

MINUTES OF THE UNIVERSITY SENATE MEETING, SEPTEMBER 13, 2010
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Ammari, Bass, Berliner, Bhogal, Davidow, Elkis-Abuhoff, Filippi, Firestone, Fritz, Giuliani, Glasser, Johnson, Kania, Lightfoot, Lopez, Miller, Naymark, Nirode, Ostrow, Perry, Pioreck, Sarno, Schmelkin, Skerski, Viswanathan

Absent: Brown, Catanese, Cordero Rubinos, Eads, Moghadam, Sulley, Wells

Guests: Maney

The minutes of the April 26th, 2010 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that 2015 will be the 50th anniversary of the University Senate and he would like to recommend that the university have a major two to three day scholarly conference on shared governance. The first meeting of the University Senate was November 19th, 1965 so he feels the conference should take place in November 2015. The Provost asks that any Senator interested in directing this please contact him or William Nirode. The Provost will also be in touch with the Cultural Center as these types of conferences are typically scheduled three years in advance.

The Provost reported that the 75th Anniversary of Hofstra University will start on September 23rd with an academic convocation with the speaker yet to be announced.

Other events include:

Thursday, September 23-

- -2pm - John Cranford Adams Playhouse Quad, Hofstra University, South Campus Singing, "Happy Birthday Hofstra" - Charm City Cakes, featured on the Food Network's Ace of Cakes, will create an edible version of Axinn Library and Unispan.
- 4pm – 6pm David Filderman Gallery, Axinn Library, 10th Floor "75 Stories for 75 Years" Opening Reception
- 6pm – 7:30 – Mack Student Center Plaza Rooms "History Speaks" - An overview of Hofstra's oral history project, James A. Levy and Geri Solomon.

Friday, September 24th –

- 10am – 12pm - Faculty will be running "model classes" for alumni, parents & family
- 2pm – 4pm - Emily Lowe Gallery - Opening Reception: "Acquired Riches: Highlights from the Hofstra University Museum Collection"
- 3pm – 5pm – Dean's Open House Receptions – Every School & College will have their own open house
- University Club - Emeritus Faculty Reception
- 6pm – 8:30pm – Student Center Main Dining Room Diamond Reception – William & Kate Hofstra Honor Roll

Saturday, September 25-

- 11:45am – In front of Hofstra USA - Parade of Floats “Hofstra Through the Years”
- 1pm – 7pm - Intramural Fields - “Live at 75” - featuring: Sha Na Na, Blue Oyster Cult, Lisa Lisa, Public Enemy, Fountains of Wayne, Trey Songz. Hosted by Adrienne Bailon and Special Guest DJ Envy. There will be food & rides as well.
- 5:30pm – Dempster Hall - WRHU Hall of Fame Induction Ceremony and Reception
- 8pm - Intramural Fields - Grucci Fireworks Spectacular
- 9pm – Mack Arena - “An Evening of Comedy” With Jimmy Fallon

Provost Berliner reported that it will most likely become Hofstra’s tradition to have concerts for homecoming. Upcoming 75th Anniversary events will include a production of “Cabaret” by the Drama and Dance Department and a Cabaret Symposium.

Other upcoming events and conferences include:

- September 16th – Obama, the Suburbs and the 2010 Elections, presented by The National Center for Suburban Studies at Hofstra University and the Kalikow Center for the Study of the American Presidency.
- September 29th - Liberal Arts in the 21st Century presented by Hofstra College of Liberal Arts and Sciences in conjunction with Hofstra University's 75th Anniversary Celebration
- October 5th - Toward a Nuclear Weapons-Free World: Progress and Prospects presented by the Center for Civic Engagement, 7pm to 8:30pm in the Guthart Cultural Center Theater, Axinn Library.
- October 6th – 38th Distinguished Faculty Lecture, “Representations of Teen Sexual Decision-Making in American Popular Culture, 1980-Present,” featuring Professor Lisa Dresner 11:15am to 12:45pm in the Guthart Cultural Center Theater, Axinn Library
- October 14th - IDEAS Presents "Sustainable Life: A Citizen's Guide to Ethics and Sustainability" 7:30pm to 9pm - Monroe Lecture Center Theater
- Peter S. Kalikow Center for the Study of the American Presidency and Cultural Center on US Presidential Leadership at the United Nations Evaluating the Past 65 years
- November 4th
- Public Health Challenges and Achievements 1935-2010
- Hofstra University School of Education, Health and Human Services
- School of Education, Health and Human Services, Guthart Cultural Center Theater, Axinn Library
- Transformation of the Public Schools - School of Education, Health and Human Services 10am to 3pm, Guthart Cultural Center Theater, Axinn Library
- December 1st-
- Zarb School of Business “Social Responsibility in Business in the 21st Century”, Axinn Library 9th Floor

Provost Beliner reported that task force has been set up to take a comprehensive look at our academic calendar.

Richard Pioreck reported that there will be a 75th Anniversary Symposium on Popular Culture on October 22nd.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Prof. Nirode reported that last year at the full faculty meeting, people brought up concerns regarding the way the Academic Calendar is created so a task force has been formed to look at this item specifically days off/ religious holidays. This task force will meet as soon as possible and work on conducting a survey on both students and faculty to solicit feedback.

III. Committee Reports

A. Planning & Budget Committee

Chairperson Bass reported that the committee will plan & arrange a second Town Hall meeting sometime in November, in addition to the one they have in late spring. This Town Hall Meeting will be devoted to a financial aide scholarship information meeting that students will be invited to. Representatives from Financial Aid and the Scholarship offices will be in attendance to answer questions and inform & educate the students to what scholarships are available and how to apply for them. Prof. Bass also reported that the committee will have continued periodic semester meetings with Financial Aid & Vice President Hennessey regarding the scholarship distributions and allocations as a result of the elimination of the football program and see where those monies are going. The committee also hopes to meet with Dean Libman and representatives from the Student Affairs Committee to come up with some meaningful solutions to the parking situation on campus.

