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MINUTES OF THE UNIVERSITY SENATE MEETING, SEPTEMBER 15, 2014

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

Present: Berliner, Davidow, Dougharty, Dresner, Eads, Elsey, Elston, Filippi, Fincham, Firestone, Gennarelli, Giuliani, Glasser, Goodman, Hoover, Jernigan, Laggan, Lopez, Maccarrone, Mehta, Sample, Sarcka, Silver,

Absent: Balson, Bass, Espinal, Ghorayeb, Lucito, Morales, Yohn

Guests: Mazzocco

The minutes of the May 5th, 2014 Senate meeting were unanimously approved.

I. Report of the Provost, Herman Berliner

Provost Berliner convened the meeting by reporting that the semester is off to a very good start with a robust undergraduate enrollment in terms of first time/full time undergraduates reflecting a terrific job by the Office of Admissions and everyone else involved in the process. He reported that the class is larger than our projections but and academically strong class with the top 10% has increasing from 24% to 28%. He also reported that with regard to graduate student enrollment, there is a decline in new students for the Frank G. Zarb School of Business, and there is an increase in new students from the Maurice A. Deane School of Law.

Provost Berliner reported On Thursday, September 18th, there will be a reception honoring and thanking Dr. Liora P. Schmelkin for her many years of outstanding and dedicated service as Hofstra University's Senior Vice Provost of Academic Affairs and Dean of Graduate Studies.

Provost Berliner reported that we are preparing a periodic review report for Middle States Commission on Higher Education. Every ten years there is the major visit by Middle States and the five years in between there is the periodic review. Middle States has been asking approximately 2/3 of the institutions or more to present a follow up report because there have been areas of great weakness especially in outcomes assessment. Provost Berliner reported that our review is strong with no weaknesses whatsoever and read the following excerpt:  

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The reviewers find that Hofstra has continued the strong performance that led to a decennial review with no recommendations and has addressed the required material of a PRR in an informative and data-rich fashion. Overall, we commend Hofstra for its thorough PRR, particularly in terms of assessment.

The reviewers found both the report and the culture of assessment being reported on to be genuinely exemplary, and we commend Hofstra for its excellence in this challenging area. Given the high percentage of accredited colleges that receive recommendations about assessment, we believe that Middle States should consider identifying colleges that have an assessment program worth modeling. Hofstra’s program would be an important selection for such identification.

Provost Berliner reported that assessment is clearly a university-wide effort and we do extraordinarily well.

Provost Berliner reported that there is a Manhattan cluster for our First-Year Connections Program titled “The Art and Literature of NYC,” which is composed of an art history course. The lead faculty members are Bez Ocko, an Associate Professor in Fine Arts, Design and Art History Department and Irene Fizer, an Associate Professor in the English Department,. These are Tuesday/Thursday classes that have regular meetings in the city with a robust enrollment of 23 students. Clusters are sets of two or three classes, linked by a common theme, that fulfill general education requirements. In October, we expect to have the Manhattan MBA program with on-site classes located in Manhattan Eye, Ear & Throat Hospital. Our Manhattan presence is clearly on the increase.

Provost Berliner reported that a national and international search for a new Provost and Senior Vice President for Academic Affairs to succeed him as Provost is underway with Dean Bernard Firestone as chair of the Committee. Any questions can be addressed to him.

Provost Berliner reported that there have been major changes in the New Opportunities at Hofstra Program (NOAH). Christopher Catching, who was the Executive Director, has left the University for another opportunity, so Roosevelt Smith is the current acting director. He reported that for many years, the program has been funded in part by the New York State HEOP program. Initially the State support
was very significant; now it is about 13% of the University contribution and it comes with significant
strings regarding the length of the program, staffing, loan limits for the program etc. The University has
a very strong commitment to NOAH but given the limited monies provided by the state and the
significant constraints, imposed by the State, we have decided to go it alone, maintaining a strong
program but not applying for the state’s HEOP monies. Provost Berliner reported that in his opinion,
maintaining this program is essential.

Provost Berliner reported that on September 17th, Hofstra will have its CPXi Venture Tech Challenge.
Hofstra alumnus, Mike Seiman, CEO of CPXi and himself an entrepreneur, has generously contributed to
the creation of this entrepreneurship competition for students studying STEM subjects (Science,
Technology, Engineering and Mathematics). $100,000 total prize money is available to Hofstra teams of
undergraduate and graduate students. The competition will take place on Wednesday, September 17th in
the John Cranford Adams Playhouse. He encourages everyone to attend. Last year, the first place prize
of $50,000 went to two computer science majors who developed a low-cost 3D printer and the second
place prize of $25,000 went to another computer science major that developed a simplified electronic
medical record system.

Provost Berliner reported that Hofstra's Fall Festival will be held Friday through Sunday, September 19-
21, with numerous events for alumni, students and families. Following the Parade of Floats performers
Janelle Monae, Matt and Kim, TLC, and '80s cover band Rubix Kube will take the stage for the Vibe
Live Concert on Saturday, September 20. Later that night at the Mack Arena, actress and comedian
Kathy Griffin will headlining the Out Loud comedy show.

Provost Berliner reported that the Distinguished Faculty Lecture, which will be presented by J. Herbie DiFonzo of the Maurice A. Deane School of Law. His lecture, titled "Dilemmas of Shared Parenting in the 21st Century: How Law and Culture Shapes Child Custody," will be delivered on Wednesday, October 22, during common hour, in the Cultural Center Theater.

Provost Berliner reported that in a Chronicle of Higher Education commentary, he is suggesting we
consider adding the following statement be placed on all course outlines:
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here ...

Provost Berliner clarified that he is not making a recommendation to the Senate, but feels it is something that the Hofstra Community should consider.

Provost Berliner reported that The Honor Code, by Kwame Anthony Appiah, was the common reading assignment over the summer for incoming first-year students, and examines examples of “moral revolutions” that have changed the world. Kwame Anthony Appiah was the speaker at a First Year Student convocation held on Friday, August 29th. Last year’s Common Reading was The Good Food Revolution, by Will Allen, who was also the speaker at last year’s First Year Student convocation. He reported that a notice went out asking for suggestions in terms of what common reading should be for all first year students next year.

