MINUTES OF THE UNIVERSITY SENATE MEETING, SEPTEMBER 16, 2013
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Balson, Bass, Berliner, Bhogal, Davidow, Dresner, Eads, Elston, Espinal, Filippi, Finnegan, Firestone, Flannery, Fritz, Gennarelli, Ghorayeb, Giuliani, Glasser, Goodman, Hoover, Johnson, Lopez, Maccarrone, Sample, Schmelkin, Silver, Yohn

Absent: Angles, Fincham, Lucito

Guests: Laggan, Miller, K., Nirode

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that we are exactly where we’d like to be with regard to enrollment. In terms of new freshman and graduate students, we are on our target. It looks to be a very good year and the focus has turned to next year and how we can duplicate these numbers.

Provost Berliner reported that he along with Pat Adamski, Senior Vice President for Planning and Administration, and Stephanie Bushey, Vice President for Institutional Research and Assessment, has met with William Nirode, the Speaker of the Faculty, Stuart Bass, chair of the Senate Executive Committee and Susan Yohn, chair of the Chairs’ Caucus about the Five Year Plan. They have also met with the Senate Executive Committee and will meet next with the Planning and Budget Committee for input and suggestions. The plan will then be presented by the President to the Board of Trustees. It is a very good plan and “road map” of what the next five years should look like.

Provost Berliner reported that he along Senior Vice President Adamski, and Senior Vice Provost Schmelkin continue to visit with departments throughout the campus to which they are about 2/3 complete. These visits have been enormously valuable in terms of discussion on areas of potential well as areas of concern. The emphasis continues to be on the recruitment and retention of students. This fall, they are planning to visit the following departments:

- Anthropology
- Comparative Literature and Languages
- English

- Fine Arts
- Geology
- Music
Provost Berliner reported that this year will be very busy in terms of accreditations. There will be a report and a visit in terms of our School of Education accreditation – TEAC (Teacher Education Accreditation Council). Our Journalism Program will have an accreditation visit in November. The self-study is due in October. The Zarb School of Business and the Accounting Program are up for accreditation review this fall and Audiology will be received in February. Both the Psychology Department and Physician Assistant Program will be reviewed in May, and our Middle States periodic review will also take place this year.

Provost Berliner reported a comprehensive renovation of Barnard Hall will take place in the spring. In addition, Adams Hall, the lower level of the Chemistry, Physics and Astronomy building, and parts of Roosevelt Hall will be renovated hopefully within the next year. Parts of the Gallon Wing will also be renovated for the Physician’s Assistant Program. The Sciences are more space intensive than many other disciplines and as these departments grow, within the next five years we may have to address the issue with more construction on campus. In addition, the lower level of Axinn Library, will also be renovated into more collaborative and group study space, which has been a tremendous success in other parts of the library. Senior Vice President Schmelkin reported that three of the five long collaborative rooms in CV Starr Hall, which are Computer Center rooms, will also be renovated to create six smaller rooms, one with a configuration to fit 32 students, and the other fitting 42 students.

II. Report of the Senate Executive Committee Chairperson Stuart Bass

Prof. Bass requests that the University Senate suspend the formal standing committee reports in order to fully discuss the action items on the table. There were no objections.

A. Action Items

1. Prof. Bass presented for action the revisions to Departmental Honors. The item passed unanimously.
2. Prof. Bass presented for action, Revisions to the Environmental Safety Committee bylaws. under the Chemical Hygiene Plan, the University Senate Environmental Safety Committee serves as the Chemical Hygiene Committee so the bylaws needed revision. Dr. Berliner noted that in the comment section it states “There have not currently been any student senators at committee meetings. Do you want this to remain?” William Finnegan, chair of the Student Affairs Committee reported he will find a student interested in serving on this committee. The item passed unanimously.

3. Prof. Bass presented for action, the Board Representation Resolution which was tabled at the last Senate meeting. A slight discussion followed about including staff and students as well. Prof. Silver reported that there was a resolution brought up at the full faculty meeting written by Kathleen Wallace which should have replaced this item. It was suggested to table the motion until Caroline Schreiner can follow up on whether or not the President has approved the resolution that was presented at the full faculty meeting. Prof. Maccarrone suggested that at an appropriate time, the archives of the Hofstra Charter should be checked to see what the authority is for the Board of Trustees and what its composition may be. A motion was passed unanimously to table the resolution.

4. Prof. Bass presented for action, the Academic Credit for Significant Leadership and Service Positions On-Campus Resolution. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee reported that the committee was looking into ways to increase awareness of the opportunities to pursue academic credit for the important work they do on-campus through leadership and service positions. The proposal was originally passed by the Senate Executive Committee and presented to the Senate in September 2012, but the item was sent back to the Undergraduate Academic Affairs Committee to include a conflict of interest policy to preempt any possible conflicts of interest where faculty can unduly pressure students to coerce or suggest positions having anything to do with University policy. The conflict of interest policy includes language that a faculty member providing supervision and grading of a student seeking academic credit for a leadership or service position that is situated within an on-campus official Hofstra University body cannot be an active participant in the same official Hofstra University body. A discussion followed. Provost Berliner reported that if this item is passed, he will send it to Legal
Counsel for review to see if there are any ramifications that were not yet considered. A discussion followed on how soon it will be implemented, after being approved by the President. Provost Berliner reported that it could be implemented as soon as the end of the fall 2013 semester. Prof. Fritz reported that there is nothing keeping students from doing this already as long as they go through an established procedure. Prof. Fritz clarified that “official body” in the policy is defined as anybody that has some sort of impact on university policies. Provost Berliner also suggested building in language that the policy must be reviewed every two years. The item passed with 2 opposed.

IV. New Business

Prof. Silver reported that many students are still violating the smoking ban that took place in the spring 2013 semester and requests an update on how it is being enforced. Provost Berliner reported that he has seen a difference in the smoking in certain areas and faculty have included the smoking ban in there syllabus. In addition, the Provost sent out an email to faculty reminding them of this ban. Prof. Silver reported that he’s noticed that smokers do congregate in particular areas and he feels if Public Safety is not going to enforce it, then why have a smoking ban. Prof. Bass reported the initial discussion and intent behind the policy as it was passed was that the spring 2013 semester would be a “warning period.” He also reported that he had a preliminary conversation with Karen O’Callaghan, Director of Public Safety, who has always indicated hat it was difficult to enforce things like this but agreed that sometime this semester they would sit down and discuss sanctions and policies that would create fines. He hopes to have this meeting soon and work out rules and regulations which will be subject to approval from the University Senate. It was noted that this policy includes faculty, staff and administrators.

Senator Espinal, a student senator, reported that several students have approached him questioning the process for Fall Festival selection of artists and whether or not students can become more involved in the planning process. Sandra Johnson, Vice President for Student Affairs, reported that they work with Concerts and Entertainment Unlimited in identifying a list of potential artists but there is no guarantee a particular artist will be booked. Senator Espinal suggests getting word to students how they can become more involved. A discussion followed.
Prof. Silver reported that he has not received the Revisions to University Senate Committee Bylaws or the Resolution on Informational Meetings with President which were passed by the full faculty in May, 2013. Caroline Schreiner will follow up on where these transmittals are.

Prof. Bass reported that the President did not approve the Parking Ban Resolution that was passed by the full faculty in May, 2013. The President believed there was insufficient student input in the final decision making. Prof. Bass reported that since this issue has been belabored for so long, he would like to see a group including the Student Government Association and the Student Affairs Committee meet to resolve this and bring it to the Senate approval.

III. Committee Reports

A. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee discussed clarifying language in its bylaws as well as revising Faculty Policy Series #10 revisions.

B. Graduate Academic Affairs Committee

Chairperson Davidow reported that the committee will continue working on an information item that will summarize the committee’s findings from the focus groups held which focused on a variety of issues relating to diversity. The committee also will continue to work on the recommendations for dissemination of information about campus-related activities and policies to graduate students.

C. Planning & Budget Committee

Chairperson Maccarrone reported that in addition to their regular monthly meeting, the committee will also meet with the Provost and the Senior Vice President for Planning and Administration to discuss a draft of the Five-Year Plan. He along with Prof. Bass, Prof. Nirode and Prof. Yohn had a conference call with Scannell and Kurz regarding certain consulting they did regarding admissions. The committee will address some follow up on the red light situation on California Avenue. He would like to see it expanded with new issues regarding safety issues and traffic overall particularly with regard to Hempstead Turnpike. The committee will also discuss outcomes assessment and the parking task force as well as setting up a Town Hall Meeting in the spring.
D. Student Affairs Committee

Chairperson Finnegan reported that the committee will discuss the Blue Beetle Schedule, a possible smoking ban on North Campus and ID prices for replacement IDs. He will also meet with Dean Libman to brainstorm other ideas for the Student Affairs Committee.