B. Faculty Affairs Committee

Chairperson Pioreck reported that the Faculty Affairs Committee is completing their work on Faculty Statute IV – What constitutes a faculty member by including the medical school being a part of the university. The Faculty Affairs Committee will also be reviewing the Affirmative Action Policy and starting a review of suggestions for an email policy for faculty with students.

C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee will be continuing work on revising the Academic Probation Standards, revising the Course Completion Ratio, wording on undergraduate students taking graduate courses. These items should come up for action soon. Prof. Fritz also reported that the committee will be revisiting the academic progress and student responsibility for maintaining their own progress in the Guide to Pride.

D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee will continue to work on the Graduate Incomplete Policy, the Academic Honesty Policy and the Diversity Initiative, holding an additional focus group including students from the Law School.

E. Student Affairs Committee

Dean Libman reported for Kenny Cordero-Rubinos, chair of the Student Affairs Committee, that the committee will be working with the Planning & Budget Committee on the parking situation on campus.

IV. New Business

There was a slight discussion on enrollment. Provost Berliner reported that it looks in term of Graduate enrollment that we are just about on target and in terms of full time Undergraduate enrollment we are below what our projection was though we are not close to census day.

V. Adjournment

The meeting was adjourned at 3:30p.m.

MINUTES OF THE UNIVERSITY SENATE MEETING, OCTOBER 11, 2010

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

Present: Ammari, Berliner, Brown, Cordero Rubinos, Davidow, Eads, Elkis-Abuhoff, Filippi, Fritz, Glasser, Johnson, Kania, Lightfoot, Lopez, Miller, Moghadam, Nirode, Pioreck, Simmons, Schmelkin, Skerski, Viswanathan,

Absent: Bass, Bhogal, Catanese, Firestone, Naymark, Ostrow, Perry, Sarno, Sulley, Wells

Guests: Maney, Jaisinghani

The minutes of the September 13, 2010 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that first fall open house, in terms of recruiting the entering class that will begin in September 2011, was held today. The Student Center theatre was filled with a very enthusiastic and positive crowd.

The Provost also reported that Hofstra University, in partnership with News 12 Networks and Newsday, will host the first and only New York State Gubernatorial debate, which include all seven candidates in the race. The Provost also reported that we are getting ready to submit our application for the 2012 Presidential Debate. Hofstra is building on its already strong reputation in Presidential Studies.

The Provost reported that the 75th Anniversary was a great success, with an outstanding series of events on Saturday which included various musical acts, a homecoming parade, Grucci Fireworks and comedian Jimmy Fallon. We also hosted our first 75th anniversary academic conference with Michael Bérubé, the Paterno Family Professor in Literature at Pennsylvania State University, speaking on Liberal Arts in the 21st Century. This will be followed by a conference by every school in the University. The School of Education, Health and Human Services, will host two conferences, one on education and one on health-related issues.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Action Items

1. Prof. Nirode presented for action the Casino Resolution and reported that there has been a movement to create a casino on the site of Nassau Coliseum. This resolution is opposing the idea of this movement. Greg Maney, who co-wrote the resolution, reported that during a Board of Trustee's meeting President Rabinowitz stated that he thought that a casino would not be in the University's interest. Prof. Maney commented that in his experience doing research, that casinos tend to create predatory business in the area such as gun shops and liquor stores which could create safety issues for members of the Hofstra community. In discussing this with Uniondale and Hempstead residents, he found that they share the same concern. After a small discussion, the item was unanimously approved.
2. Prof. Nirode presented for action a revision to the current wording in the bulletin for graduate courses taken by undergraduate students. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that this revision introduces a little flexibility into the language and keeps the policy consistent with how we are defining class standing, which is something we revised last year. He also reported that changing the phrase to "with senior status" introduces more flexibility towards for those departments that have higher than 124 credit

hours in terms of what is required for their major. Senior Vice Provost Schmelkin clarified that if a student within 24 semester hours of completing requirements for the baccalaureate degree, is not in one of the university's dual degree programs, they may earn a maximum of 9 hours of graduate credit. The item passed unanimously.

Information Items

1. Prof. Nirode presented for information the revised probation standards, and the course completion ratio. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the revision to the probation standards is including a two-term standards for GPA calculations. As it stands now it is just a 2.0 cumulative that could land a student on probation. This revision is being made so that those students who are heading down the wrong trajectory can be caught much quicker and allows advisement to reach out to them much sooner and hopefully rectify the situation. Prof. Fritz reported that the revisions to the course completion ratio includes a term standard for the course completion ratio along with the cumulative one. The main reason for this change is that as it stands the course completion ratio is not really getting the students we need to get. Without a standard from 0-30 credit hours essentially first year students are not being identified with the current system and University Advisement doesn't have any power to force them to come into a meeting because of this. The other changes included beyond the term standard is that the course completion ratio actually begins as soon as students come in from 0-30 credit hours and in order to stay out of this new term "academic warning" would be to complete six out of ten classes essentially within their first year. When students are in "academic warning" they are required to meet with an advisement dean to go in and help identify the situation. The language also clarifies a few other issues, such as including F grades in its calculation of attempted but not satisfactorily completed hours. Jessica Eads added that in order for students to maintain eligibility in financial aid they also have a completion ratio so it is important to note that these changes are more in line with the federal calculation of completion ratio so this will help the students in that respect as well by giving them a little warning before they lose their financial aid. Senior Vice Provost Schmelkin commented that we may want to consider putting a footnote related to this at some point, to remind students that in fact this might impact their financial aid.

The revisions to the Probation Standard and the Course Completion Ratio will be brought to the Senate as an action item in November.

2. Prof. Nirode presented for action a revision to the Guide to Pride statement regarding university advisement. This is just a clarification and to alert students their responsibility to review and understand their DAR and satisfy all of their requirements for graduation.

