

MINUTES OF THE UNIVERSITY SENATE MEETING, SEPTEMBER 17, 2007
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Berliner, Brown, Cruz, Diamond, Eads, Filippi, Firestone, Gurevich, Janer, Johnson, Kamberova, Licata, Lightfoot, Lodato-Wilson, Maney, Martorella, Nirode, Petra, Pioreck, Pleiman, Pumo, Roberts, Schmelkin, Silberger, Viswanathan, Yoo, Zhou

Absent: Fusco, Kim, Krapp, Levy, Schwartz, Weitzberg

Guests: Ferrand, Legnetti, Rubey, Scorza, Thelen

After some minor corrections, the minutes of the May 14th, 2007 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

The Provost convened the meeting by congratulating Caroline Porr on her marriage and introducing Jason Scorza from Fairleigh Dickinson, who will be observing Hofstra in his role as a fellow of the American Council of Education. The Provost also reminded the Senate that today is Constitution Day and Susan Drucker, from the Journalism, Media Studies, and Public Relations department will be giving a lecture titled "Eye on the Constitution: Surveillance and Transparency," at 4pm in the Guthart Cultural Center Theater, 1st floor Axinn Library.

The Provost went on to report that Warren Frisina, our new dean of Honors College, has been in office since the middle of the summer following a National Search. Associate Provost Susan Lukesh has left the University and Steve Costenoble has joined the Provost's Office as acting Associate Provost for Planning and Budget. Paula Uruburo has agreed to serve as the acting Vice Dean for the School for University Studies and Rich Apollo has joined HCLAS as Senior Assistant Dean for Budget and Planning.

The Provost reported that the search for a Dean of the Law School has begun, and the search for a Dean for the School of Education and Allied Human Services should be starting shortly.

The Provost reported that the University is making progress with regard to starting the Hofstra Medical School with the first class hopefully entering in September 2010. The basic sciences will all be taught at Hofstra while the clinical experiences for the program will be at North Shore LIJ.

The Provost congratulated Jessica Eads and the Admissions Department on a fabulous job on the students that have entered Hofstra University this fall with very impressive credentials. The combined SAT score is 1179, the average GPA is 3.37 and the students in the top 10% of their high school graduating class has gone from 23% last year to 26% this year. 51% of the students are coming from outside of New York.

The Provost reported that the lower level of the Netherlands has been completed and has been generating a positive response from faculty and students. The Provost reported that the Hofstra museum has also been completely renovated including the addition of a restroom and that the converged news room in the School of Communication is being finished. Prof. Licata briefly explained that a converged news room is a media environment where students can use audio, video, film and web platforms to create and disseminate their work beyond the classroom. The Provost also reported that the newly renovated University Club will be opened in early October.

The Provost reported that our study design has been sent off to Middle States and the effort has been remarkable. Future accreditations include AACSB, Journalism, Psychology and the Child

Care Center. The School of Education and Allied Human Services is in the process of applying for accreditation with Teacher Education Accreditation Council (TEAC). The school presently has NCATE accreditation.

The Provost reported that the University's exchange program with Claflin University in Orangeburg South Carolina started off extraordinarily well last year with Annette Grevious, an assistant professor of speech and drama at Claflin teaching at Hofstra, and Daniel Sciarra, the chair of Hofstra's Department of Counseling, Research, Special Education and Rehabilitation teaching at Claflin. The Provost encourages everyone to seriously consider spending a semester at Claflin. A presentation by Daniel Sciarra and Annette Grevious will be given later this year, discussing their experiences.

The Provost reported that the University is to begin two online programs, the first being a master's degree program in Computer Science followed by an online master's in physician's assistant studies. School of Education and Allied Human Services, Zarb School of Business, and the School of Communication programs are expected to follow. The Provost reported that he has also asked the Deans to work with the faculty and chairs to create some online undergraduate summer session courses.

The Provost asked for a moment of silence in memory of Frank Bowe, School of Education and Allied Human Services who passed away a few weeks ago.

The Provost asked everyone to introduce themselves.

A discussion followed regarding retention. Another discussion followed regarding online courses and Prof. Kamberova spoke briefly about the online course in the Computer Science Department.

Prof. Pioreck commented on how wonderful the new Netherlands Complex is to teach in. A discussion followed about further renovations to the complex.

A discussion followed regarding accreditation.

A discussion followed regarding the location of the Hofstra Medical School, which will ultimately be in the northeast corner of campus. Prof. Pumo asked a few questions regarding making the architecture of the new medical buildings more environmentally friendly.

II. Report of the Senate Executive Committee Chairperson Will Nirode

A. Information Items

1. Prof. Nirode presented for information the new availability schedule for committee members. At last May's Senate meeting, Irene Fizer then chair of the Graduate Academic Affairs Committee, requested eliminating the paper schedules and making them available online. Caroline Porr, along with the Provost office created a form that is available online and everyone is encouraged to use this new system.

B. Action Items

1. Prof. Nirode presented for action the UAAC's Attendance Taking Policy. Prof. Maney spoke briefly about the attendance survey results given by the UAAC and the research the committee has done on attendance taking. He stressed that policies regarding attendance are at the discretion of the individual faculty members. Therefore, this policy is a set of recommended guidelines to consider with regard to excused absences, how to deal with excessive absences and how to deal with missed exams. A lengthy discussion followed. The Senate decided to

send the revision to FPS 10 back to committee for further revision. The policy, excluding the proposed revision to FPS 10, was passed with 21 approved, 1 abstention.

2. Prof. Nirode presented for action the Graduate repeat-course policy. Prof. Gurevich spoke briefly on behalf of the Graduate Academic Affairs Committee about the policy and a discussion followed. The item passed unanimously.
3. Prof. Nirode presented for action the 2009-2010 Academic Calendar. He noted that classes will begin before Labor Day. A discussion followed and it was decided that the SEC along with the Academic Records Department should further discuss the first conversion day and whether or not to move it to the 9th of September. The calendar, with the exception of the first conversion day, was passed unanimously.
4. Prof. Nirode presented for action the change to the bylaws of the Grievance Committee. The SEC is proposing to change the 5-year term to a 3-year term. The item passed unanimously.