E. Faculty Affairs Committee

Chairperson Giuliani reported that the committee has completed all the items on their agenda and will focus on Chairs Evaluations. The committee will put together a draft to present to the Chairs’ Caucus for review.

IV. Adjournment

V. Adjournment

The meeting was adjourned at 4:25p.m.
MINUTES OF THE UNIVERSITY SENATE MEETING, OCTOBER 14, 2013

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

Present: Balson, Bass, Berliner, Bhogal, Davidow, Dresner, Eads, Elston, Filippi, Fincham, Finnegar, Flannery, Fritz, Gennarelli, Ghorayeb, Giuliani, Glasser, Goodman, Hoovert, Lopez, Maccarrone, Sample, Schmelkin, Silver, Thomas, Yohn,

Absent: Angles, Espinal, Firestone, Johnson, Lucito, Yohn

Guests: Laggan, Nirode, Singh

After amending a plethora of typos, the minutes of the September 16th, 2013 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that the recruitment cycle for next year has already started with the first major event on campus held today. It was well attended by an enthusiastic group of potential students and their families and loved ones who are very interested in Hofstra University.

The Provost reported that the President has approved the revisions to the University Senate bylaws which will lead to more consultation and discussion between these committees and the Vice Presidents directly in charge of those key areas that relate to the work of those particular committees. He also reported that the President has also approved the Resolution on Informational Meetings with the Speaker of the Faculty, the chair of the Senate Executive Committee and the chair of the Chairs’ Caucus on a regular basis. The first meeting of the academic year is scheduled on Thursday, October 17th. The President did not support the addition of a faculty member to the Board of Trustees. He did however approve added consultation following the American Governing Board (AGB) guidelines in terms of increasing cooperation and collaboration between the faculty and the trustees. A meeting has already been set for tomorrow between the chair of the Board of Trustees, the co-chairs of the Academic Affairs Committee of the Board of Trustees, the Speaker of the Faculty, the chair of the Senate Executive Committee and the chair of the Chairs' Caucus. The last time such a meeting took place was back in the 1970s. The Provost reported that he believes that this will be the start of additional cooperation and collaboration.

Prof. Silver made a point of clarification that there is no mention on the resolution the President did not accept that mentions the voting rights for the faculty member on the Board of Trustees. Provost Berliner
reported that there is already faculty representation on the Board of Trustees in terms of delegates and interpreted that the resolution was requesting voting representation.

Provost Berliner reported that university’s Department of Drama and Dance will perform *Gypsy* from Friday, October 18 to Sunday, October 27 and encourages everyone to attend.

II. Report of the Senate Executive Committee Chairperson Stuart Bass

Prof. Bass reported that he, along with the Speaker of the Faculty have met with Karen O’Callaghan, Director of Public Safety, and Joseph Barkwill, Vice President for Facilities and Operations, regarding the effectiveness and elements of enforcing the smoking ban. Public Safety is aware of the issue, but under the impression that the university was still under a trial period and that the community will self-enforce. They do realize the seriousness and the extent of the violations taking place, particularly by the Law School and at the entrance of Axinn Library on south campus. Public Safety has expressed that they want to avoid confrontation situations and are printing up cards that remind students there is no smoking on south campus, for members of the community to hand out when they see someone in violation of the ban. He reported that the administration has put more pressure on Public Safety to engage in more stringent enforcement and these conversations will continue to take place. Provost Berliner noted that he is not in favor of handing out cards and feels it is something that most faculty members will not do. It is more appropriate for Public Safety to hand out these cards, to call attention that this is a total smoking ban on south campus. A discussion followed on the smoking ban, a possible ban on north campus, and the possibility of designated smoking zones. Prof. Silver reported that he doesn’t think a mechanism will work on north campus if one on south campus hasn’t been consistent. Prof. Maccarrone suggested possibly enforcing a rule that students will not have access to classes and grades if they violate the ban unless they pursue reeducation regarding smoking. Senator Finnegan reported that during Student Government Association (SGA) elections the SGA had polling data and more students than not were in favor of the smoking ban. Prof. Bass reported that the Senate needs to recommend a clear cut definitive policy of enforcement or ask upon the administration to require Public Safety to hand out summons.

Prof. Bass reported that for years, the Planning and Budget Committee has been fostering the idea of more stringent traffic controls at the junction of California Avenue and Weller Hall, and is happy to report that Public Safety have addressed the issue and securing from the Town of Hempstead, a big traffic sign with flashing lights that says “pedestrian walkway.” Prof. Maccarrone reported that he wants
to re-populate the Parking Task Force to work on safety issues such as the speed limit down California Avenue. Provost Berliner reported that the Planning and Budget Committee should look into having a lower speed limit on California Avenue. A discussion followed.

A. Action Items

1. Prof. Bass presented for action the Environmental Priorities Committee Bylaws. This committee was created years ago as a task force and became a subcommittee of the Planning and Budget Committee. The committee has created its own bylaws. The following amendments were made:

The following section:

The members of the Committee shall:
   a. Assess and act on environmental issues concerning the students, faculty, staff, of the campus. The Committee will also seek to make the campus a more sustainable place.
   b. Report to their respective areas recommendations and deliberations of the Committee.

The Committee shall:
   a. Elect its Chair from among its official faculty members;
   b. Review and make recommendations on all policy and planning needs concerning the environment and sustainability practices at Hofstra University to the Senate and faculty through the Planning and Budget Committee.
   c. Report EPC activities periodically to the Planning and Budget Committee.

was changed to:

The Committee shall:
   a. Elect its Chair from among its faculty members;
   b. Assess environmental issues concerning the students, faculty, and staff, of the campus. The Committee will also seek to make the campus a more sustainable place.

   c. Review and make recommendations on all policy and planning needs concerning the environment and sustainability practices at Hofstra University to the Senate and faculty through the Planning and Budget Committee.

   d. Have its members report to their respective areas recommendations and deliberations of the Committee.

2. Prof. Bass presented for action, revisions to Faculty Policy Series #47 which was broadened to include any employee in a supervisory role. A discussion followed and it was amended to insert a comma between sexual relationships and or conduct. Therefore the sentence shall be:

...shall engage in sexual relationships, or conduct that may reasonably be perceived as inviting or encouraging a sexual relationship.

The item passed as amended.
B. Information Items

1. Prof. Bass presented for information the Diversity Information Item from the Graduate Academic Affairs Committee, which was a report based on years of data collection through focus groups involving international students and minority students. The research was first collected with the intentions to create a faculty professional development series however, the Graduate Academic Affairs Committee concluded that there was not enough data to suggest the series and decided to present a summary of their data as an information item instead. This document will be added to the University Senate website.

2. Prof. Bass presented for information the revisions to Faculty Statute VII. This was language from the University Senate Representation item that was passed by the Senate and Full-Faculty in the 2012 fall semester. The language was just inserted into Faculty Statute VII, which defines the University Senate.

V. Committee Reports

A. Student Affairs Committee

Chairperson Finnegan reported that the committee has a fairly comprehensive agenda for the upcoming year. The committee is working on revisions to the Replacement ID Card policy. Chairperson Finnegan reported that he did some extensive research on other university policies and Hofstra’s fees for ID replacement are disproportionately higher. He will be meeting with Michael Martin Director of HofstraCard Services, later this week. The committee is also working with the Student Government Association to set up a series of public hearings to discuss the parking issue on campus and hope to have a resolution presented to the University Senate sometime in the near future. In addition, the committee is working on getting more student representation on various subcommittees. The Student Affairs Committee is also looking into polling data, that the Student Government Association has already pioneered, as an effort to more accurately hear the student voice. The committee will also reach out to the Facilities and Operations Department to discuss possible renovations to the Rathskellar as well as start discussions on the Town Hall meeting.
B. Graduate Academic Affairs Committee
Chairperson Davidow reported that the committee spent their last meeting clarifying the Diversity Information item and will continue discussing ways to disseminate information about campus-related activities and policies to graduate students.