III. Committee Reports

A. Planning & Budget Committee

Sarah Glasser reported for Stuart Bass, chair of the Planning & Budget Committee, that the committee has dedicated their charge as more of a proactive role in the budgetary process in particularly with the focus on the area of scholarships and financial aid programs. The committee has agreed to arrange an information session for students informing them about available scholarships and financial aid. The committee is also arranging a meeting with Dean Libman and representatives from the Student Affairs Committee to discuss the parking dilemmas on campus with an emphasis on trying to arrive at meaningful solutions as soon as possible, as well as a follow up meeting with Public Safety. The committee also discussed securing two or three reputable mortgage brokers to offer competitive mortgages to faculty and

staff who are considering purchasing homes in the area. Provost Berliner commented that there may be some issues in what “recommending” means but the university could provide support and information for faculty who are trying to find places to live. A small discussion followed.

B. Faculty Affairs Committee

Chairperson Pioreck reported that the Faculty Affairs Committee is completing their work on Faculty Statute IV and also working on the Equal Opportunity and Affirmative Action Policy. At their last meeting they reviewed a number of Faculty Policy Series to change the language in those statements to include gender identity or expression. The committee is also working on an email procedures guidelines, by gathering information on what people do here and what goes on other campuses. These are not going to be rigid guidelines or “rules” but suggestions for faculty to use as far as what would be the proper ways to handle questions of email.

C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee is working on an issue of possibly implementing a requirement for a major GPA standard in addition to the university standard. The committee received some useful data from Academic Records which provided them with a good start to look into this. Provost Berliner reported that a recommendation from the Writing Studies Department that we no longer offer the Writing Proficiency exam and just count on the course grades. This is a university requirement and one of the major items the Senate will vote on this year.

D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee has been continuing work on the Graduate Incomplete Policy. Some of the questions revolved around the time allowed students to complete work and the conditions in which incompletes are allowed to remain on the transcript and how much the policy should serve as a guide for faculty, schools and programs. Prof. Lightfoot also reported that the committee plans to hold an additional focus group including students from the Law School. The committee is looking to tailor the protocol they have used for past focus groups, to fit the Law School’s needs and concerns.

E. Student Affairs Committee

Chairperson Cordero-Rubinos, chair of the Student Affairs Committee, reported that the committee has met and came to an agreement on the parking issue that they will create an ad-hoc committee with Planning & Budget Committee to work on the parking issue. The committee has also looked at reassessing the shuttle service by working with Public Safety to form an efficient shuttle system for our students. There have been complaints on the lack of advertisement on the shuttle’s hours of operation. The committee looked at a new policy from Card Services.

IV. New Business

There was no new business.

V. Adjournment

The meeting was adjourned at 3:30p.m.

MINUTES OF THE UNIVERSITY SENATE MEETING, NOVEMBER 8, 2010
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Bass, Berliner, Bhogal, Brown, Cordero-Rubinos, Davidow, Eads, Elkis-Abuhoff, Filippi, Firestone, Fritz, Glasser, Jaisinghani, Johnson, Kania, Lightfoot, Lodato-Wilson, Lopez, Miller, Moghadam, Nirode, Ostrow, Perry, Pioreck, Sarno, Simmons, Schmelkin, Skerski

Absent: Ammari, Catanese, Naymark, Sulley, Viswanathan

Guests: Maney, Martorella, Rubey

The minutes of the October 11, 2010 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that on October 18th, Hofstra University, hosted the one and only 2010 New York State Gubernatorial debate, which brought all seven candidates on our campus and which builds on our already strong reputation in Presidential Studies. In addition, Hofstra University is already pursuing having a 2012 Presidential Debate on our campus.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Action Items

1. Prof. Nirode presented for action the Library Report. Prof. Nirode clarified that the Senate is voting on whether or not to support the spirit of the document & recommendations that are outlined. The item was unanimously approved.
2. Prof. Nirode presented for action the Course Completion Ratio & Probation Standards. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that the revisions for these documents are intended to reach out to students earlier so they can receive more help before they get into serious academic trouble. The new probation standard is adding a term standard where there are two semesters in a row of a GPA below 2.0. would result in probation. The revisions to the Course Completion Ratio include a new term standard in addition to the existing cumulative one, inclusion of Fs in the calculation of attempted but not satisfactorily complete hours. This begins at the point entry of the University rather than after 30 semester credit hours. This new policy, intended as outreach, would hopefully help with retention in the long wrong and put us much more in line with the existing federal student aide requirement. The items passed unanimously.
3. Prof. Nirode presented for action revisions to Faculty Statute IV- Defining Membership in the Faculty. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that these revisions were done to clean up some of the language, to reflect some of the terminology is currently used in the Collective Bargaining Agreement, as well as inclusion of the Medical School representation. Dean Firestone reported that the Faculty Affairs Committee felt it was necessary to introduce a new title "Visiting Professor" to replace "Special Faculty Member" which is more in line with what other universities do. This item passed unanimously.
4. Prof. Nirode presented for action revisions to Faculty Policies Series #12, 12B, 43, the Diversity Mission statement. Prof. Nirode reported that the revisions were made to include

language for gender identity and expression as well as, listing more general contact information where appropriate. This item passed unanimously.

5. Prof. Nirotte presented for action the Equal Employment Opportunity and Affirmative Action Policy and reported that this policy will replace Faculty Policies Series 12C. Prof. Pioreck, chair of the Faculty Affairs Committee, reported that the language in this policy has been brought up to date and combines various important policies into one comprehensive document. He also reported that there will also be an addendum to make this a working document. This item passed unanimously.