Provost Berliner reported that there is a contest underway for a new Alma Mater.

II. Report of the Senate Executive Committee Eugene Maccarrone

Prof. Maccarrone, who reported for Senate Executive Committee chair Stuart Bass, took a moment to extend his condolences on behalf of the University Senate to Prof. Bass, on the death of his mother. Prof. Maccarrone reported that at its last meeting on May 5th, 2014, the Senate passed the Smoking Ban Resolution, which was a comprehensive policy statement regarding sanctions for those who violate the smoking ban on campus. It was noted in those minutes that the Office of Public Safety will respond to the Senate by September 1st with their concrete suggestions in terms of enforcement. Provost Berliner reported that as far as he knows, Prof. Bass has been in contact with The Office of Public Safety but no information is available. Prof. Maccarrone reported that he will check with Prof. Bass, otherwise the item should come to the Senate by its next meeting.

Prof. Maccarrone reported that since there is quite a bit of adjunct participation on the faculty, it has been proposed that the Senate increase the number of adjunct representatives to the Senate. As of right now, there is one adjunct senator. The Senate Executive Committee will be discussing this issue and will
bring forth an action item hopefully at the next Senate meeting. Faculty Statute VII will need to be revised.

Prof. Maccarrone reported that he received a letter from a student named Jared Garfinkel, who recently graduated, about The People’s Climate March, which is ahead of the United Nations Summit on September 21st. Prof. Maccarrone paraphrased Mr. Garfinkel’s letter:

The People’s Climate March, is ahead of the United Nations Summit, organized for climate action. It is the largest climate march in history. Over 800 organizations have endorsed this event from a wide range of broad interests. A woman from the Energy Action Collation is coordinating student campaigns to bring students to the march. The Sierra Club, with Hofstra’s Director of Sustainability Studies has access to reduced-fare tickets on the Long Island Railroad to get to the march.

Prof. Maccarrone reported that Mr. Garfinkel has volunteered to help keep student leaders and professors in the loop about the campaign and to try to get Hofstra community members to the march. He can be reached Jared.Garfinkel@gmail.com.

Prof. Maccarrone reported that the Chairpersons Evaluation has been tabled. George Giuliani, chair of the Faculty Affairs Committee reported that at the last Senate meeting, there were a number of questions that were asked regarding this evaluation which were brought back to the Faculty Affairs Committee for clarification. Since Susan Yohn, the chairperson senator and chair of the Chairs’ Caucus, could not attend today’s meeting and has asked if the item be tabled until the next Senate meeting in October. The item was tabled.

A. Action Items
1. Prof. Maccarrone presented for action, the Mobile Device Policy, which was presented to the Senate in May as a discussion item. This Policy states that using a mobile device, which can easily be lost or stolen, to access University data, including email, increases the risk of unauthorized access to a disclosure of this information. 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 and the following amendments were made:
All instruction portions of the document have been removed.

The following sentence:

*However, if stored, Sensitive Information must always be encrypted.*

was changed to:

*Encrypt sensitive information when stored.*

The following sentence:

*If a Device is lost, Users must immediately take steps to remotely erase the data.*

was changed to:

*If a Device is lost, immediately take steps to remotely erase the data.*

The item passed as amended with 19 in favor of, 1 opposed and 1 abstention.

2. Prof. Maccarrone reported that the revisions to the Senate Bylaws was tabled at the Senate Executive Committee, therefore moves that the item be tabled until a future Senate meeting. The item was tabled.

III. Committee Reports

A. Planning & Budget Committee

Chairperson Maccarrone reported that he will be working with the Planning and Budget Sub-Committees, which have not been active. The Library Committee has not met and the Academic Computing Committee is in need of a chair. He reported that the Parking and Transportation Task Force, chaired by William Caniano from the Library, has been active and successful thanks to a Senior Design Project completed by Michael Salatti, from the Engineering Department and students from the School of Engineering and Applied Science. These students came up with preliminary findings and the project will resume this semester with new students. The goal is to have final conclusions and recommendations made by the end of the semester.
Prof. Maccarrone reported that the Outcomes Assessment Subcommittee will be meeting on October 8th.

Prof. Maccarrone reported that the committee will begin looking into a North Campus Smoking Ban as soon as the enforcement of the South Campus Smoking Ban is situated and the committee will continue to meet with Provost Berliner and the Catherine Hennessey, Vice President for Financial Affairs and Treasurer. In addition, the committee will meet with the Dean of the School of Education. The committee will also look into Student Government Association funding as well as hold discussions on HofTown.

B. Undergraduate Academic Affairs Committee
Chairperson Silver reported that at its last meeting in May, the committee passed a resolution The removing the T- designation from the Bulletin. The committee has a number of items left over from last year’s agenda including revisions Departmental Honors bulletin wording to make it consistent with current practices on campus, and examining the issue of multiple majors and courses counted toward those majors to ensure there was not a problem with double counted or related issues. The committee will also look into foreign language requirements for international students as well as looking into revising its bylaws.

C. Student Affairs Committee
Chairperson Laggan reported that the committee will continue to focus on the Smoking Ban and parking issues. The committee received some input from students and is looking forward to collaborating with the Planning and Budget Committee on creating some resolutions. The committee is also looking at student representation on various Senate subcommittees. She also reported that the committee is looking into potentially increasing the interaction between students and the Board of Trustees. The committee will also increase its work with the Student Government Association as well as begin planning and advertisement of the Town Hall Meeting.

D. Graduate Academic Affairs Committee
Chairperson Davidow reported that the Graduate Academic Affairs Committee has completed its agenda items from last year but will review its bylaws and make any necessary amendments. He
also reported that he has met with Carol Drummer, Dean of Graduate Admissions, about the possibility of having her give a presentation to the committee. A discussion followed about Graduate Admissions.

E. Faculty Affairs Committee
Chairperson Giuliani reported that the committee has completed its agenda items from last year but will be meeting on September 29th to create an agenda.