C. Undergraduate Academic Affairs Committee
Chairperson Fritz reported that the committee discussed course withdrawal policies and the difference between regular term withdrawal policies and short-course withdrawal policies, the latter which requires faculty signatures. A resolution will be brought to the University Senate fairly soon. The committee discussed the Two F’s Policy where the current policy is that if a student fails the same course twice, the second F is not counted in the cumulative GPA. This means that under certain conditions, a student that fails the same course twice will have a higher cumulative (but not semester) GPA than a student that gets a non-F grade in the second iteration of the course if that non-F grade is lower than the student’s average grade. The committee also discussed ways to strengthen language in Faculty Policy Series #10 that suggests faculty provide feedback to the student before the withdrawal date. Senior Vice Provost Schmelkin reported that with more and more students working on double and triple majors, the chairs caucus has been discussing consistency issues among areas with courses that are double counted. She suggests that a discussion item for the Undergraduate Academic Affairs Committee is should there be a minimum number of credits that don’t overlap.

D. Faculty Affairs Committee
Chairperson Giuliani reported that the committee is still working on the Evaluation of Chairs and hope to send to the Chairs’ Caucus to review and offer feedback. The committee is also discussing adjunct representation on the Senate. The committee considered changing representation to one adjunct on the Senate per school but this posed problems of the composition of the Senate as a whole. He reported that in 1972, a “Light Blue Ribbon Committee” was formed to look explore various proposals to increase the effectiveness of the University Senate and Senate Committees. The Faculty Affairs Committee will discuss creating a new Light Blue Ribbon Committee to look at Senate composition and representation as a whole.
E. Planning & Budget Committee

Chairperson Maccarrone reported that the committee discussed reinvigorating and repopulating the Parking Task Force. He reported that Prof. Ghorayeb has informally contacted an adjunct professor in the Engineering Department who is willing to have students conduct a Senior Design project to help study our parking issues. Prof. Maccarrone also reported that he has reached out to the Catherine Hennesssy, Vice President for Financial Affairs to discuss correspondence relating to the recent change to the Planning and Budget Committee by-laws. The Vice President Hennesssy is just now concluding the university’s year end closing with its financial statement auditing firm. He intends to meet with her in the very near future. The committee also discussed creating an Outcomes Assessments Task Force. Stephanie Bushey, Vice President for Institutional Research and Assessment, will help. Provost Berliner suggested contacting Terri Shapiro, Associate Provost for Accreditation and Outcomes Assessment.

IV. Adjournment

V. Adjournment

The meeting was adjourned at 4:25p.m.
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MINUTES OF THE UNIVERSITY SENATE MEETING, NOVEMBER 4, 2013

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

Present: Bass, Berliner, Bhogal, Dresner, Eads, Elston, Espinal, Filippi, Fincham, Finneghan, Firestone, Flannery, Fritz, Ghorayeb, Giuliani, Glasser, Goodman, Hoover, Lopez, Lucito, Maccarrone, Sample, Schmelkin, Silver, Thomas, Yohn,

Absent: Angles, Balson, Davidow, Gennarelli, Johnson

Guests: Laggan, Miller

After amending a plethora of typos, the minutes of the October 14th, 2013 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that he normally starts his day by looking at the mention of Hofstra faculty in the press and in the media which he believes helps demonstrate the prominence of Hofstra faculty. Today, the following faculty members were in the press

- Russell Burke, Professor of Biology, was quoted in an article on the intelligence of octopi.
- Monroe Freedman, Professor of Law, was quoted in an article about “Stop and Frisk”
- Joel Evans, Professor of Marketing & International Business, was quoted in an article about retail’s shortened holiday season.

Given the caliber of Hofstra faculty, on almost any day of the week Hofstra faculty are being quoted.

II. Report of the Senate Executive Committee Chairperson Stuart Bass

A. Action Items

1. Prof. Bass presented for action a Resolution on Firearms. This policy was recommended by Jennifer Mone, Deputy General Counsel and Equal Rights and Opportunity Officer. Dr. Berliner reported that this was already a policy at the university, but was never put in writing. Senior Vice Provost Schmelkin reported that this is not a reaction to any existing incident, just that we are often asked what the policy is on bringing firearms onto campus. Prof. Silver questioned the reason for allowing pocket knives having blade of less than three inches and why that particular size. Provost Berliner reported that the Office of General Counsel reviewed a number of policies
from different universities and the airlines, and that size was most typical. Prof. Giuliani reported that for discipline in public schools it is 2 ½ inches or less. Prof. Bhogal presented an amendment to include the Kirpan (a ceremonial sword worn by followers of the Sikh religion) in the list of knives that are not prohibited. A discussion followed and the following amendments were made:

\[ b) \text{ knives, razors, and cutting instruments, other than pocket knives having a folding metal blade of less than three inches; } \]

was changed to:

\[ b) \text{ knives, razors, and cutting instruments, other than Kirpans and folding pocket knives having a blade of less than two and a half inches; } \]

It was also amended to include a footnote after “Kirpan” that states:

A Kirpan is an article of faith in the Sikh religion.

The following sentence:

\[ a) \text{ firearms and ammunition of any type (rifles, pistols, air guns, pellet guns, bb guns, etc.)} \]

was changed to:

\[ a) \text{ firearms and ammunition of any type (rifles, pistols, air guns, pellet guns, bb guns, stun guns, Tasers, etc.)} \]

\[ d) \text{ martial arts materials; was removed from prohibited weapons.} \]

A discussion followed about how to enforce this policy and whether or not it may cause a problem of Public Safety searching students and the possibility of racial profiling. Prof. Bass noted that Public Safety officers are not authorized to carry weapons. Prof. Silver requested to hear input from Karen O’Callaghan, Director of Public Safety, before passing the item. Prof. Bass suggested getting the policy in place and then formally requesting Director O’Callaghan to formally address the Senate on this issue, as well as others that are allegedly difficult to enforce. Provost Berliner recommends that the Senate vote on the policy then put it on hold before it’s
presented to the full faculty and invite Director O’Callaghan to attend the Senate meeting on December 9th. A motion was made to accept the policy as amended, pending a meeting with Director O’Callaghan. Prof. Goodman moved to table the motion until after the Senate meets with Director O’Callaghan. The motion to table the motion was not approved. The motion to accept the policy as amended; pending a meeting with Director O’Callaghan was passed as amended with 19 in favor, 2 opposed, and 1 abstention. The policy will not be moved to the Full Faculty until the Senate speaks with Director O’Callaghan.

2. Prof. Bass presented the ID Resolution from the Student Affairs Committee. This is a motion for an endorsement from the University Senate. This policy must ultimately be approved by Sandra Johnson, Vice President for Student Affairs. William Finnegan, chair of the Student Affairs Committee reported that current student identification card (“ID card”) replacement system is a scaled system, where a first replacement for a lost ID card is $10.00, a second replacement for a lost ID card is $25.00, and all subsequent replacements for lost ID cards are $50.00. The committee amended the policy so that all lost student ID cards are to be replaced for a $25.00 flat fee. This way, a deterrent remains in place, but the system does not overly penalize students who may not be able to afford more than $25.00 for a replaced ID card. He also reported that Vice President Johnson has already approved the resolution and will be presenting it to President Rabinowitz.

B. Information Items

1. Prof. Bass presented for information a report from the Office of Public Safety which prohibits discrimination. He reported that last semester; the Senate Executive Committee had requested a formal statement from the Office of Public Safety regarding the avoidance of alleged racial profiling and discrimination against various groups on campus. This report will formally be considered at the next Senate Executive Committee meeting and ultimately brought to the Senate and Full Faculty. Prof. Bass publicly thanks Director O’Callaghan for her diligence and proactive efforts to conclude this document. She has been a fierce advocate and supportive of ensuring that no incidents of discrimination or racial profiling have taken place on the Hofstra campus. Prof. Bass reported that if such incidents do occur, they should be reported immediately to Public Safety as well as the Provost’s Office. Oscar Espinal, a student senator, reported that he is
concerned about alleged racial profiling on the dormitory side, when it comes to room checks. Provost Berliner reported that it would go through the same process; the student reports the alleged profiling to the Office of Public Safety and to the Provost’s Office. Senator Espinal requested there be a way to inform the students that this is available to them. Senior Vice Provost Schmelkin reported that it may already be in the Guide to Pride. Provost Berliner reported that the Senate will ask Vice President Johnson at the next Senate meeting.