III. Committee Reports

A. Graduate Academic Affairs Committee

Chairperson Liena Gurevich reported that the committee is meeting October 5th.

B. Planning & Budget Committee

Chairperson Georgina Martorella reported that the committee will be meeting on Wednesday September 19th to discuss the Town Hall Meeting.

C. Faculty Affairs Committee

Prof. Silberger reported for David Diamond that the Faculty Affairs Committee has completed it's work on the CTRs and will be presented to the Full Faculty on Monday.

D. Undergraduate Academic Affairs Committee

Chairperson Greg Maney reported the committee is developing a document that lists the rights and responsibilities of Hofstra University community members and are looking to develop a classroom code of conduct and will be drafting language very soon.

E. Student Affairs Committee

There was no report for the Student Affairs Committee.

IV. New Business

There was no new business

V. Adjournment

The meeting was adjourned at 4:45pm

MINUTES OF THE UNIVERSITY SENATE MEETING, OCTOBER 15, 2007
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Berliner, Brown, Cruz, Diamond, Eads, Filippi, Firestone, Fusco, Gurevich, Janer, LaFemina, Levy, Lodato-Wilson, Mammo, Maney, Martorella, Nirode, Perniciaro, Petra, Pioreck, Pleiman, Pumo, Roberts, Schmelkin, Schwartz, Viswanathan, Zhou

Absent: Johnson, Kamberova, Kim, Krapp, Licata, Lightfoot, Schwartz, Silberger, Weitzberg, Yoo

Guests: Frisina, Legnetti

After some minor corrections, the minutes of the September 17th, 2007 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

The Provost convened the meeting by opening the floor to any questions.

There was a small discussion about the new parking signs for authorized persons with disabilities.

II. Report of the Senate Executive Committee Chairperson Will Nirode

A. Information Items

1. Prof. Nirode presented for information the newly appointed Senator for Natural Sciences and introduced Prof. Behailu Mammo. Prof. Mammo will be replacing Sylvia Silberger for this semester only and she will resume her Senate position in the spring.
2. Prof. Nirode also announced that Michael LaFemina has been elected as the Graduate Student Senator and the chair of the Student Affairs Committee.

B. Action Items

1. Prof. Nirode presented for action the UAAC's proposal for a declaration of major by 60 student semester hours. Prof. Maney, chair of the Undergraduate Academic Affairs Committee, reported that the Academic Records Committee had noted instances where students have amassed large numbers of credits without declaring a major and as a result in most of these cases, students don't really have a chance of graduating in a timely manner. To help prevent this situation, the Undergraduate Academic Affairs Committee is recommending requiring students to declare a major no later than 60 semester hours. A discussion followed and the following amendments were made:

'For permission' was removed from the following sentence:

After meeting with a staff member at the Center for University Advisement, students should apply to the chairperson of the department of specialization for permission and submit the appropriate documentation to the Office of Academic Records.

The following sentence:

However, the timing of that change might impact a student's graduation date.

was changed to:

However, the timing of that change might impact a student's graduation date and scholarship awards.

The amended recommendation was passed with 1 opposed.

2. Prof. Nirode presented for action the creation of mandatory pass/fail grade for certain courses. Prof. Maney, chair of the Undergraduate Academic Affairs Committee, explained that there are already some courses on the books where the instructors have a mandatory pass/fail grade for the course, so the UAAC is proposing that the bulletin be upgraded to reflect that reality. The item passed unanimously.
3. Prof. Nirode presented for action the first conversion day of the Fall 2009 Academic Calendar. The 2009-2010 Academic Calendar was passed by the Full Faculty with the exception of the first conversion day. The SEC along with the Academic Records Department looked into the feasibility of moving it to the 9th of September. They decided it might be problematic since the students would not have met on a Monday before the first conversion day and it might get confusing. The motion is to keep the conversion day on the 30th of September. A small discussion followed, and the item passed with one opposed.
4. Prof. Nirode presented for action making the Environmental Priorities Committee a subcommittee of the Planning and Budget Committee. A small discussion followed, and a motion was made to revisit this topic at the final meeting in May '08 to decide that the Environmental Priorities Committee will stand as a subcommittee or given its own status as a standing committee. The item passed with 2 abstentions.

III. Committee Reports

A. Graduate Academic Affairs Committee

Chairperson Liena Gurevich reported that the committee discussed dismissal policy from internships and how this should affect dismissal from the program. The preliminary proposal is that students who are dismissed from two placements should be a subject for dismissal from a graduate program. The committee felt that they needed more input from the Graduate Directors. The item will be brought up before the graduate directors at their next meeting. The Graduate Academic Affairs Committee also discussed the proposal for creation of the University's Code of Honor. The committee decided it would be best if the code would cover both graduate and undergraduate. A small discussion followed.

B. Planning & Budget Committee

Chairperson Georgina Martorella reported that the committee has scheduled the annual Town Meeting for Wednesday, February 27th during common hour. This year the P&B Committee will be working with the Student Affairs Committee on planning it. It will also be held in one of the Plaza rooms this year. Prof. Martorella reported that the Academic Computing Committee has set a meeting in November and she is working with the Library Committee and soon the Environmental Priorities Committee.

C. Faculty Affairs Committee

Prof. Diamond reported that the Faculty Affairs Committee has not yet met but will continue to discuss the Course and Teacher Ratings. Input was received as a result of the Full Faculty meeting on September 24th and will be discussed at the Faculty Affairs Committee meeting.

D. Undergraduate Academic Affairs Committee

Chairperson Greg Maney reported the committee is developing a proposed classroom code of conduct that will be applicable to both faculty and students and would welcome input and thoughts on such a policy.

E. Student Affairs Committee

Michael LaFemina, chair of the Student Affairs Committee, reported that a meeting has been set for early November, and the committee will be visiting what the mission of the Student Affairs Committee is going to be this year, setting a list of objectives particularly within the realms of student culture.