IV. New Business
There was no new business.

V. Adjournment
V. Adjournment
The meeting was adjourned at 4:33 p.m.
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MINUTES OF THE UNIVERSITY SENATE MEETING, OCTOBER 13, 2014

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

Present: Balson, Bass, Berliner, Davidow, Dougharty, Dresner, Eads, Elsey, Elston, Espinal, Filippi, Fincham, Firestone, Gennarelli, Ghorayeb, Giuliani, Glasser, Hoovet, Jernigan, Laggan, Lopez, Maccarrone, Olson, Sample, Sarcka, Silver, Yohn,

Absent: Goodman, Lucito, Mehta, Morales

Guests: Barkwill, Mazzocco, Nirode, O’Callaghan, Pertuz

Provost Berliner convened the meeting by reporting that since Susan Yohn, chair of the Chairs’ Caucus has to leave the meeting by 4pm, and there are guests attending the meeting to discuss the Smoking Ban, that the Senate moves to hold off on approval of the minutes and the report of the Provost.

I. Report of the Senate Executive Committee, Stuart Bass

A. Action Items

1. Prof. Bass presented for action, the Chairperson Evaluation. He reported that the item was presented and discussed at the May Senate meeting. George Giuliani, chair of the Faculty Affairs Committee, asked for anyone to email him any questions or concerns they might have. The item was brought back to the Senate Executive Committee last week and approved. A discussion followed about how often the evaluation is administered and whether or not the evaluation should start the first year of a Chairperson’s first term or the second year. Prof. Yohn pointed out that if there were a small number of chairs being reappointed to a second term, it wouldn’t make sense to wait until the second year of a chair’s three-year term. Provost Berliner reported that approximately 2/3 of chairs are reappointed to a second term, perhaps a little higher in percentage. Prof. Yohn also strongly urged that the evaluation be administered online, to ensure confidentiality. Prof. Giuliani reported that the reason why the Faculty Affairs Committee recommended the evaluation be administered annually is because Article 23.3 of the Collective Bargaining Agreement between Hofstra and the AAUP states: “Chairpersons shall be evaluated annually according to the procedures established by the University Senate.” Prof. Yohn recommended amending the administration process of the evaluation where in a chairperson’s
first year, the evaluation will be done by the Dean and the quantitative/qualitative instrument be used every year thereafter. A discussion followed and Prof. Yohn withdrew her motion.

Prof. Yohn made a motion to amend the administration process of the evaluation and that it be done online. Dennis Mazzocco, President of the Hofstra chapter of the AAUP reported that back when the Deans evaluation was being discussed, many faculty members expressed concerned over an electronic footprint of an online evaluation. The Provost reported the response rate of the Deans Evaluation was approximately 1/3. The amendment passes 17 in favor of, 4 opposed, and 1 abstention.

The item passed unanimously as amended.

2. Prof. Bass presented for action the Smoking Ban Resolution. Since the ban on South Campus was passed in the fall 2012 semester, there has been a lot of concern raised over how effective it is. Last year, the Senate, at the recommendation of the Senate Executive Committee, passed a series of recommendations for future enforcement of the ban, which included a $25 fine for those observed violating said ban. This resolution was passed by the Senate last spring, and Karen O’Callaghan, Director of Public Safety, and Joseph Barkwill, Vice President for Facilities and Operations, who were in attendance at the Senate meeting, said they would conduct research over the summer on what other colleges and universities do as far as enforcing its smoking ban and present their findings to the Senate. Prof. Bass reported that the $25.00 fine has been removed from the new policy with the rationale that as a university community, we want to avoid difficult situations between faculty, staff, administration and visitors. He reported that Public Safety Officers will inform anyone observed smoking that South Campus is a smoke-free zone and instruct the person to stop smoking immediately. Prof. Bass reported that this policy is still a work in progress and if it is believed that the program has not been successful, the Senate can always come back and revisit the option to impose fines. A discussion followed and the following sentence was added to the end of the policy:

   It is the sense that this policy be reviewed in one year (January 1, 2016) by the University Senate.
The item passed as amended with 16 in favor of, 2 opposed, and 3 abstentions.

3. Prof. Bass presented for action the revisions to Faculty Statute VII – The University Senate with regard to adjunct representation on the University Senate. He reported that the issue was brought up last year, Donna Balson, the adjunct representative on the University Senate came before the Senate Executive Committee advocating for increased representation for the adjuncts. This item was discussed at length through the Faculty Affairs Committee and the Senate Executive Committee and the Senate Executive Committee decided to increase representation from one to three members elected from the adjunct faculty, not more than one from each school and/or division (Frank G. Zarb School for Business, The Lawrence Herbert School of Communication, School of Education, School of Engineering and Applied Science, School of Health Sciences & Human Services, and Hofstra University's College of Liberal Arts and Sciences Division of Humanities, Social Sciences, and Natural Sciences). Provost Berliner clarified that the specific wording was selected to ensure that representation is spread among the schools and divisions of the university as much as it can be. The item passed with one abstention.

4. Prof. Bass presented for action the Revisions to T- Designation for Transfer Credit. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that current Hofstra policy is to include a “T-” designation on transfer student transcripts for courses at other institutions when the student earns a C- grade or lower. Previously, a T- could be used for distribution course requirements for a transfer student but this practice has ended. Along with it no longer being used, the committee noted the T- designation often causes confusion among both students and faculty and there is a larger question of whether the University would want D or D+ grades used for any requirement. The revisions to the language will remove the T- designation from the Bulletin. Removing this designation would still allow chairs to manually override the system and provide some transfer credit for courses where the grade was a C- or below if a student has a cumulative grade point average of 3.0 or better at the previous institution on an individual case basis. The Provost reported that perhaps we should look at the transfer policy at other institutions, particularly aspirant schools, and whether this revision potentially puts the university at a disadvantage of attracting students. It was moved to table the item until the next Senate meeting.
Prof. Bass reported that the county and the Town of Hempstead have officially approved the installation of a traffic signal on California Avenue near Weller Hall and CV Starr. This came from a resolution passed by the University Senate and Full Faculty back in 2011. He also reported that over the summer, he has observed much media attention on sexual assaults occurring on college campuses throughout the country. He raised the issue at the Senate Executive Committee and charged the Student Affairs Committee to work with the Office of Student Affairs, to research what programs are in place right now to educate and inform the student body and make them aware of these issues, as well as ensure that precautionary steps are in place so as to avoid an victimization on campus. He reported that W. Houston Dougharty, Vice President of Student Affairs and Jean Peden-Christodoulou, Assistant Vice President of Student Affairs have informed him about the “It’s On Us” initiative - an awareness campaign to help put an end to sexual assault on college campuses. Prof. Bass reported that they also discussed the Student Government Association budget and the appropriations process.