III. New Business

Prof. Ghorayeb reported that usually when students graduate from the School of Engineering they have Senior Design component, often in conjunction with a faculty member. Many times, in order to publish the work, results come in after the student graduates. However, after a student graduates, they lose access to the portal and accounts. Students will receive and alumni account but cannot access the F Drive where most of the data resides. He asks if there is anyway the university can lengthen the amount of time the student can use the system, with the permission of the faculty the student is working with. Provost Berliner reported that perhaps it can be done on an exception basis where the Dean will send forward a recommendation. Senator Espinal reported that perhaps it would be in the university’s best interest to extend an alumni’s access to the system beyond their graduation, as a perk. Prof. Glasser reported that a lot of the publisher E Journal packages we have excludes the university to allow alumni access. Provost Berliner reported that perhaps the Student Affairs Committee look into increasing the ties to the university on the part of our graduates.

Prof. Silver asked if the university have a policy concerning email usage and privacy/ access to email communications. Provost Berliner will follow up and report back.

IV. Committee Reports

A. Planning & Budget Committee

Chairperson Maccarrone reported that the committee has formally approved an outcomes assessments task force, and he has been meeting with selected administrators in order to move the process forward. He asks if anyone on the Senate knows of faculty who would be interested in participating to please let him know.
Prof. Maccarrone also reported that Prof. Ghorayeb has put him in touch with Michael Salatti, an adjunct professor in the Engineering Department, who is willing to have students conduct a Senior Design project to help study our parking issues. The Parking Task Force is also moving along. He also reported that the committee is planning an expanded Town Hall Meeting for the spring. Traditionally, the Town Hall Meeting is held during common hour. The committee is working on an advanced hour and ½, then the central hour and ½ (during common hour) and a follow up meeting afterwards which will lead into a continuum of dialog amongst students, administrators, faculty and staff. The theme of the meeting is “positive outcomes.” This way the students will hopefully be more affirmative in delivering their messages to upper administration, as opposed to asking parochial questions about their most recent problems. The committee is also looking to expand it to graduate students as well.

Prof. Maccarrone also reported that he has met with Catherine Hennessy, Vice President for Financial Affairs to discuss correspondence relating to the recent revision to the Planning and Budget Committee by-laws. They have agreed on a basic mechanism for regular correspondence at least once a semester and any other time there are issues with Planning, Budget, expenditures, revenues, etc., discussed reinvigorating and repopulating the Parking Task Force. He reported that Prof. Ghorayeb has informally contacted an adjunct professor in the Engineering Department who is willing to have students conduct a Senior Design project to help study our parking issues. Prof. Maccarrone also reported that he has reached out to the Catherine Hennesssy, Vice President for Financial Affairs to discuss correspondence relating to the recent change to the Planning and Budget Committee by-laws. The Vice President Hennessy is just now concluding the university’s year end closing with its financial statement auditing firm. He intends to meet with her in the very near future. The committee also discussed creating an Outcomes Assessments Task Force. Stephanie Bushey, Vice President for Institutional Research and Assessment, will help. Provost Berliner suggested contacting Terri Shapiro, Associate Provost for Accreditation and Outcomes Assessment.

### B. Faculty Affairs Committee

Chairperson Giuliani reported that the committee discussed adjunct representation on the University Senate. The Senate Executive Committee will assemble a Blue Ribbon Panel that will assess representation on the Senate as a whole. He also reported that the committee has completed all of the items for the evaluation of chairpersons, but will look at the document as a whole at its next meeting.
and hopefully finalize the first draft. Prof. Giuliani will then meet with the Chairs’ Caucus to gather their feedback. The committee also discussed having an Adjunct Teacher of the Year. He also reported that the committee will look at Special Leaves as well as teaching load reduction as per Article 6.19 on January 10th.

C. Student Affairs Committee
Chairperson Finnegan reported that the committee will be gathering student input for any parking resolutions that the university can consider. He also reported that he will be working closely with the Planning and Budget Committee to schedule the Town Hall Meeting.

D. Undergraduate Academic Affairs Committee
Chairperson Fritz reported that the committee approved changes to the course withdrawal policies so that there is consistency across different terms and eliminated the need for an instructor’s signature if a student withdraws from a class after 2/3 of the course has been completed. The committee voted to eliminate policy that excludes all but the first F in cumulative GPA, when a student takes the class more than once. Both of these items will be brought to the Senate at its next meeting. Prof. Fritz also reported that the committee is also working on revisions to Faculty Policy Series #10 that suggests faculty provide feedback to the student before the withdrawal date.

E. Graduate Academic Affairs Committee
Caroline Schreiner reported for Chairperson Davidow that the committee discussed sending the Diversity Information Item to several offices and individuals across Hofstra campus, including Multicultural and International Students Program Office, Services for Students with Disabilities, multicultural student clubs, Provost’s Office, Office of Community Standards, Dean of Student’s Office, graduate students on the University Senate, Deans of the various colleges, Diversity Task force Chair, General Counsel Office, and Departmental Chairs. It was also suggested that Departmental chairs read and discuss the information item with their faculty.

The committee discussed ways to disseminate information about campus-related activities and policies to graduate students. The discussion revolved around adding information to already existing Hofstra websites, with the main additions going to the Graduate Students webpage under Student Life.
• Provide a selection that includes all graduate student organizations. Carole Drummer will email graduate directors to obtain the names of graduate student organizations across Hofstra’s campus.

• Provide a selection for graduate assistantships, research opportunities, and funding opportunities across the campus. A website that works like “craigslist” was suggested, where faculty can add various assistantship, research, and funding opportunities as they arise. Professor Davidow will email Carrie Healy at Human Resources in order to inquire about the viability of this type of website

IV. Adjournment

V. Adjournment

The meeting was adjourned at 4:25 p.m.
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MINUTES OF THE UNIVERSITY SENATE MEETING, DECEMBER 9, 2013

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

Present, Bass, Berliner, Bhogal, Davidow, Dresner, Eads, Elston, Filippi, Fincham, Finnegan, Firestone, Flannery, Fritz, Gennarelli, Giuliani, Glasser, Goodman, Hoovert, Johnson, Lopez, Maccarrone, Sample, Schmelkin, Silver, Thomas, Yohn

Absent: Angles, Balson, Espinal, Ghorayeb, Lucito

Guests: Barkwill, Fredrich, Laggan, O’Callaghan

After amending typos, the minutes of the November 4th, 2013 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that Karen O’Callaghan, Director of Public Safety, Dolores Fredrich, Vice President for Legal Affairs and General Counsel, and Joseph Barkwill, Vice President for Facilities and Operations are in attendance to answer questions about the Weapons Policy presented to the Senate at the November 4th meeting.

Vice President Fredrich reported that the university has always had a written policy for students prohibiting weapons of any type, to be carried, as well as an unwritten, but enforced policy with regard to anyone else coming onto campus. The way it has come up over time has been from faculty members calling her office to inform her that there is a student in their class who has a weapon and what to do about it. Recently, a Law School professor informed her office that they have a police officer in their class who goes to work directly from school and he wants to carry his weapon. She explained that the university has an informal procedure where a Law Enforcement Officer can arrange to leave his or her weapon at a depository in the Public Safety Office while they are on campus. The Law School faculty member suggested that this be put in writing so everyone on campus understands there are no weapons to be carried onto our campus. She reported that there was no intention of changing the existing rules. Universities elsewhere in the country are firmly stating whether you can or cannot carry weapons onto their campuses. While writing the policy, her office researched what other schools were doing in terms of how they were phrasing their policies.

Prof. Silver asked what the current procedures and enforcement are. Director O’Callaghan reported that if something is brought to Public Safety’s attention, they will supervise and inform the person the option
is to either not come onto campus, or leave the weapon in the Public Safety Office. Prof. Silver asked if there is anything in place with regard to concealed weapons where Public Safety Officers would initiate a frisk procedure. Vice President Fredrich reported that since Public Safety Officers are not law enforcement, they cannot. Director O’Callaghan reported that if someone felt there is a reason to be concerned, the police would be called. She also reported that the law allows a civilian to use whatever force necessary in certain situations where someone’s life is in danger. There could be situations where Public Safety Officers might act. She also reported that in her tenure, no guns were reported on campus. They have confiscated knives before, depending on how it is being used. She inserted that a Public Safety Officer would not initiate a search process without reason, and if they do they would be disciplined.

Provost Berliner reported that since the Weapons’ Policy was passed at the last Senate meeting, pending this conversation, it will be presented to the Full Faculty at the first meeting of the spring semester.