IV. New Business

There was no new business

V. Adjournment

The meeting was adjourned at 3:56pm

MINUTES OF THE UNIVERSITY SENATE MEETING, NOVEMBER 12, 2007
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Berliner, Cruz, Diamond, Eads, Filippi, Firestone, Fusco, Gurevich, Janer, Johnson, Kamberova, LaFemina, Licata, Lightfoot, Lodato-Wilson, Mammo, Maney, Martorella, Nirode, Petra, Pioreck, Pleiman, Pumo, Roberts, Schmelkin, Schwartz, Viswanathan, Zhou

Absent: Brown, Kim, Krapp, Levy, Perniciaro, Weitzberg, Yoo

Guests: Ferrand, Legnetti, Rubey, Scorza

The minutes of the October 15th, 2007 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

The Provost convened the meeting by reporting that he, Jessica Eads and Michael LaFemina spoke to a group of very enthusiastic prospective students earlier in the day as part of a series of recruitment events that will happen in the fall semester. There are very enthusiastic potential students and families. Jessica Eads added that there were 207 students in attendance plus their families.

The Provost announced that during common hour on Wednesday, November 14th, the Provost's Office and The Center for Teaching and Scholarly Excellence will be sponsoring a discussion titled "Diversity at the University: In and Out of the Classroom." Professor Annette Grevious, an assistant professor of speech and drama at Claflin University, and Dr. Daniel Sciarra, professor of counselor education at Hofstra who will be discussing their exchange experiences and the importance of diversity at institutions of higher education. This discussion is open to students and faculty.

Prof. Kamberova mentioned that Dean Rubey is holding a presentation in the Hofstra Museum at the same time. A discussion followed about creating a second common hour.

Prof. Zhou brought up for discussion the topic of the Senior Incentive for full professor.

II. Report of the Senate Executive Committee Chairperson Will Nirode

A. Action Items

1. Prof. Nirode presented for action the UAAC's Rights and Responsibilities of Hofstra University Community Members. Prof. Maney, chair of the Undergraduate Academic Affairs Committee reported that the UAAC proposed putting together a document that lists the rights and responsibilities of different constituencies within the Hofstra University community. The structure includes the general mission, a summary some of the major rights and responsibilities that university community members have, and a listing under different categories various documents that are pertinent and applicable. It will be a living document and distributed through various mechanisms including links to the document appearing both on the Hofstra home page and the portal. A discussion followed and the following sentence was removed:

If a member of the Hofstra community either experiences or commits a violation of these standards,

The following sentence was added to the end of the second paragraph:

The policies listed below speak not only to the rights of community members, but also to processes for recourse in the event that these rights are alleged to have been violated.

On page 2, the following bullet point:

Responsibilities of Campus Residents

was changed to:

Responsibilities of Campus Residents (GTP)

The amended document was passed unanimously.

2. Prof. Nirode presented for action the University Probation Standards. Prof. Maney, chair of the Undergraduate Academic Affairs Committee, explained that a while back the UAAC proposed raising the GPA standards for students going on probation, and because of the stricter standards they required students being placed on probation to take a "Strategies for Academic Success" course and complete it. This was passed by the Senate and full faculty and is now university policy. The way the policy reads is that students can remain in good standing by either meeting with an adviser in the Advisement Office or take and complete the one semester hour course. It was very much agreed to by the UAAC that students should do both. Meet with an adviser and complete the course. A discussion followed and the following sentence:

by the start of the term following their being placed upon probation to register for subsequent classes.

was changed to:

during the term that probation takes effect in order to register for subsequent classes.

The motion passed unanimously as amended.

3. Prof. Nirode presented for action the revisions to the Course and Teacher Ratings. These revisions include the instrument itself, the FPS that accompanies the instrument, and the open-ended comment buff colored form. These items went to the full faculty on September 24th as information items. Comments and concerns were received and given to the Faculty Affairs Committee to make minor changes. Prof. Diamond summarized the changes which included the use of the open-ended questions which will be detached from the questionnaire, not copied, and given directly to the faculty member. The open-ended question was rephrased to be as neutral and non-direct as possible. A discussion followed and the items passed with one abstention.
4. Prof. Nirode presented for action a statement from the Hofstra Association of Retired Professors (HARP). Prof. Diamond explained that HARP is seeking a statement of welcome and of brotherhood from the faculty. The Committee recommends that the following resolution be submitted to the faculty. The following amendment was made:

of brotherhood

was amended to:

Support

The item passed unanimously.

III. Committee Reports

A. Graduate Academic Affairs Committee

Chairperson Liena Gurevich reported that the committee has met on Friday and discussed the final wording for the dismissal policy from internships. It should be before the Senate by next month. Prof. Gurevich reported that the committee has also discussed dismissal from graduate programs for non academic reasons. A discussion followed.

B. Planning & Budget Committee

Chairperson Georgina Martorella reported that the committee is working on publicity for the annual Town Meeting. The committee is also working on improving communications between the subcommittees of Planning and Budget. Prof. Martorella reported that the Academic Computing Committee will be meeting on Wednesday, and Gerda Kamberova will be the representative on the Planning and Budget Committee who will sit on the Academic Computing Committee. Prof. Martorella reported that Margaret Hunter, the chair of the Environmental Priorities Committee, will be coming to the next Planning and Budget Committee meeting. The Library committee has reported that a JSTOR IV has been added to the collection, and also new procedures have been implemented to bring the electronic reserves system into copyright compliance. It was also reported that the University 5% random monitoring of Blackboard sites for copyright compliance has been proposed by the University's legal department, and the Library Committee is reviewing that proposal.

C. Faculty Affairs Committee

Chairperson Diamond reported that the Faculty Affairs Committee will look into revising the Senior Incentive forms.

D. Undergraduate Academic Affairs Committee

Chairperson Greg Maney reported the committee is finished with developing a proposed classroom code of conduct for students and faculty and also looking at possible implications for academic experience of moving university wide to a 4-credit course system university wide and what the impact should be if such a switch should take place.

E. Student Affairs Committee

Michael LaFemina, chair of the Student Affairs Committee, reported that the committee has had their first meeting and discussed possibly holding their meetings on Saturdays. The committee has also discussed their agenda for the year which includes the Smoking Buffer Zone proposal from last year. The committee has set up four principle goals.