III. Committee Reports

A. Planning & Budget Committee

Stuart Bass, chair of the Planning & Budget Committee, reported that the subject of a general information session about scholarship & financial aid in a Town Hall like forum security, raised concerns such as security, sensitivity and individual needs of each student, Vice President Eads regarding suggested a series of information session/open houses four of which will be held during the course of this and next semester. Prof. Bass also reported that the committee is still trying to arrange a date, prior to spring break, for the Annual Town Hall Meeting. The committee also discussed the issue of enforcement of the 20-foot Smoking Buffer Zone. The Planning & Budget Committee has received a report that a first-year Law School student approached President Rabinowitz during his open office hours to complain about smoking ashtrays being too close to building entrances and called for the committee to look into the possibility of engaging in an all wide university ban on smoking. The committee will look into other universities that do have these university-wide policies. Prof. Bass also reported that the Planning & Budget Committee had a meeting with the Director & Assistant Director of Public Safety as well as the Dean of Students and members of the Student Affairs Committee to discuss the parking issue on campus. The committee will withhold any reintroduction of the Parking Ban Resolution. Director of Public Safety, Karen O'Callaghan has indicated that Public Safety is going to take a proactive review of the current parking situation. Prof. Bass also reported that the committee has raised issues about the traffic on California avenue and will discuss the possibility of replacing the stop sign with a traffic light.

B. Faculty Affairs Committee

Chairperson Pioreck reported that the Faculty Affairs Committee will continue work on email procedures guidelines. Prof Pioreck reported that he has started to do some research on how other universities handle email and will distribute his findings to the committee before their next meeting.

C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee met with Ron Jannssen, chair of the Writing Studies and Composition Department to and discuss the practical and pedagogical problems with the Writing Proficiency Exam and the possibility of eliminating the exam as a requirement for graduation. The committee came to a resolution of eliminating this exam and will present this proposal at the next Senate meeting. Prof. Fritz also reported that the committee continue work into the issue of a major GPA requirement.

D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee is working on the final revisions to the Graduate Incomplete Policy and present it to the Senate at the next meeting. Prof. Lightfoot

also reported that the committee will be meeting with Law School students of color and international students for a focus group.

E. Student Affairs Committee

Chairperson Cordero-Rubinos, chair of the Student Affairs Committee, reported that members of the committee, along with members of the Planning & Budget Committee, have met with the Director & Assistant Director of Public Safety and is looking forward to reassess the parking issue. Chairperson Cordero-Rubinos reported that the Student Affairs Committee will be meeting next week with the Director of Public Safety and the Director for Student Leadership to discuss the possibility of reassessing the shuttle service. Chairperson Cordero-Rubinos also reported that he is looking into an issue regarding International Student's paperwork.

IV. New Business

There was no new business.

V. Adjournment

The meeting was adjourned at 3:38p.m.

MINUTES OF THE UNIVERSITY SENATE MEETING, DECEMBER 6, 2010
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Present: Bass, Brown, Cordero Rubinos, Davidow, Eads, Elkis-Abuhoff, Fritz, Giuliani, Lightfoot, Lopez, Miller, Nirode, Pioreck, Sarno, Simmons, Schmelkin, Skerski, Viswanathan, Wells

Absent: Ammari, Berliner, Bhogal, Catanese, Filippi, Firestone, Glasser, Johnson, Kania, Moghadam, Naymark, Ostrow, Perry, Sulley

Guests: Janssen, Maney

After some slight amendments, the minutes of the November 8, 2010 Senate meeting were unanimously approved.

I. Report of the Provost, Liora Schmelkin, Senior Vice Provost.

Senior Vice Provost Schmelkin convened the meeting for Provost Berliner by wishing everyone well as they finish the semester and enter final's week.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Action Items

1. Prof. Nirode presented for action the Elimination of the Writing Proficiency Exam as a graduation requirement. In addition, the Senate is encouraging the different units to develop methods to enhance the written communication skills of our students and to provide progress reports by the spring 2012 semester. Prof. Nirode reported that this proposal comes from the Department of Writing Studies and Composition and was approved by the Undergraduate Academic Affairs Committee. Ronald Janssen, chair of the Department of Writing Studies and Composition gave a brief PowerPoint presentation on the reasons for the proposal. After a discussion on alternatives to the Writing Proficiency exam, the following amendment was made. The following sentence:

We also encourage the different units to develop methods to enhance the written communication skills of our students.

was changed to:

It is expected that the different units develop methods to enhance the written communication skills of our students with assistance from the Writing Studies and Composition department as appropriate.

The amendment passed with one abstention. This item will be presented by Prof. Janssen at the next full faculty as an information item. Based on the faculty's reaction, the Senate will revisit the language before bringing it to the faculty as an action item.

2. Prof. Nirode presented for action the Graduate Incomplete Policy. The proposed revisions include:
 - The submission of the incomplete grade will be done online with a "default" grade should the student fail to complete their class work.
 - The default grade must be a letter grade or a permanent Incomplete, a UW is no longer acceptable.
 - The instructor will decide the time frame in which the student will complete the required course work. However, the deadline may not exceed one calendar year from the close of the semester or session in which the course was taken.

- The instructor is required to submit a grade for the student within 30 days after the student has submitted work to fulfill the terms specified.

The reasons for the revisions of the policy is to make the graduate incomplete policy similar to the undergraduate incomplete policy, as well as adding more clarity and thoroughness to the existing policy. After a brief discussion, the revisions passed unanimously.

III. Committee Reports

A. Planning & Budget Committee

Stuart Bass, chair of the Planning & Budget Committee, reported that the Planning & Budget Committee met with the Director of Public Safety, Karen O'Callaghan to discuss several issues concerning the Senate. Public Safety has agreed to undertake a more aggressive enforcement role on the smoking buffer zone and is actively working on several solutions for the current parking dilemma. Prof. Bass also reported that in regard to having a traffic signal placed on California Avenue the Planning & Budget Committee has requested that Public Safety take a traffic survey for the crossing of California Avenue, near CV Starr Hall. He also reported that the committee voted to look into interviewing three or four mortgage brokers to provide services to the Hofstra community. There will be a clear disclaimer stating that Hofstra University does not endorse any particular broker or services.

B. Faculty Affairs Committee

Chairperson Pioreck reported that the Faculty Affairs Committee will continue work on email procedures guidelines and will be creating a document for review. Prof Pioreck also reported that the committee will also be revisiting Faculty Statute IV which was sent back to committee by the full faculty. The committee will meet on Tuesday, January 4th to review the 2011 Special Leaves Applications.