II. Report of the Senate Executive Committee Chairperson Stuart Bass

Prof. Bass reported that there is an action item on the agenda proposing enforcement proceeding for smoking violations on south campus. The Senate Executive Committee has been asked by Public Safety to engage in further concrete discussions and work out some effective means of enforcement. These discussions should take place and conclude sometime at the early part of the spring semester. He proposed to table the item pending these discussions. A discussion followed and the item was tabled.

A. Action Items

1. Prof. Bass presented for action, revisions to the Withdrawal Policy. Paul Fritz, chair of the Undergraduate Academic Affairs Committee reported that the revisions were made to make standards for students to withdraw from courses in shorter terms (January, Summer, and Short Courses,) the same as regular (Fall and Spring.) Specifically, for regular semesters a student has discretion to withdraw from a course up to the last day of the tenth week of the semester and there is no provision for any instructor approval whereas in a course shorter than 15 weeks a student may withdraw up to 2/3 of course completion but must have the instructors signature to withdraw after 2/3 of the course is completed. Senior Vice Provost Schmelkin reported that with regard to weekend courses, etc. it would be dealt with on a case by case basis. Provost Berliner reported that this policy is just for undergraduate students. The item passed unanimously.
2. Prof. Bass presented for action, revisions to GPA Calculation – Multiple F Grades. Prof. Fritz reported that the current policy can create conditions under which a student that fails the same course twice will have a higher cumulative (but not semester) GPA than a student that gets a non-F grade in the second iteration of the course if that non-F grade is lower than the student’s average grade. He reported that the committee collected data from the Academic Records Department to see how many multiple failures are dealt with, as well as comparing other universities’ policies. The Undergraduate Academic Affairs Committee removed the provision that states “only one F grade in any one course will be included in the cumulative grade point average.” The item passed unanimously

3. Prof. Bass presented for action, an endorsement of a policy statement from Public Safety prohibiting discrimination on campus. Provost Berliner reported that Public Safety did not ask for the statement to be endorsed. The Senate Executive Committee felt it should be endorsed. Prof. Silver reported that the policy states that Public Safety Officers receive specific training, but does not mention that they adhere to these policies. Prof. Bass reported that a faculty member raised an issue of potential racial profiling at certain campus social events. It took Director Callaghan several months to come up with the policy. In terms of procedures, Public Safety is urging those who complain of discrimination in any form to reference this statement and contact the Provost’s Office and Public Safety. A discussion followed about the sufficiency of the statement. Provost Berliner reported that the Senate Executive Committee did not give feedback to the Office of Public Safety with any questions about the wording and if the Senate is looking to endorse the statement, the Senate Executive Committee should contact the Office of Public Safety for clarifications on any questions. The Senate has agreed to table the endorsement and have a discussion in terms of the next steps. Duly noted is that Dean Firestone has agreed with Prof. Silver.

III. New Business

Prof. Silver asked if there are any updates on the issue with the policy concerning email usage and privacy/access to email communications. Provost Berliner reported that there will be.
IV. Committee Reports

A. Faculty Affairs Committee

Chairperson Giuliani reported that the committee met and recommended Emeritus Status for three different faculty members, as well as completed the first draft of the chairperson evaluations. It was forwarded to Susan Yohn, chair of the chairs’ caucus, for distribution to all chairs for review, feedback and concerns. Prof. Giuliani also reported that the committee will look into creating an “Adjunct Teacher of the Year” award. As of now, there is only Teacher of the Year awards are for full time faculty only and adjuncts are not eligible. The committee will meet on January 10th to review the Special Leave and 6.19 Load Reduction Applications. Provost Berliner reported that the concept of Emeritus Status is that the University extends special recognition to those retiring members of its faculty who have made outstanding contributions to the University.

B. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee received an update from Vice President Eads on applications so far for the 2014 enrollment season. The committee also discussed changes to Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences and will be bringing to the Senate soon. The committee is also working on Department Honors.

C. Planning & Budget Committee

Chairperson Maccarrone reported that the committee has met with Catherine Hennessey, Vice President for Financial Affairs as per the bylaw revisions calling for more communication between her office and the committee. Vice President Fredrich was also in attendance. Vice President Hennessey gave the committee a concise presentation in language that was understandable to the group. An issue that came up was the timing and nature of how Planning and Budget Committee should correspond regarding affirmative budgeting. It was agreed upon to allow the Planning and Budget Committee to speak with her in a very dynamic fashion throughout the year. Prof. Maccarrone reported that he met with Provost Berliner who is very forth coming with keep the communications open and it was agreed that the Provost will attend the first Planning and Budget Committee meeting in the spring and he will make himself available to the committee in October of each year. Prof. Maccarrone also reported that the Parking Task Force met on the 20th with Director O’Callaghan and Joe Barkwill, Vice President for Facilities and Operations, in attendance, to speak about the logistics of parking on campus as well as enforcement issues. Also in attendance was
Michael Salati, an adjunct professor in the Engineering Department, who discuss a senior project he will be doing in the spring semester to look at zoning, site plans, student demands, etc. that involve parking. Prof. Maccarrone also reported that he is trying to populate the Outcomes Assessment Sub Committee and encourages Senate members to ask their faculty to contact him and get involved. The Senate Executive Committee has asked the Planning and Budget Committee to look into Student Government Association funding of student organizations and the Town Hall Meeting will be on April 23rd.

D. Graduate Academic Affairs Committee
Caroline Schreiner reported for Chairperson Davidow that the committee discussed ways to disseminate information to graduate students for campus-related activities, policies and resources. He will reach out to Webwork to discuss adding things to the Hofstra website. Prof. Davidow also reported that the committee will be working on the Academic Leave/Withdrawal and Maintaining Matriculation Policy.

E. Student Affairs Committee
Chairperson Finnegan reported that the committee is focusing on its agenda for next semester which includes looking into student ties to the university post-graduation as well taking lead on a ban of smoking on the North side of campus. He also reported that he put together a number of events gathering student input on parking. He received a lot of positive feedback and will summarize for his committee and hopefully bring forth a recommendation to the Senate Executive Committee. The committee hopes to hold a more general meeting about parking.

IV. Adjournment
V. Adjournment
The meeting was adjourned at 4:05p.m.
MINUTES OF THE UNIVERSITY SENATE MEETING, FEBRUARY 10, 2014

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

Present: Bass, Berliner, Bhogal, Davidow, Diaz, Dresner, Eads, Elston, Filippi, Finnegan, Firestone, Fritz, Ghorayeb, Giuliani, Hoover, Johnson, Lopez, Lucito, Maccarrone, Sample, Schmelkin, Silver, Thomas, Yohn

Absent: Angles, Balson, Espinal, Fincham, Flannery, Gennarelli, Glasser, Goodman,

Guests: Laggan

The minutes of the December 9th, 2013 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that the effect of canceling classes on Monday, February 3rd and Wednesday, February 5th created the compliance issues and a memo will be sent out shortly regarding the use of snow/study/reading days and the time can be made up.

Provost Berliner reported that the University Senate has been in the forefront of advocating for improved communications on all levels especially between faculty and administration. Meetings have been taking place between the chair of the Senate Executive Committee, the Speaker of the Faculty, the chair of the Chairs’ Caucus and the President on a regular basis. Another such meeting is scheduled for next week. A meeting has taking place between the leaders of the Board of Trustees and the faculty leadership with another meeting being scheduled within the next month or two. Prof Yohn, the chair of the Chairs’ Caucus suggested to the President that we have a new program where faculty will make a presentation to the Board of Trustees. There has never had a presentation by a faculty member at the Board of Trustees meeting. Kathleen Wallace, from the Department of Philosophy, will be the first faculty member to make a presentation at a Board of Trustees’ meeting. The presentation will be based on her department and some of the initiatives that are taking place. This is also part of getting the trustees more involved in what is happening on campus.

Provost Berliner reported that an announcement will be sent out within the next couple of days on the recipients for this year’s Diversity and LGBT Grants which include a study and impact of charter schools on diversity, focusing specifically on Roosevelt and Hempstead, two communities where the charter movement is fairly strong. There will also be an award given to increasing access to legal services for
LGBT immigrants on Long Island, as well as an award on the influence of family acceptance on LGBT college students’ well-being. This is all made possible by the Celebration of Diversity Dinner and the National Center for Suburban Studies.

Provost Berliner also reported that the university received a new Two million dollar grant from New York State which will help us fund two additional labs for the School of Engineering and Applied Science. One is a big data lab and the other a robotics lab. The university will have to match the two million dollars with university money. This will also allow us to strengthen our thermal and strength labs and completely renovate Adams Hall.