1. Advocacy for upperclassmen.
2. Better advertising for the Tutoring Center for both the students who need it, and students who are looking to tutor.
3. Weekend culture of Hofstra University and ways to create some sort of coffee/lounge area on campus or holding a film series etc.
4. Project Unity which is an alliance of a number of student organizations.

IV. New Business

Prof. Kamberova presented for discussion whether or not the Academic Computing Committee can look into surveying faculty who have been given laptops. A small discussion followed.

V. Adjournment

The meeting was adjourned at 4:30pm

MINUTES OF THE UNIVERSITY SENATE MEETING, DECEMBER 10, 2007
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Berliner, Brown, Diamond, Eads, Firestone, Fusco, Gurevich, Janer, Johnson, Kamberova, Krapp, LaFemina, Legnetti, Levy, Licata, Lightfoot, Lodato-Wilson, Mammo, Maney, Martorella, Nirode, Pioreck, Pumo, Roberts, Viswanathan, Zhou

Absent: Cruz, Filippi, Perniciaro, Petra, Pleiman, Schmelkin, Schwartz, Silberger, Yoo

Guests: Ferrand, Frisina, Rubey, Thelen

The minutes of the November 12th, 2007 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

The Provost convened the meeting by commenting on the success of last year's renovation of the library main floor. The number of people using the first floor, where virtually every seat was occupied, proves it is exactly the kind of additional usable study space the students needed.

The Provost went on to give a brief semester wrap up, starting with the recent opening of the converged news room in the School of Communication. It is a great addition to Hofstra's campus showcasing what journalism has transformed into and providing an incredibly good learning tool for Hofstra's students and a great environment for faculty to teach journalism as it should be taught today.

The Provost went on to talk about the upcoming 2008 Presidential Debate. We are designing a whole set of election 2008 experiences for students which will be tied into courses, lectures, presentations and co curricular experiences. In 2008, the campus will be focused on and to some extent transformed by this election.

The Provost went on to talk about the plans for establishment of the Medical School with North Shore LIJ starting in 2010-2011. In addition, the undergraduate student body has never been stronger in terms of their academic achievement and the faculty have never been stronger both in terms in the quality of their teaching and scholarship. Hofstra has ended 2007 in a uniquely strong position and moving ourselves to the next level of prominence for this university.

A discussion followed.

II. Report of the Senate Executive Committee Chairperson Will Nirode

A. Action Items

1. Prof. Nirode presented for action the UAAC's revision to Faculty Policy Series #10. Greg Maney, chair of the Undergraduate Academic Affairs Committee reminded the Senate that they passed the UAAC's proposal on Attendance Taking. Those specific guidelines effected absences related to quizzes and examinations which is covered under FPS #10. The language was outdated and needed to be brought up to date. Prof. Maney briefly explained the changes and a discussion followed regarding giving feedback to students.

A motion was made to add the following sentence was added to the end of the first paragraph:

Faculty are encouraged to provide students with feedback on their performance before the deadline for a grade of W.

The motion passed with one abstention.

A motion was made to change the following sentence:

II. Final examinations shall be given as scheduled by the Office of Academic Records.

to:

II. Final examinations shall normally be given during the time scheduled by the Office of Academic Records. All classes must meet during the scheduled final examination period.

The motion passed unanimously.

The amended document was passed unanimously.

2. Prof. Nirode presented for action the UAAC's Classroom Code of Conduct. Greg Maney, chair of the Undergraduate Academic Affairs Committee, explained that he was approached by several faculty members to report serious incidences of disruptive and disrespectful behaviors by students in their classes. The Undergraduate Academic Affairs Committee developed a policy proposal that would assist in preventing classroom misconduct and responding effectively when misconduct occurs. Prof. Maney briefly outlined the proposal and the following friendly amendments were made:

In the fourth paragraph, *such as* was change to *that*.

The following sentence,

Students are expected to come to class prepared, checking their email accounts for course-related announcements, completing all assignments, and bringing course-relevant materials to class.

was changed to:

Prior to coming to class, students should check their Hofstra email accounts for course-related announcements, complete all assignments, and bring course-relevant materials to class.

The amended item passed unanimously.

3. Prof. Nirode presented for action the Graduate Student Dismissal Policy. Liena Gurevich, chair of the Graduate Academic Affairs Committee reported that they have had numerous complaints, including graduate chairs that it is very difficult to dismiss a student who is not failing academically, but whose performance in the field is unacceptable. The proposal is that students who are dismissed from two placements should be a subject for dismissal from a graduate program. A discussion followed and the item passed unanimously.
4. Prof. Nirode presented for action a statement of support for the goals outlined in the student recycling petition for increased environmental responsibility. Michael LaFemina, chair of the Student Affairs Committee briefly explained the goals outlined in the petition and a discussion followed. A friendly amendment was made to change *students* to *the Hofstra Community*. The amended item passed unanimously.

III. Committee Reports

A. Student Affairs Committee

Michael LaFemina, chair of the Student Affairs Committee, reported that the committee has met last Saturday and has continued discussion on the four principle goals for this year.

1. Advocacy for upperclassmen.

2. Better advertising for the Tutoring Center for both the students who need it, and students who are looking to tutor.
3. Weekend culture of Hofstra University and ways to create some sort of coffee/lounge area on campus or holding a film series etc.
4. Project Unity which is an alliance of a number of student organizations.

The Student Affairs Committee is also discussing the "Strategies for Academic Success" course students are required to take when on academic probation and would like to encourage that the course be taught in person and not over the internet. They also would like to recommend UNIV101, be a requirement of all first-year students.

B. Graduate Academic Affairs Committee

Chairperson Liena Gurevich reported that the committee has discussed some issues related to the dismissal policy such as dismissal from the program for non academic reasons such as professional demeanor.

