Venuti clarified that this has not yet been discussed within the Planning and Budget Committee but will soon.

#### **B. Faculty Affairs Committee**

Chairperson Giuliani reported that the Faculty Affairs Committee has invited Amy Masnick, from the Psychology Department to their next meeting on December 13<sup>th</sup> to give the committee an overview

on the process of uploading materials for tenure onto Blackboard. Instructional Designer Paul Carson attended the Faculty Affairs Committee's last meeting to discuss the technical piece of this, but now the committee wants to hear from actual faculty members who have done this. Prof. Giuliani reported that the Faculty Affairs Committee will also have a discussion on the evaluation of academic verses non-academic. Prof. Giuliani also reported that the committee has received a response from Bob Juckiewicz about why faculty are being logged out of the network when their computer is inactive for 15 minutes. At this point Will Nirode, Speaker of the Faculty, is evaluating it and will present it to the full faculty at their next meeting in the spring. The committee will also review an Emeritus Status application submitted by David Weiss.

#### C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee has discussed creating a guideline for faculty on assigning students additional assignments over breaks. The committee has tried to gather as much data on this as they could from University Advisement and the Writing Center to see if this was actually a problem that students were facing and were unable to really find anything along these lines. Since there is not much data that would suggest this is a problem, the committee is still discussing whether or not they should pursue creating guidelines and summarized some of the potential problems in doing so. For now, the committee has decided to table the issue and will reconsider it down the road if it becomes apparent that "surprise assignments" does become an issue. Prof. Fritz reported that the committee talked about devising a system for giving credit to students who chair Senate standing committees. There are several options available including the internship models, and the committee will make attempts to contact past student chairs to gather their input.

Prof Fritz also reported that the Undergraduate Academic Affairs Committee briefly discussed how the committee can communicate its activities change in policies more effectively to students. Representatives from the Academic Records Department was in attendance at the last Undergraduate Academic Affairs Committee meeting to explain the different ways they do this which is fairly extensive.

#### D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee has met and continued their discussion on planning a professional development series for faculty to promote competency and sensitivity to issues of diversity. Even though the impetus for this project came from a series of focus groups the Graduate Academic Affairs Committee held with international students and domestic students of color, the development series will be focused on diversity broadly speaking to include race, ethnicity, gender, sexual orientation, religion, class, disability, etc. The Graduate Academic Affairs Committee will also continue its search for internal and external expertise to guide them in this process as well as invite them to be involved in programming for this project. The goal is to institutionalize the University's commitment to diversity. Each member of the Graduate Academic Affairs Committee will reach out to various units within the institution such as the Faculty Affairs Committee, the Multicultural International Student Program's Office, the Center for Civic Engagement, the Services for Students with Disabilities, the Center for Teaching and Scholarly Excellence, the Diversity Advisory Board, and Graduate Directors.

#### E. Student Affairs Committee

Chairperson Jacobi reported that the Student Affairs Committee reported that 76%, of the students surveyed, voted that they supported some form of smoking policy including a full ban, the 20-foot buffer zone, and designated smoking areas. The committee felt that with this information, along with the controversial issues arise during discussions on establishing a full smoking ban or smoking areas, it would be best to enforce the policy at hand which has been approved by the President. In addition

to calling upon Public Safety, the Student Affairs Committee would also like to call upon the Plant Department to help enforce these rules, as well as University Relations and Health and Wellness, to promote smoking cessation programs. There are already a lot of cessation materials available to students that they might not be aware of. The committee is hoping to have a campaign that promotes the policy that is in place as well as promotes the facilities that students do have access to. Chairperson Jacobi also reported that although the Student Affairs Committee has become quite active in recent years, the current members are looking to get it even more active. Most students know about Student Government Association but do not know the Student Affairs Committee exists. Since the Student Affairs Committee has such a great role in the shared governance process, Ms Jacobi feels students should want to be involved and play a more active role. Therefore, the Student Affairs Committee is looking to reach out to faculty Senators to approach their students in class, etc. as a way to better promote student involvement in the University Senate. Provost Berliner suggested also reaching out to Bob Papper and the Chairs' Caucus. Senior Vice Provost Schmelkin commented that when students are informed about all the different opportunities for clubs and activities, could there possibly be an entry that also lists opportunities in terms of shared governance, which is different from the Student Government Association. A discussion followed.

#### **IV. New Business**

There was no new business.

#### **V. Adjournment**

The meeting was adjourned at 3:45p.m.