II. Approval of the Minutes
The minutes of the September 15th, 2014 Senate meeting were unanimously approved.

III. Report of the Provost, Herman Berliner
Provost Berliner reported that the Office of Admissions had a very successful fall open house today with a lot of families taking advantage of it being a public school holiday. Having potential students and their families tour the campus while classes are in session gives a real sense of the vitality of the University.

IV. Committee Reports
A. Faculty Affairs Committee
Chairperson Giuliani reported that the committee discussed the chairperson evaluation as well as adjunct representation, which were both passed today. The committee also started reviewing its bylaws and will make any necessary revisions they feel needed, including membership.

B. Planning & Budget Committee
Chairperson Maccarrone reported that the committee met with Provost Berliner on October 6th regarding budgetary matters for the academic operating budget, particularly with regard to needs of
the various Deans and Schools. The committee will then meet with Catherine Hennessey, Vice President for Financial Affairs and Treasurer, on November 5th.

Prof. Maccarrone reported that the Outcomes Assessment Subcommittee met on October 8th and will meet again with Terri Shapiro, Associate Provost for Accreditation and Outcomes Assessment, and Stephanie Bushey, Vice President for Institutional Research and Assessment. They will discuss how to get coordination with the other units on campus started in a manageable way.

The Town Hall Meeting has been tentatively scheduled for March 4th and the committee will start to coordinate with the Student Affairs Committee and the Student Government Association to start planning. The committee is also working on a mission statement regarding the Town Hall Meeting.

C. Graduate Academic Affairs Committee

Chairperson Davidow reported that the Graduate Academic Affairs Committee viewed a presentation by Carol Drummer, Dean of Graduate Admissions, about enrollment and some of the initiatives that her office is working on. The committee will also review the Graduate Academic Policies to see if there is anything can possibly have an impact on recruitment or retention of students, as well as what other area universities are doing. He also reported that Vice President Eads asked the committee to look into graduate student orientation programs.

D. Undergraduate Academic Affairs Committee

Chairperson Silver reported that the committee took up a brief issue with bulletin language concerning what is now stated as “a minimum 2.0 in introductory coursework,” which seemed redundant. There was also language in the same section regarding New College, which no longer exists. Prof. Silver reported that the committee continues to deal with Departmental Honors, specifically how to handle students who are in honors courses but fail to achieve honors designation. The committee will be making language changes to present to the Senate. He also reported that the committee will look at a request from Gary Miller, Executive Director of the Career Center about creating a one-credit academic success course. In addition, the committee will also look into foreign language requirements for international students, as well the potential impact of changes in class size across the university.
E. Student Affairs Committee

Chairperson Laggan reported that the committee discussed creating social media pages, specifically Facebook and Twitter pages, to keep the student body aware of the issues that arise in the University Senate as well as to increase awareness about the University Senate itself. The committee will also look into speed bumps on North Campus, specifically the height and width of some which have done damage to cars, as well as where the committee feels speed bumps are needed. The committee is looking forward to collaborating with the Planning and Budget Committee on creating a North Campus Smoking Ban and will start work on the sexual assault issues presented at today’s meeting.

V. New Business

There was no new business.

VI. Adjournment

The meeting was adjourned at 4:29p.m.
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MINUTES OF THE UNIVERSITY SENATE MEETING, NOVEMBER 10, 2014

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

Present: Atkinson, Balson, Bass, Dresner, Eads, Elsey, Elston, Filippi, Fincham, Gennarelli, Ghorayeb, Giuliani, Glasser, Goodman, Hoovert, Jernigan, Laggan, Lopez, Maccarrone, Olson, Sample, Sarcka, Silver

Absent: Berliner, Davidow, Dougharty, Espinal, Firestone, Lucito, Mehta, Morales, Yohn

Guests: Nirode

The minutes of the October 13th, 2014 Senate meeting were unanimously approved.

I. Report of the Provost, Vice Provost Cliff Jernigan

Vice Provost Jernigan convened the meeting by reporting that there was a very successful College for a Day event where prospective students can walk in the shoes of a Hofstra Student, hear from admission and student affairs representatives and classes.

II. Report of the Senate Executive Committee Stuart Bass

A. Action Items

1. Prof. Bass presented for action, the revisions to the undergraduate bulletin for T-Designation for Transfer Credit. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that this item was presented to the Senate at its last meeting, but Provost Berliner requested that further research be done to look at the transfer policy at other institutions, particularly aspirant schools, and whether this revision potentially puts the university at a disadvantage of attracting students. He reported that he looked into about 14 institutions, including local ones, and determined that there’s no adverse positioning by the T-change. A discussion followed. Prof. Ghoyareb reported about non-matriculated transfer student who did not have the prerequisites for a program. The item passed unanimously.

B. Information Items

1. Prof. Bass presented for information that that Prof. Nirode, Speaker of the Faculty got notice that changes were made to the Fall 2015 calendar, which was passed by the faculty
in May, 2013. Since these changes did not go through shared governance, they will be brought to the Senate at its next meeting.

2. Prof. Bass also reported that the Senate Executive Committee started discussions about the university’s holiday calendar. He reported that two surveys taken over the period of six years where the students were overwhelmingly supportive of retaining the current calendar, which observes the Jewish Holy Days and the faculty was split 50/50. Therefore, the Senate Executive Committee would like to start discussions about possibly revising the calendar from non-secular to secular, and has asked W. Houston Dougharty, Vice President for Student Affairs, Mark Atkinson, President of the Student Government Association, as well as other groups on campus to engage in a conversation over the next couple of months.

III. Committee Reports

A. Faculty Affairs Committee
Chairperson Giuliani reported that the committee has been reviewing its current bylaws and will make any necessary revisions they feel needed, including membership to make them more current.