C. Planning & Budget Committee

Chairperson Georgina Martorella reported that the committee will be meeting to discuss concern expressed on the part of various faculty regarding the sale of the West Campus Library. Planning and Budget Committee will also be examining the feasibility of requiring laptop for all incoming students. Prof. Martorella reported that the Academic Computing Committee has been reviewing minimum classroom standards for instructional technology and looking into some issues regarding support for and procedures for faculty purchasing software, and an evaluation of the faculty laptop program. Prof. Martorella reported that the Environmental Priorities Committee has been working on drafting a mission and goals statement and putting together their webpage, developing a faculty/student survey to determine campus environmental priorities and considering the feasibility of Hofstra signing onto the American College and University Presidential Commitment.

D. Faculty Affairs Committee

Chairperson Diamond reported that the Faculty Affairs Committee will look into revising the Professor Incentive forms and reviewing Special Leaves applications.

E. Undergraduate Academic Affairs Committee

Chairperson Greg Maney reported the committee has discussed behavior by students off campus and ways that they could damage the reputation to Hofstra and is working on an off-campus code of conduct. The committee will also be looking at timelines governing the appeal of grades that are provided. Currently, the Faculty Policy Series does not specify a timeline. Prof. Maney has announced that this is his last semester as chair of the Undergraduate Academic Affairs Committee as well as University Senator and that Prof. Lodato-Wilson will be taking over as chair.

IV. New Business

There was no new business.

V. Adjournment

The meeting was adjourned at 4:22pm

MINUTES OF THE UNIVERSITY SENATE MEETING, FEBRUARY 11, 2008
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Brown, Cruz, Diamond, Eads, Filippi, Firestone, Fusco, Gurevich, Johnson, Kamberova, Krapp, LaFemina, Levy, Lightfoot, Lodato-Wilson, Mammo, Martorella, Nirode, Petra, Pioreck, Pleiman, Pumo, Roberts, Schmelkin, Schwartz, Silberger, Viswanathan, Weitzberg, Zhou

Absent: Berliner, Janer, Licata, Yoo

Guests: Ferrand, Frisina

After a slight revision, the minutes of the December 10th, 2007 Senate meeting were unanimously approved.

I. Report of the Provost, Liora Schmelkin

Senior Vice Provost Schmelkin convened the meeting in Provost Berliner's absence by reporting on Educate '08, the University's initiative that is related to the 2008 Presidential Debate. The University is putting together a very extensive program with most events occurring in the Fall 2008 semester and spanning through Spring 2009. There are a number of courses and events starting this spring and summer. There is a special section on the website devoted to Educate '08. Events will be added regularly and can be tracked through the website, including all existing and new courses related to Educate '08.

Dr. Schmelkin also reported that the agreement for the medical school is moving along. North Shore LIJ's Board of Trustees approved the agreement, and Hofstra's Board of Trustees will be approving it by the end of the month. The target date for the first class of students is currently September of 2011. Dean Firestone is chairing a task force that will look at how existing programs at Hofstra will be integrated.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Prof. Nirode reported that the Senate Executive Committee does not have any new action and discussion items for this meeting.

Prof. Nirode announced that Gloria Lodato-Wilson will be taking over for Greg Maney, as chair of the Undergraduate Academic Affairs Committee.

III. Committee Reports

A. Undergraduate Academic Affairs Committee

Chairperson Gloria Lodato-Wilson reported the committee has met and are looking at the grade appeals policies (Faculty Policy Series #42) and whether or not it needs to be revised. Dr. Schmelkin added that the university has a grade appeal policy and each of the schools has their own which is supposed to emanate from the university's. The Undergraduate Academic Affairs Committee will look at some inconsistencies and missing parts in some of the policies, such as date guidelines.

B. Student Affairs Committee

Michael LaFemina, chair of the Student Affairs Committee, reported that the committee has yet to meet but will hopefully do so by the end of the month. The committee will continue

work on the Smoking Buffer Zone proposal. Chairperson LaFemina has spoken with Vice President Johnson and will take his input back to the committee.

C. Graduate Academic Affairs Committee

Chairperson Liena Gurevich reported that the committee has met and discussed the possibility of capping graduate student semester hours. Currently the university has no policy. Prof. Gurevich also reported the committee has discussed the need for a dismissal policy for students who are doing well academically but may be found unsuitable by faculty to pursue professional certification.

D. Planning & Budget Committee

Chairperson Georgina Martorella reported that the committee will meet on Wednesday to finalize the plans for the Town Meeting which will be held on Wednesday, February 27th during common hour. The committee will also begin work on the Library Report that was requested by the full faculty at their December meeting. The next issue on the committee's agenda is examining the issue of requiring all incoming students to have laptop computers.

E. Faculty Affairs Committee

Chairperson Diamond reported that the Faculty Affairs Committee has completed reviewing the Special Leave applications. The committee will begin to work on creating the Faculty portion of the Classroom Code of Conduct. Prof. Diamond reported that at a past Senate meeting it was pointed out that the annual faculty performance review form included the Dean's and Chair's view about whether the faculty member was on track to obtain tenure. It was suggested that the form should also include a statement by the Dean and Chair as to whether the faculty member was on track to obtain promotion. The Faculty Affairs Committee discussed this and thought not and did not feel the form should be changed. It was the sense of the Faculty Affairs Committee no change is called for and would require extra work for the chairs and deans. A discussion followed and it was pointed out that this issue had come up a number of years ago and rejected.

IV. New Business

There was a discussion about parking on campus. Issues include students parking in faculty spots, drivers parking in illegal spots. Vice President Johnson reported that public safety will enforce ticketing and towing cars that are parked illegally. Another issue brought up was speeding in the parking lot and ignoring stop signs.