C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee has continued work into the issue of implementing a major GPA requirement and is working on language.

D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee held their last focus group for the diversity initiative and is discussing how to respond to some of the issues raised. The committee is also planning their agenda for next semester.

E. Student Affairs Committee

Caroline Schreiner reported for chairperson Cordero-Rubinos, chair of the Student Affairs Committee, that the committee has met with the Director of Public Safety and discussed the Hofstra Shuttle Service. An advisory group is going to be created to deal with and understand the issues to perfect the inefficiency of the shuttle.

IV. New Business

There was no new business.

V. Adjournment

The meeting was adjourned at 4:13p.m.

MINUTES OF THE UNIVERSITY SENATE MEETING, FEBRUARY 14, 2011
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Bass, Davidow, Eads, Elkis-Abuhoff, Firestone, Fritz, Giuliani, Glasser, Johnson, Lightfoot, Lopez, Miller, Moghadam, Nirode, Perry, Pioreck, Sarno, Simmons, Schmelkin, Skerski, Viswanathan,

Absent: Ammari, Berliner, Bhogal, Brown, Catanese, Cordero Rubinos, Filippi, Kania, Naymark, Ostrow, Wells

Guests: Bohannon, Maney, Rubey

The minutes of the December 6, 2010 Senate meeting were unanimously approved.

I. Report of the Provost, Liora Schmelkin, Senior Vice Provost.

Senior Vice Provost Schmelkin convened the meeting for Provost Berliner by welcoming everyone back from winter break.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Action Items

1. Prof. Nirode presented for action the recommendation for the University's efforts to secure a 2012 Presidential Debate on its campus. The item was accepted by acclamation.

Information Items

1. Prof. Nirode presented for information an update on the Academic Calendar Task Force who, with the help of Institutional Research, constructed a brief survey which was distributed to faculty and students in the fall semester. This was a result of several complaints and strong concerns brought to the administration by both faculty and students regarding how the calendar is created. Prof. Nirode summarized the results of the survey.
 - 1967 out of 10519 students responded (19%)
 - 280 out of 463 of faculty responded (60%)

For the fall calendar, the task force proposed a calendar which eliminated the observance of any religious holiday, specifically the Jewish Holy Days

- 64% of the students, voted for keeping the existing Fall 2011 calendar.
- Faculty were split 50/50 between keeping the existing calendar verse the proposed Fall 2011 calendar.

Currently, Hofstra's spring recess is scheduled around Passover and Easter. Since these holidays are variable, spring recess can be as late as the third week in April, so the task force proposed a calendar which standardizes spring recess in the middle of the spring semester.

- 57% of the students were in favor of for keeping the existing spring 2012 calendar.
- 58% of the faculty were in favor of the proposed calendar.

The task force has recommended to the Academic Calendar Committee to focus on the spring semester calendar to see if it's possible to perhaps normalize the spring break in the middle of the semester, but no recommendations are set forth to make changes in the fall calendar. Senior Vice Provost Schmelkin reported that a slightly different survey was conducted approximately five years ago and the results were very similar. A discussion followed.

III. Committee Reports

A. Planning & Budget Committee

Chairperson reported that the Planning & Budget Committee is meeting again with the Director of Public Safety, Karen O'Callaghan, and the Student Affairs Committee to discuss reconfigurations of certain parking lots to alleviate some of the congestion on campus with regards to parking on campus. Public Safety is also conducting a survey to determine the level of traffic on California Avenue. Thereafter the University will file a formal petition to the Town of Hempstead in an effort to secure a traffic control signal at the current stop sign sight at the junction of California Avenue and Weller Hall. Prof. Bass also reported that the Planning & Budget Committee has made a request to Vice President Catherine Hennessey's Office for an update on the reallocation of monies for merit and need-base scholarships, as a result from the elimination of the football program. The committee will also be interviewing three or four major mortgage brokers from the area, providing an open house information setting. Prof. Ball also reported that the annual Town Hall Meeting has been scheduled for Wednesday, April 6th during common hour in the Plaza Rooms.

B. Faculty Affairs Committee

Chairperson Pioreck reported that the Faculty Affairs Committee will work on revising Faculty Statute IV which was sent back to committee by the full faculty at the December 3rd faculty meeting and continuing work on its draft of the email guideline procedures. Prof. Pioreck also reported that the committee met in January to review and recommend Special Leaves applications.

C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee has been discussing the issue of instituting a major GPA standard requirement and should be able to present language at the next Senate meeting.

D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee has completed their work on the Graduate Incomplete Policy and will be presented at the next full faculty meeting. He also reported that the committee held its last focus group for the Diversity Initiative and will be reviewing the data from all focus groups to find a best way to report what they find. Prof. Lightfoot reported that the committee has been discussing potential agenda items for the spring which include promoting professional development opportunities of the faculty and developing a mentoring program for to better respond to cultural diversity and issues among graduate students particularly international students and also work with graduate directors to propose graduate recruiting and retention strategy recommendations.

E. Student Affairs Committee

There was no report from the Student Affairs Committee.

IV. New Business

There was no new business.

V. Adjournment

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

MINUTES OF THE UNIVERSITY SENATE MEETING, MARCH 14, 2011
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

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

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that the Senate Executive Committee has decided to table the action item regarding the revisions to Faculty Statute IV in order to take into account the questions and concerns that have been brought up by faculty and chairs.

Provost Berliner reported that the Hofstra Cultural Center will be presenting a Conference, "1935: The Reality and the Promise" on April 7, 8 and 9, 2011. He commented that this conference promises to be a terrific event and urges everyone to put these events on their calendar. Highlights of the conference include Banquet address on April 8th and special presentation for students by former NBA champion Kareem Abdul-Jabbar, , author and documentary filmmaker of *On the Shoulders of Giants*, about the Harlem Rens, the first black owned and operated basketball team from Harlem, which won the First World Basketball Championships in 1939.