B. Planning & Budget Committee
Chairperson Maccarrone reported that the committee has met with Provost Berliner on October 6th and Vice President Hennessey on November 5th. In both meetings, the attempt is for the committee to ask more specific questions, but has become difficult because of the length of the meetings, therefore the committee will try to hone in better on the particulars.

he will be working with the Planning and Budget Sub-Committees, which have not been active. The Library Committee has not met and the Academic Computing Committee is in need of a chair. He reported that the Parking and Transportation Task Force, chaired by William Caniano from the Library, has been active and successful thanks to a Senior Design Project completed by Michael Salatti, from the Engineering Department and students from the School of Engineering and Applied Science. These students came up with preliminary findings and the project will resume this semester with new students. The goal is to have final conclusions and recommendations made by the end of the semester.
Prof. Maccarrone reported that the Outcomes Assessment Subcommittee, which include with Terri Shapiro, Associate Provost for Accreditation and Outcomes Assessment, and Stephanie Bushey, Vice President for Institutional Research and Assessment, met on October 29th. This task force was formed last year and is beginning its work this year to try and assess outcomes in a more coordinated way, as very significant work is being done between different offices on campus.

Prof. Maccarrone reported that the Library Committee met on November 7th and issues being addressed have to do with space, utilization, as well as management.

Prof. Maccarrone also reported that the Town Hall Meeting has been scheduled for March 4th centered around common hour, and that the committee will begin looking into a North Campus Smoking Ban.

C. Graduate Academic Affairs Committee
Caroline Schreiner reported for Chairperson Davidow that the last Graduate Academic Affairs Committee meeting, Cliff Jernigan, Vice Provost for Academic Affairs and Dean of Graduate Studies, reported on the enrollment numbers for the Fall 2014 semester. Carol Drummer, Dean of Graduate Admissions, reported on the application and acceptance numbers for the Spring 2015 semester. She also discussed several recruitment initiatives that her office is undertaking. These initiatives include traveling to Turkey, Brazil, and India, forming focus groups to determine what impacted the decisions to attend Hofstra, forming LinkedIn groups, changes to Graduate Open Houses, providing a personal contact person for prospective students who start the application process, allowing prospective students to visit graduate courses, and marketing dual-degree programs.

D. Undergraduate Academic Affairs Committee
Chairperson Silver reported that the committee has been reviewing its bylaws and discovered that it is stated that the dean’s representative to the senate is a member- though the Senate Executive Committee may place that dean on another committee for a term of one year. The
committee feels the bylaws should reflect some consistency with practice, since the deans representative has been sitting on the Faculty Affairs Committee as a member for years.

Prof. Silver also reported that a one-credit “success career course” that had been brought before the committee by Gary Miller, Executive Director of the Career Center, and they had a long discussion on the content of the course syllabus and other issues. The committee decided to table the item for the time being.

Prof. Silver reported that the committee also just started to look at questions of the impact of various changes in undergraduate education that have occurred at the university in the last decade. In particular, changes in average class size and adjunct overload ratios. The committee is in the data collection phase and trying to get a handle on what would be important in relevant outcome assessment orientations.

He also reported that the committee just started to look at the question of the disbandment of the School for University Studies and its potential impact on graduate education.

E. Student Affairs Committee
Chairperson Laggan reported that the committee had representatives from Lackmann attend its last meeting who came and started a dialogue with the committee about how the company runs, etc. Going forward, the committee would like a little basis to start research on what the student body would like to see changed or altered in the Lackmann program. She also reported that the committee is also looking to create a task force of Engineering Students to analyze the speed bumps on North Campus and see if there is a consistency of speed bumps on campus such as average height/width. Etc. The committee is also in the process of creating social media pages.

IV. New Business
There was no new business.

V. Adjournment
V. Adjournment
The meeting was adjourned at 4:33p.m.
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MINUTES OF THE UNIVERSITY SENATE MEETING, DECEMBER 8, 2014

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

Present: Atkinson, Balson, Bass, Berliner, Davidow, Dougharty, Dresner, Eads, Elsey, Espinal, Fincham, Ghorayeb, Giuliani, Glasser, Goodman, Hoover, Jernigan, Lopez, Lucito, Maccarrone, Mehta, Olson, Sample, Sarcka, Silver

Absent: Elston, Filippi, Firestone, Gennarelli, Laggan, Morales, Yohn

Guests: Mazzocco

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

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

Provost Berliner reported that the administration is busy working on a new program in nursing in the Hofstra North Shore-LIJ School of Medicine. This particular program is a graduate program with a degree in Nurse Practitioner. He reported that the goal is to have the program in place by September and even though it will be operating under the umbrella of the School of Medicine, it will be taught by Hofstra faculty, and not North Shore LIJ faculty. A discussion followed.

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

A. **Action Items**

1. Prof. Bass presented for action, the revisions to Faculty Policy Series #43- Hofstra University Harassment Policy. Dolores Fredrich, Vice President for Legal Affairs and General Counsel, Office of General Counsel, reported that this is a long standing university policy governing claims of sexual harassment and other forms of prohibited harassment. The primary changes to the policy have to do with the Appendices on the policy that spell out the procedural rights of the person making the accusation and the person against whom the accusation is being made. These procedures became a matter of negotiation between the University and the AAUP. Both parties agreed Hofstra needs a strong policy and that our present policy was not ideal in some respects. A discussion followed. Provost Berliner recommended that the Senate pass the revisions and any additional feedback and recommendations be sent to the Joint Standing Committee (JSC) for further discussion. The item was passed with 8-in favor of, 5-opposed and 3 abstentions.
2. Prof. Bass presented for action the revisions to Fall 2015 Calendar. A request was made to not start the Fall 2015 semester a full week before Labor Day, therefore the calendar has been amended to start on Wednesday, September 2nd, hold classes on the Wednesday before Thanksgiving (November 25th) and cut back on one of the Snow/Study days. The item passed unanimously. The item passed with 15-in favor of, 1-opposed and 1-abstention.

3. Prof. Bass presented for action the 2016-2017 Academic Calendar. The item passed unanimously. Prof. Bass reported that there has been ongoing discussion whether or not to restructure the Academic Calendar and non-secular holidays.

4. Prof. Bass presented for action revisions to University Degree Requirements. Marc Silver, chair of the Undergraduate Academic Affairs Committee reported that a reference to the minimum GPA of 2.0 for introductory courses in the University Bulletin was deleted and definitions of introductory courses were added. The item was passed unanimously.