V. Adjournment

The meeting was adjourned at 2:55pm

MINUTES OF THE UNIVERSITY SENATE MEETING, MARCH 10, 2008
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Berliner, Brown, Cruz, Diamond, Eads, Filippi, Firestone, Fusco, Gurevich, Janer, Kamberova, Krapp, LaFemina, Levy, Lightfoot, Lodato-Wilson, Martorella, Nirode, Petra, Pioreck, Pumo, Roberts, Schmelkin, Silberger, Viswanathan, Zhou

Absent: Johnson, Licata, Pleiman, Weitzberg, Yoo

Guests: Daubert, Ferrand, Frisina, Rubey

After a slight revision, the minutes of the February 11th, 2008 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by encouraging everyone to look at the Educate 2008 portion of the Hofstra website and the extensive nature of programs Hofstra will have all focusing on the presidential election. The assortment of programs will cover almost every discipline and vantage point which in turns says something terrific about the Hofstra community. All offerings start now, and will continue into next spring and cover the first one hundred days of the new administration. Special recognition goes out to four key people involved in making this very special event come together include Rosanna Perotti, Director, Educate 2008; Meena Bose, Peter S. Kalikow Chair in Presidential Studies; Committee Chair; Cynthia Bogard, Director, Center for Civic Engagement, and Melissa Connolly, University Relations, Committee Chair.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Prof. Nirode presented for action the Minimum Standards For Classroom Instructional Technology which includes Classroom Design Guidelines, which are applied to classroom renovations as well as any new construction of classrooms. Joshua Daubert the Instructional Facilities Manager, Faculty Computing Services was present to answer any questions. Provost Berliner pointed out that the Executive Committee discussed the wording of the description of classrooms and that mid sized 20-80 is too broad a range to be considered a mid sized classroom and gives an inaccurate sense of Hofstra classrooms. He feels the language needs to be clarified, and suggests the Senate passes the document pending the revision of the classroom description. In addition, the revision will include the number of classrooms that are in any particular range. A discussion on the policy followed and the policy was passed unanimously.

III. Committee Reports

A. Undergraduate Academic Affairs Committee

Chairperson Gloria Lodato-Wilson reported that the committee will continue to look at the grade appeals policies (Faculty Policy Series #42) specifically timelines. As of now they are working on appeals for grades must be initiated one semester after the grade is received.

B. Student Affairs Committee

Michael LaFemina, chair of the Student Affairs Committee, reported that he has met with Vice President Johnson about the feasibility of an acting smoking buffer zone and how it will be enforced. As a result, the Student Affairs Committee has passed the Smoking Buffer Zone which is 20 feet from each building and self enforced, self imposed. It will be brought to the Senate Executive Committee in April. Chairperson LaFemina also reported that the committee has discussed recruiting student senators through Public Service Announcements on HTV and

WHRU. The Student Affairs Committee will also be working with the tutoring center as far as outreach and increasing usability. The Student Affairs Committee also discussed possibly creating some kind of nightlife on campus which will be an alternative to the bars on Hemspead Turnpike. Chairperson LaFemina also reported that he will be meeting with President Rabinowitz to discuss the Senate and Full Faculty supported Environmental Petition. Chairperson LaFemina also reported that the Progressive Student's Union in collaboration with other organizations and clubs is putting on a multi media concert called "The Art of Healing, Healing through Art" on Wednesday, April 9, 2008 at 8 p.m. at John Cranford Adams Playhouse. This concert will bring together artists responding to social injustices through art.

C. Planning & Budget Committee

Chairperson Georgina Martorella reported that the committee has started work on the Library Report that was requested by the full faculty at their December meeting. They are beginning by reviewing the results of a survey that was sent to students a faculty last spring by the library. The next item on the Planning and Budget Committee's agenda will be the laptop requirement and begin some background research on other policies and requirements from other universities. The annual Town Meeting was a huge success with a good turnout. The students brought up a lot of good issues. The Student Government Association and the Student Affairs Committee were a big help in getting the word out to students. There was a discussion about sending out an email to the Hofstra Faculty alerting them of the Town Meeting to share with their students.

D. Graduate Academic Affairs Committee

Chairperson Liena Gurevich reported that the committee has met and discussed the possibility of capping graduate student semester hours. The committee has decided against such a policy because they found that very few students take over 12 semester hours. Prof. Gurevich also reported the committee has discussed the need for a dismissal policy for students who are doing well academically, but may be found unsuitable by faculty to pursue professional certification. They are looking at policies from other institutions and have looked at legal side of the issue and have confined such policies to helping professions, social work and psychology. The committee will also be coming up with a set of remediation procedures in which a task force will be appointed this Wednesday consisting of representatives from the different graduate programs. A discussion followed.

E. Faculty Affairs Committee

Chairperson Diamond reported that the Faculty Affairs Committee is working on the faculty portion of the Classroom Code of Conduct. Faculty Policy Series 99, A Code of Ethics for Teachers at Hofstra refers to faculty responsibility, so the committee will work on revising it and comparing it with the student Classroom Code of Conduct.

IV. New Business

Prof. Kamberova reported that the chairs were introduced to the new system that will replace HofBiblio. They expressed concerns how such vast electronic data collection system could potentially be used to measure departments against each other and to remap the distribution of resources. The chairs caucus believes that the faculty affairs committee of the Senate is the body to take part in the process of deciding on/introducing the system: to ensure that if there are concerns on the part of the faculty, they are addressed (i.e. make the faculty part of the process, rather than dropping it from above). Provost Berliner explained that there is no efficient mechanism for compiling all this data and yet a requirement to make the data available. NCATE or TEAC, AACSB, ACEJMC, or Middle States the data has to be there and have been very inefficient in collecting it and it is somewhat haphazard. HofBiblio was put in place a number of years ago to try

and have a better mechanism for collecting this information but it doesn't meet our needs. We have been trying to find a product that meets our needs not to keep track of a department but for us to be able to present ourselves the way we need to present ourselves to the outside world specifically accrediting agencies either regional or specialized. Whatever safeguards people are looking for, we should be able to provide. What faculty do for accreditations is a key part of being successful in acquiring or holding onto a particular accreditation. Provost Berliner said they will provide reassurances.

Chairperson LaFemina asked a question about the review to change from a 3-credit base academic program to a 4 credit base academic is still underway. Dean Firestone replied that there may not be a change at all. Discussions are going on, expecting the committee to give a full report by May and see how it is received. Provost Berliner added that there still will be further discussions whether this will be in terms of HCLAS courses, whether other schools and colleges are able to make this kind of a modification as well and there have been some feedback from some of the other schools saying that this doesn't work for them. It will be studied very carefully and will not happen quickly.