II. Report of the Senate Executive Committee Chairperson Will Niode

Action Items

1. In Prof. Niode's absence, Prof. Fritz presented for action a revision for the Major GPA Requirement to least a 2.0 cumulative grade point average in work completed at Hofstra and required for the major as specified by the major department. The needs for this policy arose out of the a widely assumption that this kind of policy already existed when in actuality, it did not. We already have a cumulative GPA requirement of 2.0 but nothing in the bulletin that specifies in terms of a major GPA requirement. What the Undergraduate Academic Affairs Committee passed was language that very much fits in with the existing bulletin language for the cumulative GPA requirements. A discussion followed and the item passed unanimously.

III. Committee Reports

A. Planning & Budget Committee

Chairperson Bass reported that the Planning & Budget Committee will be interviewing four or five mortgage brokers at their next meeting in an effort to present an information session open house to faculty and staff hopefully before spring break. Prof Bass also reported that the committee has received a report from Dean Anita Ellis from Community Relations. He also reported that Public Safety is attempting to enforce the 20 foot no smoking buffer zone but are having difficulty. The Planning & Budget Committee is studying the possible proposal for a complete no smoking ban on South Campus and should be making a recommendation to that affect sometime in the near future. The committee is also pressing Public Safety to secure a traffic control at the junction of California Avenue and Weller Hall. The Planning & Budget Committee has received the initial financials regarding the reallocation of funds for the merit need-base scholarship as a result of the termination of the football program.

B. Faculty Affairs Committee

Chairperson Pioreck reported that the Faculty Affairs Committee are looking at the email guidelines at their next meeting and close to being ready to send them to the Senate Executive Committee as an action item. The committee will also be looking into a request from the Biology Department the feasibility for allowing clinical lines in the Physician's Assistant program.

C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee started a review of Dean's List procedures and started a discussion of existing policies which includes a "sliding scale" essentially, for Dean's List where freshman or first year students can have a 3.3 above freshman year it is 3.4. An issues arose that there is a problem where students who considered themselves to be freshman were put into the sophomore category. The Undergraduate Academic Affairs Committee is taking a full review of the Dean's List policies and started to get data from Academic Records in terms of students who are receiving Dean's List, what different scenarios would play out with different requirements, etc. In addition, the committee is researching how our peer and aspirant schools formulate to their Dean's List & procedures. Most schools do not have a sliding scale. A discussion followed.

D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee will be meeting next Wednesday and will be working with Laurie Johnson to create a report as a result of the focus groups and diversity initiative. The committee will also determine what their next agenda items will be. An option they are considering is developing a mentoring program for faculty to better respond to cultural diversity and issues among graduate students particularly international students and also work with graduate directors to propose graduate recruiting and retention strategy recommendations.

E. Student Affairs Committee

Chairperson Codero-Rubinos reported that the Student Affairs Committee has discussed the possibility of a full smoking ban, however the committee has decided against it an instead focus on efforts to help enforce the 20 foot no smoking buffer zone already in place, such as creating more visible signs attached to the buildings. The committee is also inviting Teresa Gries, Campus Sustainability Officer, to their next meeting to discuss possible initiatives the Student Affairs Committee can help her with. Chairperson Cordero-Rubinos reported that he noticed that Adelphi University has a dedicated parking spot at the Mineola Train station and will be discussing the possibility of getting one for Hofstra University.

IV. New Business

There was no new business.

V. Adjournment

The meeting was adjourned at 3:20p.m.

MINUTES OF THE UNIVERSITY SENATE MEETING, APRIL 11, 2011
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Bass, Berliner, Bhogal, Brown, Cordero Rubinos, Davidow, Eads, Elkis-Abuhoff, Firestone, Fritz, Glasser, Lopez, Miller, Moghadam, Nirode, Perry, Pioreck, Schmelkin, Skerski, Viswanathan, Wells

Absent: Ammari, Catanese, Filippi, Giuliani, Johnson, Kania, Lightfoot, Naymark, Ostrow, Sarno, Simmons, Sulley

Guests: Bohannon, Maney

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

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that this past Saturday concluded the 1935 conference which was a highlight of Hofstra's 75th anniversary. He reported that it was a spectacular three-day conference directed by Zenia DaSilva, Michael D'Innoncenzo, and Brett Brennington. They did a fabulous job and structured a conference on the reality and promise of 1935. This event included a symposium on Friday afternoon for High School students and a 1935 dinner on Friday evening with guest speaker, Kareem Abdul Jabbar, who has written a book and produced a documentary on the Harlem Rens, an all black basketball team in the 1920s and 1930s.

The Provost reported that the Colonial Academic Alliance, met on our campus at the same time. The program included having undergraduate students present their research, to an audience of fellow researchers from the CAA (students, faculty and administrators) outside of their home department, college or university. There was also an Admitted Students Day on Saturday and a junior open house on Sunday which went extraordinarily well in terms of outreach to our students.

The Provost reported that Hofstra has filed its application for the 2012 President Debate and is very optimistic that it will be acted upon favorably. He also reported that the Medical School has more than 4700 applications for 40 seats. They have also interviewed almost 800 people.