Provost Berliner reported on the upcoming events:

- Soccer as the Beautiful Game: Football's Artistry, Identity and Politics
  April 10 - 14th
  - awarding of an honorary degree to soccer legend Pelé. – April 11th.
  - Unveiling of a plaque in honor of Pelé and his humanitarian work. –April 13th

- Center for Civic Engagement - Earth Day
  April 24th

- The Hofstra Shakespeare Festival
  The Comedy of Errors

II. Report of the Senate Executive Committee Chairperson Stuart Bass

Prof. Bass reported that the Senate Executive Committee is attempting to meet with Karen O’Callaghan in an effort to engage in some substantive conversations regarding enforcement to the smoking ban. He reported that the Planning and Budget Committee is also working on a ban to take place on the North campus as well.

A. Action Items

1. Prof. Bass presented for action, the Laboratory Animal Facilities Occupational Health and Safety Plan. This is required as a uniformed policy and also necessary to have a plan in standing in order to get funding for various and specific research projects. The item passed unanimously.

3. Prof. Bass presented for action, the revisions to Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences. Prof. Fritz, chair of the Undergraduate Academic Affairs Committee
reported that last year, the Student Affairs Committee brought to the UAAC’s attention that some students are not receiving any feedback on their grades until very late in the semester. The committee took it as an opportunity to expand the language and make it clear that grading policy should be stated clearly in the syllabus for the course. A discussion followed and the following amendments were made:

The following sentence:

*Faculty are strongly encouraged to provide students with graded feedback on their performance as early in the semester as possible and always before the deadline for a grade of W.*

was changed to:

*Faculty are strongly encouraged to provide students with graded feedback on their performance as early in the semester as possible before the deadline for a grade of W.*

The following sentence:

*The policy for establishing the final grade....*

was changed to:

*The faculty policy for establishing the final grade...*

The item passed as amended.

**IV. Committee Reports**

A. Faculty Affairs Committee

Chairperson Giuliani reported that the committee met in January to review all of the Special Leave Applications as well as all of the 3 semester course reductions that the faculty submitted. The committee has completed its initial draft of the evaluation of chairpersons, however it went to the chairpersons for review, who sent it back with concerns. Therefore, Susan Yohn, chair of the Chairs' Caucus, will attend the next Faculty Affairs Committee to represent the chairpersons and discuss concerns with the evaluations. The committee is also looking at adjunct representation on the University Senate. At the moment, there is one adjunct representative who sits on the University Senate. The committee will review what other colleges and universities are doing. The committee will also look at the “Teacher of the Year” awards and whether or not adjuncts can be eligible.
B. Undergraduate Academic Affairs Committee
Chairperson Fritz reported that the committee met and discussed Departmental Honors. Neil Donahue, Senior Associate Dean, Honors College was in attendance to give his perspective. There are a number of issues including how to handle the issue of students not completing honors level work. Before its next meeting, the committee will collect information on how different departments operate so that any changes that are made are consistent with past practices.

C. Planning & Budget Committee
Chairperson Maccarrone reported that the committee had planned to meet with Provost Berliner and Senior Vice Provost Schmelkin on Wednesday, February 5th but had to reschedule to this Wednesday because of the snow storm. They will discuss the academic part of the budget. He reported that on November 19th, Catherine Hennessey, Vice President for Financial Affairs, gave the committee a concise presentation. Prof. Maccarrone also reported that the Parking Task Force met on November 20 with Karen O’Callaghan, Director of Public Safety, and Joe Barkwill, Vice President for Facilities and Operations, to speak about the logistics of parking on campus as well as enforcement issues. Michael Salatti, an adjunct professor in the Engineering Department, who discussed a senior project he will be doing in the spring semester to look at zoning, site plans, student demands, etc. that involve parking. This project as begun and off to a good start. Prof. Maccarrone also reported that the Annual Town Meeting date has changed from April 23rd to April 30th, due to the President’s schedule. It will be an extended Town Hall meeting to have it more inclusive. He also reported that he along with William Finnegan, chair of the Student Affairs Committee, and Stuart Bass, chair of the Senate Executive Committee, will be meeting with Sandra Johnson, Vice President for Student Affairs to discuss how the Student Government Association funds its clubs. The Planning and Budget Committee will also look into expanding the smoking ban to include the North Campus.

D. Graduate Academic Affairs Committee
Chairperson Davidow reported that the committee will continue to discuss ways to disseminate information to graduate students for campus-related activities, policies and resources. The committee was going to create a website where people can post research opportunities but because of legal reasons, it might not work out. Prof. Davidow also reported that the committee will be working on the Academic Leave/Withdrawal and Maintaining Matriculation Policy.
E. Student Affairs Committee
Chairperson Finnegan reported that the committee will work on outcomes assessment to see what alumnus still use different Hofstra resources. He will reach out to the Career Center and the Office of Alumni Relations Chairperson Finnegan reported that the committee will look into creating a ban on smoking on the North Campus. He also reported that the Student Government Association will be sponsoring its second student appreciation week within the next couple of weeks. Since this collects much information as to student interest and desires, the Student Affairs Committee will reach out and support them. The committee will also discuss ways to increase representation and recruitment. Chairperson Finnegan also introduced Edgar Diaz, who will be representing the Student Government Association at future University Senate Meetings.

IV. Adjournment

V. Adjournment

The meeting was adjourned at 3:31 p.m.
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MINUTES OF THE UNIVERSITY SENATE MEETING, MARCH 10, 2014

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

Present: Angles, Bass, Berliner, Davidow, Elston, Filippi, Fincham, Finnegan, Fritz, Gennarelli, Ghorayeb, Glasser, Hoover, Johnson, Lopez, Maccarrone, Sample, Schmelkin, Silver, Yohn,

Absent: Balson, Bhogal, Dresner, Eads, Espinal, Firestone, Flannery, Giuliani, Goodman, Lucito, Thomas

Guests: Miller

The minutes of the February 10th, 2014 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that he pleased to announce that the St. Baldrick’s fundraiser held by the men's roller hockey club, has crossed the $25,000.00 threshold and he will be shaving his head during common hour on Wednesday. The fundraiser raises money for childhood cancer research.

The Provost also reported that the Soccer Conference, Soccer as the Beautiful Game: Football's Artistry, Identity and Politics will be held on April 10 through April14. The conference will include the awarding of an honorary degree to soccer legend Pelé and the unveiling of a plaque in honor of Pelé and his humanitarian work. Stanislao Pugliese and Brenda Elsey are the co-directors of the conference. He encourages everyone to attend.

The Provost reported that for the first time, there will be a student speaker during the Honors Convocation. A notice went out to all students for the opportunity to compete in terms of the commencement speech. He hopes this will become a long-term tradition at Hofstra University.

The Provost also reported that the executive summary of the Five Year Plan is available.

II. Report of the Senate Executive Committee Chairperson Stuart Bass

Prof. Bass reported that a tentative date has been set for the Senate Executive Committee meeting with Karen O’Callaghan, Director of Public Safety, in an effort to engage in some substantive conversations regarding enforcement to the smoking ban. The Planning and Budget Committee is also taking a ban on
the North Campus into consideration with exceptions to certain smoking zones. Provost Berliner reported that an issue came up whether or not e-cigarettes are covered by the smoking ban and encourages the committee to consider this as an amendment to the smoking ban. A slight discussion followed. Prof. Bass also reported that given the delicate and sensitive nature of some of the issues that come before the Faculty Affairs Committee, the Senate Executive Committee is going to consider a resolution amending the Senate bylaws requiring that the chair of the committee be a tenured faculty member.

A. Action Items

Prof. Bass presented for action, revisions to the Academic Leave, Withdrawal, and Maintaining Matriculation Policy for graduate students. Jason Davidow, chair of the Graduate Academic Affairs Committee that in the original policy, there was no limit for how long a person may have a leave of absence so the committee revised the policy. The item was passed unanimously.

IV. New Business

Professor Ghorayeb reported that while on a Skype call in Bits and Bytes he was asked to end the call. A slight discussion about photographing people on campus followed.

V. Committee Reports

A. Graduate Academic Affairs Committee

Chairperson Davidow reported that the committee completed its discussion on trying to centralize information for graduate students. He intends to contact Human Resources to try to get paid assistantships on the H/R website. The committee also completed the revisions to the Academic Leave/Withdrawal and Maintaining Matriculation Policy.