III. Committee Reports

A. Graduate Academic Affairs Committee

Caroline Schreiner reported for Chairperson Davidow that the committee discussed Faculty Policy Series #36 – The Use of Human Subjects in Research, which deals with the Institutional Review Board and its procedures. With the creation of the School of Health Sciences & Human Services, the language needed to be updated.

B. Faculty Affairs Committee

Chairperson Giuliani reported that at its last meeting, the committee revised its bylaws and will bring the revisions to the Senate Executive Committee shortly. He also reported that the Chairpersons Evaluations were passed by the Full Faculty last Friday. At the same meeting, the revisions to Faculty Statute VII – Adjunct Representation was passed, increasing the number of Adjunct senators from one to three. He thanks Donna Balson, the current Adjunct Senator, for all her hard work in getting this accomplished.
C. Planning & Budget Committee
Chairperson Maccarrone reported that the committee has met with Vice President Hennessey on November 5\textsuperscript{th} and had a discussion on the revisions to the Planning and Budget Committee bylaws to establish communication and consultation between Vice President Hennessey’s Office and the committee. It was decided that to be more effective and efficient throughout the year, the committee will establish a timeline of when the committee will meet with Vice President Hennessey, the Provost and other members of the administration, as well as the types of things that should be discussed throughout the year. Prof. Maccarrone also reported that the committee met with Dean Fanelli, from the School of Education, and Dean Smith, from the School of Medicine. The committee will try to continue meeting with the various deans on campus to discuss resource needs and allocations.

Prof. Maccarrone reported that on November 24\textsuperscript{th}, he, along with Stuart Bass, chair of the Senate Executive Committee, and William Nirode, Speaker of the Faculty met with W. Houston Dougharty, Vice President for Student Affairs, and student leaders to discuss issues affecting the university calendar as well as the current Student Government Association budget and the appropriations process. He also reported that the Senior Design Presentations Campus-Wide Parking Study Phase 2 which will include Evaluation and Recommendations, is being held on Thursday, Dec 11 at 12:10 – 12:50 in 208 Adams Hall and that the Town Hall Meeting is scheduled for Wednesday, March 4\textsuperscript{th}.

D. Undergraduate Academic Affairs Committee
Chairperson Silver reported that the committee is undertaking a study of the question of average class size and adjunct overload ratios and the potential impact and quality of undergraduate education. He also reported that the committee passed revisions to Departmental Honors and will be bringing them to the next Senate Executive Committee meeting. Prof. Silver reported that the committee was asked to consider the establishment of mid-term grades. The Registrar’s Office will be collecting data on what other institutions do and the committee will discuss issues such as identifying “at risk” students, etc.

Prof. Silver also reported that the committee has started discussion on the presence of curricular or non-curricular substitutes for what the School for University Studies (SUS) provided for its
students. This is in light of the University disbanding SUS and moving towards SAT-optional admissions.

E. Student Affairs Committee
   Senator Jared Sarcka reported for Chairperson Laggan, that the committee discussed the Academic Calendar and would like to do more research on what our aspirant and peer schools are doing. The committee also discussed ways that it can help Hofstra Concerts and/or secure more funding for the spring concert. Mr. Sarcka also reported that the committee discussed the North Campus Smoking Ban and hopes to have a resolution by the beginning of next semester.

IV. New Business
   There was no new business.

V. Adjournment
   The meeting was adjourned at 3:54 p.m.
MINUTES OF THE UNIVERSITY SENATE MEETING, FEBRUARY 9th, 2015

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

Present: Balson, Bass, Berliner, Davidow, Dougharty, Dresner, Eads, Elston, Filippi, Fincham, Firestone, Ghorayeb, Giuliani, Glasser, Goodman, Jernigan, Laggan, Lopez, Maccarrone, Sample, Sarcka, Silver, Wallace

Absent: Atkinson, Elsey, Espinal, Gennarelli, Hoover, Lucito, Mehta, Morales, Olson

Guests: Navarra

The minutes of the December 8th, 2014 Senate meeting were unanimously approved.

I. Report of the Provost, Provost Herman Berliner

Provost Berliner reported that the conference on George W. Bush, presented by the Hofstra Cultural Center and the Peter S. Kalikow Center for the Study of the American Presidency in conjunction with the George W. Bush Presidential Library and Museum will be held on March 24-26, 2015. This is Hofstra's 12th presidential conference and will explore the administration of George W. Bush. Invited speakers include:

- Peter Baker, New York Times White House correspondent
- Elliott Abrams, Deputy Assistant to the President and Deputy National Security Advisor for Global Democracy Strategy
- Thomas Basile, Senior Press Advisor to Coalition Provisional Authority in Iraq, also a graduate of Hofstra University
- Bradley Blakeman, Deputy Assistant to President for Appointments and Scheduling.
- John DiIulio, Jr., Director, Office of Faith-Based and Community Initiatives
- Michael Hayden, Director, Central Intelligence Agency (CIA)
- Daniel Kurtzer, U.S. Ambassador to Israel
- John Negroponte, Deputy Secretary of State

The Provost also reported that as new students come onto campus for admitted student day events will be given blue bags. Jessica Eads, Vice President for Enrollment Management, is asking everyone to be on the lookout for these students and offer a hello if you see them, with the intent to show them this is a friendly community. Vice President Eads clarified that any visitor to Hofstra is offered a blue bag, and not just new students. Prospective students are looking for an authentic
experience when visiting the campus, and if more members of the community reach out, the more memorable the experience will be.

The Provost noted that for the first time in Hofstra’s history, the University is developing a comprehensive Master Plan that will plan and project our space usage over the next 10-15 years, and has engaged consulting firm Sasaki Associates, Inc. to assist us in this work. As part of this initiative, a series of committees have been established and will be conducting a survey to understand how the Hofstra community uses our facilities and gets to and around campus. This survey is being sent to all members of the Hofstra community. A discussion followed.

II. Report of the Senate Executive Committee

Stuart Bass

Prof. Bass reported that since George Giuliani is on leave for the 2015 spring semester, James Sample will be the interim chair of the Faculty Affairs Committee.