The Provost reported that the retirement party for Harold Hastings, who has been at the University for over 40 years, will be this Thursday. Students are always a top priority for Prof. Hastings so much so that he is covering the cost of the party so that every contribution will go in support of students.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Action Items

1. Prof. Nirode convened the meeting by presenting for action the 2013-2014 Academic Calendar. Highlights of the Fall 2013 calendar are as followed:

- Class begin after Labor Day
- September 4 – Conversion Day - All classes follow a Friday Schedule
- September 5 & 6 – Classes not in session
- November 26 - Conversion Day - All classes follow a Thursday Schedule
- November 27 – 29 – Thanksgiving Recess
- December 12 – 13 Snow/Study/Reading Days (for undergraduates only)
- December 16 - 21 - Final exams
- December 21 - Classes end.
- December 22 - Commencement

January highlights:

- January 2 - Classes begin.
- January 15 - Semester ends for 2 week session.
- January 20 - Martin Luther King, Jr. Day observed - NO classes.
- January 23 - Classes end for 3 week session.
- January 24 - Snow/study/reading day for Undergraduate classes only

Spring Highlights include:

- January 27 - ALL classes begin.
- February 17 - President's Day. - Classes not in session.
- February 19 - Conversion Day – ALL classes follow a Monday schedule.
- March 16 – 22 Spring Recess - Classes not in session.
- April 14 Conversion Day - ALL classes follow a Friday schedule.
- April 15 - Classes not in session.
- April 18 – 19 - Classes not in session.
- May 8 - 9 - Snow/study/reading days for Undergraduate classes only. Graduate classes meet.
- May 12 - 17 - Final exams for ALL classes.
- May 17 - Classes end.
- May 18 – Commencement

Summer Session highlights include:

- May 21 - Summer Session I classes begin
- May 26 - Memorial Day Holiday – NO classes
- June 24 - Summer Session I ends.
- June 26 - Summer Session II classes begin
- July 4 - July 4th Holiday
- July 30 - Summer Session II classes end
- August 4 - Summer Session II classes begin
- August 22 - Summer Session II classes end

Provost Berliner reported that this is the first year that Hofstra will have a spring break in the middle of the semester that doesn't coincide with the Holy days. What we've done in the past is we've given the first Satyr night of Passover and the next two days without classes. This calendar has the first Satyr night and the second day. A discussion followed and the item passed unanimously.

III. Committee Reports

A. Planning & Budget Committee

Chairperson Bass reported that the Town Hall Meeting, held on April 6th was successful with a wide range of issues. Prof. Bass also reported that the committee has invited six mortgage brokers to offer an open-house information session on Wednesday, May 11th – Friday, May 13th. The committee will also be discussing the No Smoking Ban with the Student Affairs Committee and the possibility of creating a “free zone” somewhere on the south campus, where students can smoke. Prof. Bass also reported that Dean Anita Ellis will attend the next Planning & Budget Committee to give an update on student community relations.

B. Faculty Affairs Committee

Chairperson Pioreck reported that the Faculty Affairs Committee is in the middle of finalizing the suggested guidelines for email use. He also reported that the committee looked at the request from the Biology Department about the clinical lines for the Physician's Assistant program. The committee felt it was something that should be handled at the contractual level, and not through the Faculty Affairs Committee. Prof. Pioreck also reported that Faculty Statute IV will come back to the Senate in the fall semester.

C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee continued work on reviewing the Dean's List. Academic Records had provided the committee with data going back to 2002 in terms of the number of students on the Dean's List. He reported that there was a significant jump with almost 1/3 of our students being on the Dean's List within the last couple of years. The committee has used this data in combination with some research on our peer aspirants and we are out of the norm compared to them, their requirements being higher. The UAAC proposes to increase the great point average requirement for inclusion on the Dean's List to 3.5, regardless of class standing and this item should be brought to the next Senate Executive Committee. The committee also discussed some of the feedback from the faculty meeting about the possible elimination of the Writing Proficiency Exam. Prof. Fritz reported that the December full faculty meeting, the revisions to completion ratio and academic probation had been passed but a potential problem has been identified with term introduction of term standards of the completion ratio. It is possible for a first-term freshman to end up on academic probation because of a low-completion ratio. The committee will be reviewing this issue and come up with some language that clarifies that first-term students are exempted from academic probation based upon a completion ratio.

D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee will be meeting next Wednesday and will be working with Laurie Johnson to create a report as a result of the focus groups and diversity initiative. The committee will also determine what their next agenda items will be. An option they are considering is developing a mentoring program for faculty to better respond to cultural diversity and issues among graduate students particularly international students and also work with graduate directors to propose graduate recruiting and retention strategy recommendations.

E. Student Affairs Committee

Chairperson Codero Rubinos reported that he has a meeting with the Director of Public Safety this week to discuss what Hofstra can do to have a reserved spot at the Mineola train station. He also reported that at their last meeting, the Student Affairs Committee met with Teresa Greis, the campus Sustainability Officer, to discuss the different initiatives they are working on with feedback from the students about how the campus can be more sustainable. Provost Berliner mentioned that a display of a 2011 Chevrolet Volt, Chevy's newest electric car will be in front of Axinn Library as part of Hofstra' Earth Day observation.

IV. New Business

There was a slight discussion on Hofstra's webpage and making it more user-friendly. Provost Berliner suggested that perhaps the Planning & Budget Committee can take a look into it and possibly contact Melissa Connelly, Vice President of University Relations.

V. Adjournment

The meeting was adjourned at 3:32p.m.

MINUTES OF THE UNIVERSITY SENATE MEETING, MAY 9, 2011
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Ammari, Balson, Bass, Berliner, Brown, Cordero Rubinos, Eads, Elkis-Abuhoff, Finnegan, Firestone, Fritz, Gambord, Giuliani, Glasser, Hewitt, Johnson, Lightfoot, Lopez, Macy, Meredith, Miller, Moghadam, Nirode, Pillaopakkamnatt, Pioreck, Sarno, Simmons, Schmelkin, Skerski, Venuti, Viswanathan,

Absent: Bhogal, Catanese, Davidow, Kania, Naymark, Ostrow, Perry, Wells

Guests: Tariq, Vasquez

The minutes of the April 11, 2011 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by thanking Will Nirode for his outstanding leadership as chair of the Senate Executive Committee and expressed how pleased he is that Prof. Nirode was elected as the new Speaker of the Faculty.