B. Undergraduate Academic Affairs Committee

Chairperson Fritz reported that the committee continued its discussion on Departmental Honors, especially the issue with how to tell students that don’t meet all the requirements for honors. The committee had some data that Academic Records provided that suggests this is a widespread issue. The committee is in agreement that it needs some clarity. The data also suggests it is working in certain places as well. The committee will move forward with making some minor clarification and
updates with language and then coming up with some policy document or suggestions departments can work with. The committee also started discussions of the double & triple majors’ issues and specifically they can investigate.

C. Planning & Budget Committee

Chairperson Maccarrone reported that the committee had a very productive meeting with Provost Berliner and Senior Vice Provost Schmelkin to discuss the academic operating budget supplementing what Catherine Hennessey, Vice President for Financial Affairs, had to say at the November 19th meeting. We are expecting approximately 30 new faculty lines in the coming year and in order to keep the committee as well informed as it can be, Provost Berliner agreed to come back to the committee late in the spring semester to discuss his preliminary discussions with the deans, as far as faculty needs. He also agreed to attend Planning and Budget Committee meetings every October. The Provost made it clear that consistent with the Five Year Plan, the additions would be prioritized by respective area needs ("highest priority", "high priority", etc) and that new hiring would stress faculty diversity. Prof. Maccarrone reported that at the February 25th Board of Trustees meeting, he told the Board that he believed the amended P&B by-laws calling for enhanced communications between the committee and the office of the Vice President for Financial Affairs and Treasurer was working well and increased transparency and confidence in a very positive way. At the Board of Trustees meeting the President reported that the “HofTown” proposal may be advanced soon by the university engaging a planner to perform a feasible study. Prof. Maccarrone commented that P&B’s involvement with such an important proposal beginning at the earliest stage is expressly addressed in the committee’s by-laws.

Prof. Maccarrone reported that Michael Salatti, an adjunct professor in the Engineering Department is doing an amazing job on his students’ senior project look at zoning, site plans, student demands, etc. that involve parking. It is extremely detailed. He also reported that he along with William Finnegan, chair of the Student Affairs Committee, and Stuart Bass, chair of the Senate Executive Committee, will be meeting with Sandra Johnson, Vice President for Student Affairs to discuss how the Student Government Association funds its clubs.

Prof. Maccarrone reported that the Town Hall Meeting will be held on Wednesday, April 30th in 246 East Library Wing. It will be expanded from 10am until 3pm with the central discussion, with senior
administrators happening during common hour. There was a discussion about the Town Hall being exclusively for students and whether or not there is anything in writing stating so.

A discussion followed about a smoking ban on the North Campus and the feasibility of creating “smoking areas.”

E. Faculty Affairs Committee

Caroline Schreiner, reported for Chairperson Giuliani, that the Faculty Affairs Committee submitted its recommendation regarding the evaluation of chairpersons to the Senate Executive Committee last week. The Senate Executive Committee is currently reviewing the evaluation and did not vote on the Faculty Affairs Committee's recommendations at its last meeting. The chairperson evaluation remains at the Senate Executive Committee and will be discussed further at the next meeting. Once the chairperson evaluation gets to the Senate, he will address all issues in their entirety.

IV. Adjournment

V. Adjournment

The meeting was adjourned at 4:07 p.m.
MINUTES OF THE UNIVERSITY SENATE MEETING, APRIL 7, 2014

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

Present: Angles, Balson, Bass, Berliner, Bhogal, Dresner, Eads, Elston, Finnegan, Fritz, Gennarelli, Ghorayeb, Giuliani, Glasser, Goodman, Hoover, Johnson, Lopez, Maccarrone, Sample, Schmelkin, Silver, Thomas, Yohn

Absent: Davidow, Espinal, Filippi, Fincham, Firestone, Flannery, Lucito

Guests: Laggan

The minutes of the March 10th, 2014 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that as he indicated at the last Senate meeting, that St. Baldrick’s fundraiser held by the men's roller hockey club, has crossed the $25,000.00 threshold and has raised $36,000.00. The fundraiser raises money for childhood cancer research.

The Provost also reported that given the winter we had this year, and Hurricane Sandy last year, he would like the Senate to start thinking about what we can do differently if we have inclement weather. With technology being as advanced as it is, perhaps we should look at closing the university and hold classes online, using the Blackboard Technology Management System or another course management system. Pre-K12 schools have adopted iPads and tablets, which have allowed differentiated instruction on an individual basis. The Provost feels we should focus more on what capabilities technology allows us to access and how we can use that to the benefit of the education we provide.

II. Report of the Senate Executive Committee Chairperson Stuart Bass

Prof. Bass reported that the Senate Executive Committee has come up with what they think is a fair and yet comprehensive policy statement regarding sanctions for those who violate the smoking ban on campus. He added that the proposal was not added to the day’s agenda as the Senate Executive Committee felt it was indifference to the two major unions on campus and want to be sure there are no procedural rights being denied or infringed upon. Prof. Bass will be meeting with Gloria Hoover, Local 153 Shop Steward and Dennis Mazzocco, President of Hofstra’s AAUP chapter on Wednesday, with the
hopes of resolving any potential conflicts with differences. The policy will be formally presented at the next Senate meeting on May 5th.

A. Action Items

1. Prof. Bass presented for action, the evaluation of chairs by the Faculty Affairs Committee. George Giuliani, chair of the Faculty Affairs Committee, reported that about a year ago, the committee was charged with creating an evaluation of Deans’ policy. Upon completion, the next charge to the committee was to create an evaluation of chairs. The committee started out by looking at about 15-20 chairperson evaluations throughout the nation as well as looking at the Faculty Policy Series that is very specific to what are the responsibilities of the chair. Ultimately, the committee came up with different statements that qualify for chair people. The committee came up with common themes:

• Administrative Responsibilities
• Be able to communicate
• Be able to make decisions
• Have to evaluate
• What Faculty Policy Series #13 requires
• Show Leadership
• Be trustworthy

After creating its final draft, the committee handed the policy over to the Chairs’ Caucus for concerns/feedback. The content of the evaluation was not amended. There were concerns with whether or not to have a chairperson evaluation to begin with. The Faculty Affairs Committee’s role was to create the evaluation not to determine its purpose. The recommendation is three-fold:

• The SEC and FAC agreed this evaluation will go “as is” in terms of the content
• The FAC recommended it would be done annually, while the SEC recommends that this evaluation be administered in the spring semester of the 2nd year of the chair’s 3 year term.
• The FAC it would be done through scantron and pencil and paper format (not online), while the SEC recommended it be done online like the Deans’ Evaluations
Susan Yohn, chair of the Chairs’ Caucus reported that the point many of the chairs made was to remember that chairs actually get evaluated multiple times. They are asked annually to do faculty evaluations like everyone else. Members of the department have the opportunity to “weigh in” before someone is chosen as a chair, as well as when the chair term is renewed. A discussion followed and it was decided to send the item back to the committee to work on the process and procedure of administering the evaluation. Prof. Giuliani reported that the committee will be meeting on April 21st and requests that any concerns/questions be emailed to him by then for the committee to review.

2. Prof. Bass presented for action, the Standing Committee Chairs Resolution. He reported that given some of the very sensitive information and detailed information that needs to be dealt with by the standing committees, it is important overall for a tenured elected faculty senator to chair these committees. However, the Senate Executive Committee recognize that in any given year, the faculty pool who are tenured may not allow for each standing committee to be subject to getting themselves a tenured faculty member. Therefore, he believes some mechanism should be put in place such as allowing the Senate Executive Committee to appoint an appropriate elected tenured faculty member to fill those spots. A discussion followed and the resolution was amended as follows:

BE IT RESOLVED, that effective Fall 2015, the chairs of all standing committees (with the exception of the Student Affairs Committee,) including the chair of the Senate Executive Committee, shall be an elected faculty senator with tenure.

Until September 2015, the Senate therefore recommends that where possible, each standing committee of the Senate elect a tenured elected faculty senator as chair of that committee.

The item passed as amended.

III. Committee Reports
   A. Undergraduate Academic Affairs Committee
Chairperson Fritz reported that the committee continued its discussion on Departmental Honors, but were unable to reach a resolution and tabled the item. The committee also started a discussion on multiple majors. Academic Records provided data that suggests that there isn’t much of an issue in terms of double counting of courses and advisement issues so no action was taken. The committee also started a discussion on Transfer Credits – T- Designation. This is an issue where there is not really credit given to a student in most cases but still appears on the transcript and is awfully confusing to students, faculty and some administrators.