A. Action Items

1. Prof. Bass presented for action, the revisions to Departmental Honors. The Undergraduate Academic Affairs Committee examined policies and procedures to handle cases when students do not complete the requirements of departmental honors or when the committee deems the work to be of insufficient quality to earn departmental honors. The item passed unanimously.

2. Prof. Bass presented for action the resolution on North Campus Designated Smoking Areas. He reported that this came about as a result of consulting and collaborating with both the Planning and Budget Committee, as well as the Vice President of Student Affairs and the Dean of Students. The resolution calls for certain designated “smoking areas” be established in contemplation of smoking regulations covering the North Campus. Such designated areas shall be proposed and to the University Senate. The resolution also refers this issue to the Planning and Budget Committee and the Student Affairs Committees for consideration and deliberation. The item passed unanimously.

3. Prof. Bass presented for action a resolution to endorse the University’s application to host the 2016 Presidential Debate on campus. The item passed unanimously.

III. Committee Reports
A. Faculty Affairs Committee
Chairperson Sample reported that the committee met back in December and worked on revising its bylaws. The committee also met in January to review all Special Leave Applications as well the 3-Credit Teaching Load Reduction that the faculty submitted. Forty-nine (49) faculty members applied for leaves. In addition, there were five (5) applications submitted from faculty at Law School.

B. Graduate Academic Affairs Committee
Caroline Schreiner reported for Chairperson Davidow that the committee will continue to discuss Faculty Policy Series #36 – The Use of Human Subjects in Research, which deals with the Institutional Review Board and its procedures. He also reported that the members of the committee are conducting research on graduate student recruitment practices at other schools.

C. Student Affairs Committee
Chairperson Laggan reported that the committee is very pleased with the recent success in working with the University administration to improve food services on campus that took place during the winter break.

D. Planning & Budget Committee
Chairperson Maccarrone reported that the committee will meet this Wednesday to consider the Smoking regulation which was just passed as well as work on a mission statement regarding student Town Hall meetings. The 2015 Town Hall meeting will be held on Wednesday, March 4th from 10:30 – 2:30pm, with the focal point being a Q&A between students and senior administration occurring during common hour. Prof. Maccarrone reported that the committee has also created a timeline proposal to which the Planning and Budget Committee will communicate with Catherine Hennessey, Vice President for Financial Affairs and Treasurer. Vice President Hennessey will also attend the committee meeting on Wednesday, February 25th. Provost Berliner will also attend this meeting to discuss the academic operating part of the budget, as well as the new nursing program.

Prof. Maccarrone reported that the Library sub-committee met on February 5th and discussed the 3rd floor usage of Axinn Library and possible other usage of the Library space. No decisions will be made concerning usage until this can be fully vetted with the Library
Committee as well as the faculty of the library. An ad-hoc committee has been set up for further discussion.

Prof. Maccarrone also reported that on January 29th, Michael Salatti, from the Engineering Department, presented the recommendations from the Senior Design Presentations Campus-Wide Parking Study that occurred last spring and finished this fall, to senior administration. Prof. Maccarrone will create a summary of pertinent recommendations, pending approval from administrators that were present at this meeting, and report it to the Board of Trustees. A slight discussion followed.

E. Undergraduate Academic Affairs Committee

Chairperson Silver reported that the committee will meet on Thursday and continue to work on exploring the feasibility and desirability of instituting some form of notification to students around mid-semester on their progress in courses (mid-term grades) In addition, the committee will continue to work on exploring the impact of staffing and class size issues and the potential impact and quality of undergraduate education.

Prof. Silver also reported that a couple of issues emerged in January from the Academic Review Committee (ARC) including decision making guidelines about how to handle the individualized decisions that are made about students on probation and appeals to dismissal decisions made by ARC. Another issue is the role and efficacy of UNIV001, an online course on strategies for academic success, which is as of now, a required course for students placed on academic probation.

The committee will also look into certain inconsistencies concerning the application of foreign language requirements for International Students.

IV. Adjournment

V. Adjournment

The meeting was adjourned at 3:52p.m.
MINUTES OF THE UNIVERSITY SENATE MEETING, MARCH 9th, 2015

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

Present: Balson, Basile, Bass, Berliner, Davidow, DiMartino, Dougharty, Dresner, Elsey, Elston, Fincham, Firestone, Gennarelli, Ghorayeb, Glasser, Jernigan, Laggan, Maccarrone, McGinnis, Sample, Sarcka, Silver

Absent: Atkinson, Eads, Espinal, Filippi, Hoover, Lucito, Mehta, Morales, Olson, Wallace

Guests: Mazzocco, Nirode,

The minutes of the February 9th, 2015 Senate meeting were unanimously approved.

I. Report of the Provost, Provost Herman Berliner

Provost Berliner convened the meeting by reporting that on Wednesday, March 11th, Hofstra will host its sixth annual St. Baldrick’s Day Event for children's cancer. The event challenges Hofstra faculty, staff, students and community members to collect donations for childhood cancer research, setting a goal which if met the participant will shave their head. Last year, the club raised about $34,000.00 to which the Provost agreed to have his head shaved. Given the success of last year, the Provost has agreed to shave his head if $40,000.00 is raised. The fundraiser raises money for childhood cancer research, and this year’s fundraiser is dedicated to the memory of Peter Libman, Dean of Students, who was a tremendous champion in terms of fundraising for St. Baldrick’s.

The Provost reported that tomorrow is the first meeting of the LGBTQQIA Task Force to which he is co-chairing with W. Houston Dougharty, Vice President for Student Affairs. This is a very important task force since we always strive to be as welcome and supportive community as we possibly can be. There will be an opportunity through sub-committees for everyone who wishes to be involved.

The Provost noted that a recommendation had come from the University Senate to the full faculty revising the Fall 2015 Calendar to start on Wednesday, September 2nd, rather than the Monday of that week. This item was voted down by the faculty. Since registration was starting almost immediately, it was not possible for the Academic Records Department to make the change to the earlier starting date. After consulting with the Speaker of the Faculty and the chair of the Senate Executive Committee, the Provost recommended to the President that the revisions to the calendar
that was passed by the University Senate, be implemented for 2015-2016. The Provost reported that at the same faculty meeting, the 2016-2017 Academic Calendar was also voted down, and is still being worked on. A discussion followed.