V. Adjournment

The meeting was adjourned at 3:45pm

MINUTES OF THE UNIVERSITY SENATE MEETING, APRIL 14, 2008
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Berliner, Cruz, Filippi, Firestone, Fusco, Gurevich, Janer, LaFemina, Levy, Licata, Lightfoot, Lodato-Wilson, Maney, Martorella, Nirode, Petra, Pioreck, Pumo, Roberts, Schmelkin, Silberger, Viswanathan, Weitzberg, Zhou

Absent: Brown, Diamond, Eads, Johnson, Kamberova, Kim, Krapp, Perniciaro, Pleiman, Yoo

Guests: Ferrand

After a slight revision, the minutes of the March 10th, 2008 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by remarking on all the activities that have been taken place as part of our Educate '08 initiative. Recent pre-Election activities include speakers such as Adam Nagourney (New York Times,) Paul Krugman (a well-known economist,) Charlie Cook the analyst, and David Gergen (professor of the John F. Kennedy School at Harvard.) This is an outstanding opportunity for Hofstra's students and all of us in the Hofstra community to get a comprehensive look at the election process, and what this election is all about. What is planned between now through the first one hundred days of the new administration is a fabulous series of offerings and we can all be proud of what's taking place on our campus.

Provost Berliner reported that another terrific event was held last week titled "The Art of Healing, Healing through Art" which was an event coordinated by the university's students including Michael LaFemina, chair of the Student Affairs Committee in an effort to spread awareness of social injustices through the arts. Michael LaFemina spoke briefly about the event which was well attended, eight out of ten performances were students, organizations, or student performers and \$400.00 was raised for Doctors Without Borders.

Provost Berliner reported that he and Dean Firestone attended the now annual Hofstra Vaisakhi Festival celebrating the sikh new year and the harvest. At this event there was a great sense of community, great food and another excellent indication of how diverse our campus is becoming.

Provost Berliner reported that he and Cynthia Bogard went to the Nassau Board of Elections and that we were given the opportunity to have our students work as inspectors at all the polling places. The board is asking us to cover on Election Day, four hundred polling places in Nassau County from 5:30am to 9:30pm. This is a good experience for our students, democracy in action and will also compensate the students that do it \$150.00 tax free. Cynthia Bogard will through the Center for Civic Engagement in terms of generating student interest. A question was raised whether or not we will be canceling classes on Election Day. The Provost said no. A discussion followed about classes being cancelled during the Presidential Debate. Hempstead Turnpike will be closed as of four in the afternoon. Provost Berliner's recommendation is that classes after 4pm will be cancelled and welcomes feedback on this proposal. The actual debate will be simulcast across campus and there will be a series of functions with faculty and students.

The Provost asked for a moment of silence in memory of Bob Greene, who was not only an outstanding investigative journalist but whose work while a full-time faculty member at Hofstra contributed to the development of the both the Department of Journalism, Media Studies and Public Relations and the School of Communication. A memorial service will be held in his honor on Friday, May 9, 2008 at noon in the Lowenfeld Exhibition Hall in the Axinn Library.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Action Items

1. Prof. Nirode presented for action the 2010- 2011 Academic Calendar. Prof. Lodato-Wilson commented that the School of Education and Allied Human Services is still adamant about having two separate calendars for undergraduate and graduate. Vice Provost Schmelkin pointed out that on the Fall spreadsheet that a minimum of 14 meetings is needed for graduate classes, and then even with this calendar, that starts before Labor Day, that we meet the minimum. It would be almost impossible to separate the calendars and fit in the time needed for compliance. Provost Berliner commented that many courses are grad; undergrad combined making it very difficult to have a different calendar. A small discussion followed, and the calendar was passed with 1 opposed and 1 abstention.
2. Prof. Nirode presented for action the Smoking Buffer Zone Proposal which comes from the Student Affairs Committee. Michael LaFemina spoke briefly on behalf of the committee explaining they have discussed with Vice President Johnson who will oversee Public Safety who will enforce this and she responded that she would not like to have foot patrolling officers handing out summonses to people. The Student Affairs Committee has decided to still include a \$25.00 fine. The proposed smoking buffer zone is 20 feet from the entrances from all buildings in the jurisdiction of the University. Signage will be placed outside all buildings alerting the community of the buffer zone as well as notifying everyone via email and putting it in the Guide to Pride. A discussion followed and the item was passed with one 2 opposed and 2 abstentions.
3. Prof. Nirode presented for action the Change in Probation Criteria from the bulletin. The proposed change is from will be exempt to may be exempted. Vice Provost Schmelkin explained that the way the probation policy was written it exempted students who were in special programs such as SUS, NOAH etc and the directors of those programs say they not necessarily want the students to be exempt from this requirement of having to take the Academics Success course since the course focuses on study skills that they believe their students will benefit from as well. So, by changing the language to *may be* exempted it leaves it open so those may be required to take the Academic Success course.

A friendly amendment was made to change the words *are released to transition*.

The item was passed unanimously as amended.

III. Committee Reports

A. Undergraduate Academic Affairs Committee

Chairperson Gloria Lodato-Wilson reported that the committee is very close to having revisions on the grade appeals policies (Faculty Policy Series #42) where they are putting in time frames and also looking at the type of mediation that happens at each step.

B. Student Affairs Committee

Michael LaFemina, chair of the Student Affairs Committee, reported that following the recycling petition that the Senate and Full Faculty passed at the end of last semester, he has met with President Rabinowitz to follow up on it and make sure he was aware that the community was speaking about environmentalism and asking if the University would try to adjust it's practices specifically in the three areas outlined in the petition but in the broader sense towards a more eco friendly, eco conscience campus and community. The Student Affairs Committee also discussed the Tutoring Center. Susan Bower, who works tieh tutorial program joined the meeting and let the Student Affairs Committee know about all the things the Tutoring Center offers and how they facilitate preparations, they shared some ideas including increasing user

friendliness, incorporating Tutoring Center resources in the same way we incorporating learning and physical disability resources on campus. The Student Affairs Committee also discussed a letter to the editor of the Hofstra Chronicle, from a graduating senior expressing her discontent with the way upper classmen have been locked out of more housing on campus, which tied into the Student Affairs Committee's discussion on advocacy for upper classmen. The Student Affairs Committee also discussed how they can recruit students senators and how they keep them engaged. A luncheon is being held on Wednesday, April 16th for all students who are interested in joining the University Senate.