The Provost reported that the Hofstra Gala was held on Thursday, May 5th with 930 people in attendance. The Gala raised over \$1.4 million dollars which will go towards Medical School scholarships. The Honorees for the evening were Trustee Leo A. Guthart, and Roy J. Zuckerberg, former vice chair of Goldman Sachs Group, Inc. and a former chair of the North Shore LIJ Health System Board of Trustees. At the Gala, President Rabinowitz also recognized the Teacher of the Year recipients:

- Benny Barack, Professor, Marketing and International Business
Frank G. Zarb School of Business
- Bhaswati Sengupta, Assistant Professor, Economics
Hofstra College of Arts and Sciences
- Robert Papper, Professor, Journalism, Media Studies, and Public Relations
School of Communication
- Laurie Johnson, Professor, Counseling Research, Special Education and Rehabilitation
School of Education, Health and Human Services
- Elizabeth Glazer, Associate Professor of Law
Law School

The Provost reported on Fall enrollment:

- For first time Freshman entering class, we are right on target with a goal of 1680. As of May 4th, we have 1598 deposits in total.

The Provost reported that the Diversity Task Force recently had a presentation by Nancy Kaplan, Darra Pace, and Julie Yindra on the bias presented against individuals with disabilities including those with “invisible” disabilities (disabilities that are not immediately apparent.) The Provost hopes that the Speaker of the Faculty will invite them to make a similar presentation at one of the faculty meetings next year.

The Provost reported that he, along with Senior Vice Provost Schmelkin, Margaret Abraham, Dean of the Medical School, Lawrence Smith, and Associate Dean June Scarlet, visited Claflin University, a historically black college with whom Hofstra has had a good relationship with for the

past five years through their exchange program for both faculty and students. Hofstra's exchange program with Claflin continues with a possible Medical School pipeline program with the hopes of Hofstra reaching out to more historically black colleges and universities as a goal of increasing our diversity & strengthening our ties with historically black schools.

The Provost reported that spring commencement will be held on May 22, 2011:

- 9:15am Graduate Ceremony
David S. Mack Sports Complex and Exhibition Hall
Honorary degree Recipient: Jan Peter Balkenende, who served four terms as prime minister and minister of general affairs of the Netherlands from 2002-2010.
- 3:30 p.m. Undergraduate Ceremony
James M. Shuart Stadium
Honorary Degree recipient: Phillip Rosenthal, creator of "*Everybody Loves Raymond*," and Hofstra alumnus.
- 7:30p.m. School of Law Ceremony
David S. Mack Sports Complex and Exhibition Hall
Presidential Medal Recipient: Eric. Schneiferman, New York's 56th Attorney General.

II. Report of the Senate Executive Committee Chairperson Will Nirode

Action Items

1. Prof. Nirode presented for action the Guidelines for Faculty Email created by the Faculty Affairs Committee. The committee is proposing guidelines for email exchange between faculty members and their students. These are just guidelines and not a mandate which includes encouraging faculty members to state on their syllabi how they will answer e-mail, thus defining for a faculty member what is a timely manner as well as matters of e-mail etiquette and style and what issues should be raised in an e-mail as opposed to scheduling a personal meeting for more sensitive issues. Faculty should also be aware that according to FERPA, e-mail is not a secure, private means of posting grades. A slight discussion followed, and the item passed unanimously.
2. Prof. Nirode presented for action the Dean's List Recommendation created by the Undergraduate Academic Affairs Committee. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that the committee was asked to investigate problems that came up with the qualifications with making the Dean's List specifically with the "sliding scale" whereby Freshman GPA requirement is 3.3 and all others 3.4. He reported that the committee did comparisons with peer aspirants and discovered that Hofstra is way below its peers. Through their research the Undergraduate Academic Affairs Committee proposes to increase the grade point average requirement for inclusion on the Dean's List to 3.5, regardless of class standing as well as eliminating the "sliding scale." Senior Vice Provost Schmelkin added that these changes are consistent with the examination the Undergraduate Academic Affairs Committee had a few years ago and revisions made to Latin Honors. A discussion followed and the item was passed unanimously.

III. Committee Reports

A. Planning & Budget Committee

Chairperson Bass reported that the committee decided to table their proposed No Smoking Ban on South Campus but will continue to discuss the issue next year. Anita Ellis, Director of Off-

Campus Living and Commuting Student Services gave a very comprehensive report to the Planning & Budget Committee as to what her role is as Director and that the office Off-Campus Living and assess the needs of the commuting population, then programs activities and events accordingly as well as work to make sure the commuting student voice is recognized across departments and strengthens the relationship between the University and its commuting students.

B. Faculty Affairs Committee

Chairperson Pioreck reported that the Faculty Affairs Committee has completed its agenda with the passing of the Guidelines for Faculty Email but is looking forward to working on new items in the future with its new chair.

C. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee passed some resolutions slightly altering some language to the Completion Ratio Policy, that was passed in December, to make clear that first-term Hofstra students can only be placed on academic warning and not academic probation. The committee also passed a resolution just slightly revising the course grading policy. As it stood the language suggested that Deans would be forced to empanel an ad-hoc committee when appealed by the student and this could lead to some frivolous cases so the committee adjusted the language so it clearer a Dean can a course grade appeal if the case is unsubstantiated. This will still allow a student to appeal to the Provost's Office after a dismissal by the Dean. Both items will be brought to the Senate Executive Committee in the fall.

D. Graduate Academic Affairs Committee

Chairperson Lightfoot reported that the committee decided to move forward with the idea to propose a series of professional workshops geared towards addressing faculty & staff diversity. This was a result of the recent work of the Graduate Academic Affairs Committee's diversity initiative and focus groups.

E. Student Affairs Committee

Chairperson Codero Rubinos reported that the new Director of Public Safety will be working on changes to the shuttle service and looking more into campus safety. The committee also hopes to work closer with the Planning & Budget Committee regarding the campus smoking ban.

IV. New Business

There was no new business.

V. Adjournment

The 2010-2011 was adjourned at 3:54p.m. The Provost then asked the members of the 2011-2012 Senate to elect a chair for their committee. The chairs are as followed:

SEC	Stuart Bass
GAAC	Jonathan Lightfoot
UAAC	Paul Fritz
P & B	Elizabeth Venuti
FAC	George Giuliani
SAC	Etani Jacobi

The meeting was adjourned at 3:54p.m.