B. Student Affairs Committee

Chairperson Finnegan reported that the committee continues to discuss parking issues and are looking forward to making additional recommendations, pending the results of the parking survey. The committee also discussed the smoking ban which is reflected in the forthcoming resolution, and are turning its focus on the North campus smoking ban. He also reported that promotional materials for the Town Hall meeting on April 30th will be coming out shortly. In addition, the Student Affairs Committee will be advertising the Town Hall meeting, along with the upcoming elections for student Senate representative within the next week. The committee is also reviewing its bylaws.

C. Planning & Budget Committee

Chairperson Maccarrone reported that he has been working with the Student Affairs Committee, the Student Government Association, Caroline Schreiner, Senior Support Specialist, Vice President Johnson, and Gloria Hoovert, Local 152 Senator on the specifics of the Town Hall meeting. He asks that all faculty start encouraging their students to attend. It will be expanded from 10am until 3pm with the central discussion, with senior administrators happening during common hour. Prof. Maccarrone also reported that the committee will have its next meeting on April 9th where Michael Salatti, from the Engineering Department, will be presenting results of his students’ senior project. In addition, a recommendation was made by the Provost to invite the Dean of the Medical School to the next Planning and Budget Committee meeting to get mutually oriented. He will arrive at the April 9th meeting at 12:30. He also reported that the Outcomes Assessment Subcommittee was formed and core populated by the following:

- Oscar Espinal – Undergraduate Student
He asks that if anyone is interested in outcomes assessment, to please contact him.

IV. New Business

Jessica Eads, Vice President for Enrollment Management, reported that the department held several admitted students’ day during the last few weeks, and are trying to remind faculty and everyone else on campus that when they see these groups visiting the campus, feel free to say hello. It leaves a lasting impression.

V. Adjournment

The meeting was adjourned at 4:33 p.m.
MINUTES OF THE UNIVERSITY SENATE MEETING, MAY 5, 2014
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

The minutes of the April 7th, 2014 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner congratulated Eugene Maccarrone and the Planning and Budget Committee, William Finnegan and the Student Affairs Committee and the Student Government Association for a successful Town Hall Meeting held on April 30th. There were very good questions on part of the students and a very positive environment and shows everyone how worthwhile it is to hold such meetings.

The Provost also reported that the Hofstra Gala was held on Thursday, May 1st, raising over $930,000.00. This year’s event marked the establishment of the School of Engineering and Applied Science and the School of Health Sciences and Human Services. The Teacher of the Year recipients are as follows:

- Ellen T. Frisina, Associate Professor, Journalism, Media Studies, Public Relations, Lawrence Herbert School of Communication
- Mauro J. Caputi, Ph.D., Associate Professor, Engineering, School of Engineering and Applied Science
- Sarah A. Novak, Ph.D., Associate Professor, Psychology, Hofstra College of Liberal Arts and Sciences
- Holly J. Seirup, Ed.D., Associate Professor, Counseling and Mental Health Professions, School of Health Sciences and Human Services
- Katie M. Sell, Ph.D., Associate Professor, Health Studies and Kinesiology, School of Education
- Elizabeth K. Venuti, Ph.D., Associate Professor, Accounting, Taxation and Legal Studies in Business, Frank G. Zarb School of Business
- James J. Sample, J.D., Associate Professor of Law, Maurice A. Deane School of Law
- Dr. William Rennie, M.D., FACEP, Associate Professor of Emergency Medicine and Course Director, Hofstra North Shore-LIJ School of Medicine
Provost Berliner commented that few and far between for someone to be a terrific teacher for both undergraduate and graduate students, and James Sample, also the Senate’s senator representing the Law School, has done a terrific job in both venues.

The Provost reported that there are now four finalists in the search for a new Vice President for Student Affairs, giving a very broad representation of the university community to meet with these finalists and give their input. This is a very important search and we have a very robust pool at this time. The Provost extended thanks to Sandra Johnson for her services throughout the years.

The Provost reported that for the first time, there will be a student speaker during the Honors Convocation. A notice went out to all graduating seniors for the opportunity to compete in terms of the commencement speech. Rejena Carmichael, an Honors College student majoring in English, with a concentration in English and American Literature, minoring in both Political Science and Film. She will graduate with distinction and was inducted into Phi Beta Kappa. He reported that all of the students who presented possible speeches for the commencement made very good presentations as well.

The commencement schedule is as follows:

**Sunday, May 18**

- 9 a.m. Undergraduate Ceremony for Hofstra College of Liberal Arts and Sciences, School of Education, and School of Health Sciences and Human Services, featuring Will Allen, founder and CEO of Growing Power Inc.

- 3 p.m. Undergraduate Ceremony for Frank G. Zarb School of Business, Lawrence Herbert School of Communication and School of Engineering and Applied Science, featuring Jared Kushner, CEO of Kushner Companies, a diversified private real estate organization, and owner of The Observer Media Group.

- 7 p.m. Graduate Ceremony, featuring Sharon Marcil, senior partner and managing director of The Boston Consulting Group.

**Monday, May 19**

- 7 p.m. Maurice A. Deane School of Law Ceremony, featuring Judith Livingston ’79, one of the most successful plaintiff’s attorneys in the United States.
The Provost reported that it has been a very productive year for the University Senate. Last year, the faculty passed a resolution which called for more communication between the standing committees of the University Senate and key administration. As a result, communication has been vastly strengthened, including between the committees and the President. Faculty leaders have also been meeting with Board of Trustee leaders.

II. Report of the Senate Executive Committee Chairperson Stuart Bass

A. Action Items

1. Prof. Bass presented for action, the Smoking Ban Resolution which is a comprehensive policy statement regarding sanctions for those who violate the smoking ban on campus. The original smoking ban was put into effect in January, 2013 but there were no enforcement regulations. The resolution urges the President to authorize and direct the Office of Public Safety to issue citations to individuals violating said ban and lists other guidelines for enforcement. Karen O'Callaghan, Director of Public Safety, and Joseph Barkwill, Vice President for Facilities and Operations, were invited to the meeting to discuss their concerns with the resolution. A discussion followed and Vice President Barkwill requested the item be tabled until the fall, allowing the Office of Public Safety to research what other colleges and universities do as far as enforcing its smoking ban as well as preparing its officers for enforcement. Provost Berliner pointed out that even if the resolution was approved today, it would still need to go to the Full Faculty in the fall after the first Senate meeting. Therefore, there is no reason to table the item until the fall Senate meeting. The following amendments were made:

the following sentence:

   a) the President to authorize and direct the Office of Public Safety to issue citations to individuals violating said ban;

was changed to:

   a) the President to authorize and direct the Office of Public Safety to issue citations to individuals observed violating said ban;

the following sentence:
c) said penalties shall be collected by the Bursars Office, similar to those procedures for parking and other related violations and infractions;

was changed to:

c) said penalties shall be collected by the University, similar to those procedures for parking and other related violations and infractions;

the following sentence:

g) That Health Services/Wellness Center undertakes a program to assist those individuals who wish to end smoking;

was changed to:

   g) That University undertakes programs to assist those individuals who wish to end smoking;

The item was passed with and the Office of Public Safety will respond to the Senate by September 1st with their concrete suggestions in terms of enforcement. He also reported that eventually the Senate will have to look at enforcing a ban on the North Campus. The item passed as amended with 17-in favor of, 1-opposed, 1-abstention.

B. Discussion Items

1. Prof. Bass presented for discussion item the Mobile Device Policy which applies to accessing Hofstra data on a cellular device. Various New York State and federal laws require the University to protect sensitive information and to notify individuals in certain circumstances where there is a security breach relating to personal information. A discussion followed. The item will be brought to the first Senate meeting of the Fall as an action item.

III. Committee Reports

There were no committee reports.

IV. New Business

Jessica Eads, Vice President for Enrollment Management, reported that the department held several admitted students’ day during the last few weeks, and are trying to remind faculty and everyone else
on campus that when they see these groups visiting the campus, feel free to say hello. It leaves a lasting impression.

V. Adjournment
The 2013-2014 University Senate was adjourned at 4:33p.m. The Provost then asked the members of the 2014-2015 Senate to elect a chair for its committee. 2014-2015 chairs are as follows:

- GAAC  Jason Davidow
- P & B  Eugene Maccarrone
- FAC   George Giuliani
- SAC   Chelsea Laggan

The Undergraduate Academic Affairs Committee did not elect a chair; therefore a special meeting will be called in the fall before the first Senate meeting.