C. Graduate Academic Affairs Committee

Chairperson Liena Gurevich reported that the committee is still working on the policy for dismissal for reasons other than grades. Dr. Schmelkin has appointed a committee consisting of several graduate directors and they will be meeting sometime shortly working on the university-wide statement of such policy as well as individual program policies.

D. Planning & Budget Committee

Chairperson Georgina Martorella reported that the committee will be meeting on Thursday morning and will continue to work on the Library report.

E. Faculty Affairs Committee

Prof. Viswanathan reported for David Diamond that the Faculty Affairs Committee will continue to work on revising Faculty Policy Series 99.

IV. New Business

Prof. Lodato-Wilson reported that there has been some talk in Hagedorn about defibrillators and whether or not they are on campus and what the responsibility is. A small discussion followed. Provost Berliner said he will talk to Ed Bracht and find out exactly what we have on campus and what capability he feels we need and will bring it back to the Senate.

V. Adjournment

The meeting was adjourned at 3:45pm

MINUTES OF THE UNIVERSITY SENATE MEETING, MAY 12, 2008
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Bass, Berliner, Bhogal, Cruz, Diamond, Filippi, Firestone, Fritz, Fusco, Gurevich, Janer, Johansen, Johnson, Kamberova, LaFemina, Legnetti, Levy, Licata, Lightfoot, Lodato-Wilson, Martorella, Naymark, Nirode, Petra, Pioreck, Pumo, Roberts, Sarno, Schmelkin, Viswanathan

Absent: Brown, Eads, Kim, Krapp, Perniciaro, Pleiman, Schwartz, Silberger, Weitzberg, Yoo, Zhou

Guests: Rubey

The minutes of the April 14th, 2008 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Instead of a formal report, Provost Berliner indicated he would gladly answer any questions that anyone has.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Prof. Nirode thanked the 2007-2008 Senators for their service and hard work. He then introduced the new Senators:

- Prof. Sarno – HCLAS Division of Natural Sciences
- Prof. Filippi - who was re elected and will be serving as an HCLAS Senator
- Prof. Naymark - HCLAS Division of Humanities
- Prof. Fritz - HCLAS Division of Social Sciences
- Prof. Bass – Zarb School of Business
- Prof. Pioreck – who was re elected as Adjunct Senator
- Prof. Bhogal – HCLAS

Prof. Nirode then introduced the student Senators:

- Kate Legnetti - Undergraduate student senator
- Samantha LaBossiere - Undergraduate student senator
- Caryn Johansen - Undergraduate student senator
- Anthony Lucci - Undergraduate student senator
- Michael LaFemina, re elected graduate student senator

III. Committee Reports

A. Undergraduate Academic Affairs Committee

Chairperson Gloria Lodato-Wilson reported that the committee had their last meeting and came to terms with the change of grade policy and it will come to the Senate in September.

B. Student Affairs Committee

Michael LaFemina, chair of the Student Affairs Committee, reported that the committee has some plans for the summer specifically dealing with their task force for the fall, their chief goal which is going to be the satisfaction of upper classmen students and will be constructing a survey over the summer, trying to put together a number focus group dates around the fall semester to invite students of the upper classmen years to comment on their experiences.

C. Graduate Academic Affairs Committee

Chairperson Liena Gurevich reported that the committee discussed the policy for dismissal for reasons other than grades and it will be on next year's agenda. The policy is pending the meeting of the specially appointed task force. The committee has also discussed diversity recruitment to graduate programs. Committee members had some pretty interesting ideas about increasing diversity on campus as far as presented groups are concerned, as well as international recruitment.

D. Planning & Budget Committee

Chairperson Georgina Martorella reported that the committee met last Friday and is continuing work on the Library report. Prof. Martorella gave a brief report for the sub committees. The Environmental Priorities Committee this year has participated in Earth Day and is currently investigating participation in an organization on US and Canadian colleges called the Association for the advancement of Sustainability in Higher Education which is a group working to promote sustainability in all sectors of higher education. The Academic Computing Committee has been looking at off campus software access for faculty and students as well as working on a paragraph that they are considering being added to the Faculty Research and Developments Grants guidelines that deals with making software requests. The Library committee is working with the Planning and Budget Committee on the Library report.

E. Faculty Affairs Committee

Chairperson David Diamond reported that the committee recommended the approval for Emeritus status for someone as well as continuing their ongoing work on Faculty Policy Series #99.

IV. New Business

Prof. Petra reported that the school of business was confused by whether or not the two-week January session was a pilot study and was wondering if it is permanent. Provost Berliner reported that is not permanent, it led to an increase in enrollment, it was a better fit in terms of students from other schools and will be looked at again for another semester. Provost Berliner also reported that the Zarb School indicated that they prefer a slightly different January session. The school was given the option of adopting a different January session and the dean came back and indicated that the school wanted to stay on the same January session as everyone else. There is within that January session some flexibility so if classes need to go longer, they can. If we're going to try and make January attractive to visiting students, changing the calendar will take that option away from a lot of students that can potentially visit. We need more than one year to draw any conclusions, so we'll go through one more January and then the Calendar Committee will take a look at it.

V. Adjournment

The 2007-2008 was adjourned at 3:18p.m. The Provost commented that the University Senate, with its equal voting rights for administrators, faculty, students and a member of the staff, is a well-functioning shared governance organization and he thinks the university is vastly stronger as a result of having a University Senate. The Provost then listed a few examples of the important things on campus where the hands of the University Senate were involved, including the Course and Teacher Ratings program, the Diversity Statement, the School of Communication, Honors College, Probation Standards and the Smoking Ban.

The Provost then asked the members of the 2008-2009 Senate to elect a chair for their committee.

The chairs are as followed:

SEC	William Nirode
GAAC	Liena Gurevich
UAAC	Gloria Lodato-Wilson
P & B	Georgina Martorella
FAC	David Diamond
SAC	Michael LaFemina

The meeting was adjourned at 3:31p.m.