II. Report of the Senate Executive Committee Stuart Bass

Prof. Bass reported that Anthony Basile, from the Department of Accounting & Taxation, will be sitting in for Victor Lopez, who is on leave, for the 2015 spring semester.

Prof. Bass reported that at its last meeting, the Senate Executive Committee considered revisions to both the Athletic Policy Committee and the Faculty Affairs Committee bylaws. However, there were concerns raised on both issues regarding the composition of the committees, as well as voting procedures. Therefore, both revisions were tabled and should be resolved by the next Senate Executive Committee meeting on March 30th.

Prof. Bass reported that the Senate Executive Committee has come to a resolution with the Student Government Association and the Office of Student Affairs regarding potential appropriations and monies for certain clubs and honors societies and organizations on campus. He urges anyone who is a faculty advisor to one of these clubs or organizations to contact the Dean of Students or the chair of the Student Affairs Committee.

III. Committee Reports

A. Faculty Affairs Committee

Chairperson Sample reported that the committee has been working on revisions to its bylaws. It was brought to the Senate Executive Committee where there were significant concerns raised to voting and membership. The committee will continue to work on these revisions. At its last meeting, Donna Balson, Adjunct Senator, gave a presentation regarding adjunct representation and interest in the long term master plan for the university. Prof. Sample also reported that per the request of the Undergraduate Academic Affairs Committee, and in turn, of the Senate Executive Committee, a joint subcommittee composed of members of both the UAAC and the FAC will be established. The purpose of this subcommittee is to consider and make recommendations regarding the possibility of implementing mandatory midterm assessments in undergraduate courses.
B. Graduate Academic Affairs Committee
Chairperson Davidow reported that the committee will continue to discuss the Faculty Policy Series #36 – The Use of Human Subjects in Research, which deals with the Institutional Review Board (IRB) and its procedures. With the new schools in place, small changes need to be made. The committee is also conducting research on graduate student recruitment practices at other comparable schools. Each committee member is looking at its particular area of study. Provost Berliner suggested that the committee should look into IRB policies for the School of Graduate Nursing and Health Professions. A slight discussion followed about the new school.

C. Planning & Budget Committee
Chairperson Maccarrone reported that the Town Hall was a huge success with a great dialogue between administrators and students. Towards the end of the meeting, there were compelling questions and comments about sexual harassment on university campuses. (Hofstra University is taking part in the national campaign It's On Us, a cultural movement aimed at fundamentally shifting the way we think about sexual assault.) Prof. Maccarrone reported that the committee will continue to work with the Student Affairs Committee regarding the Designated Smoking Areas and North Campus Smoking ban, as well as working with the Plant Department and the Office of Public Safety regarding parking regulations and shuttle service.

Prof. Maccarrone reported that he attended the opening of the new Medical School which was very impressive. The Planning and Budget Committee has met with Dean Smith in the past regarding the role and functions of the Medical School at the university.

Prof. Maccarrone reported that on February 25th, the committee met with Provost Berliner who gave an update on present and proposed academic operating part of the budget, as well as Catherine Hennessey, Vice President for Financial Affairs and Treasurer, on the status of university’s financial affairs and proposed university budget.

D. Undergraduate Academic Affairs Committee
Chairperson Silver reported that at the last faculty meeting, the revisions to Departmental Honors was tabled and sent back to the committee. He reported that the key point seems to be the matter of trying to develop a transcript with respect to honors which is straightforward and
not misleading and how an outside viewer would look at a student’s performance. The committee’s main concern was to be fair to students attempting to earn departmental honors while at the same time avoiding any potential confusion on a student’s transcript that may arise if that student fails to earn departmental honors. The committee will take another look at the revisions it has made at its next meeting.

Prof. Silver reported that the committee began its discussion of mid-semester grade reporting. Mention was made of the need to consider the contexts in which classes are offered (e.g., first-year vs other; classroom vs distance). The politics of offering a midterm assessment was discussed, as well as questions of workload. Since this would be outside what the Undergraduate Academic Affairs Committee should be looking at, it was discussed at the Senate Executive Committee to make this discussion a joint effort between the Faculty Affairs Committee and the Undergraduate Academic Affairs Committee. He also reported that the committee has began considering the role of UNIV 1; it was decided to invite Holly Seirup to offer her perspective at the next meeting.

E. Student Affairs Committee

Chelsea Laggan has stepped down as chair of the Student Affairs Committee and Jared Sarcka was voted to continue her term for the spring semester. The committee is in the preliminary stages of looking into the feasibility of having Shuttle Service to Franklin Avenue, as well as extending the gym hours. The committee will also be speaking to Joe Barkwill and Karen O’Callaghan on the 1:1 Policy and to see if revisions need to be made. Both Vice President Barkwill and Director O’Callaghan will be attending the next Student Affairs Committee meeting. The committee has also partnered up with Entertainment Unlimited (EU), who is in charge of planning concerts on campus, to see if they can assist in any way.

IV. New Business

There was no new business.

V. Adjournment

V. Adjournment

The meeting was adjourned at 3:41 p.m.
MINUTES OF THE UNIVERSITY SENATE MEETING, APRIL 13th, 2015

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


Absent: Atkinson, Elsey, Espinal, Hoovert, , Mehta, Morales, Olson

Guests: Nirode

The minutes of the March 9th, 2015 Senate meeting were unanimously approved.

I. Report of the Provost, Provost Herman Berliner

There was no report from the Provost.

II. Report of the Senate Executive Committee Stuart Bass

Prof. Bass reported that Joseph Barkwill, Vice President for Facilities and Operations, has confirmed that by the end of April/beginning of May, the new traffic signal will be installed on California Avenue near Weller Hall and CV Starr.

Prof. Bass reported that Conrad Herold, from the Department of Economics, has been elected as a senator for HCLAS, Division of Social Sciences, which had a vacant seat. He will be sitting in for the remainder of the spring semester, with his term officially beginning in the fall.

Action Items

Prof. Bass presented for action revisions to the Academic Computing Committee bylaws, which removed specific parameters for populating the committee to eight faculty members, not more than one from each school and/or division. The item passed unanimously. This item will be presented to the full faculty as an information item at its May meeting.

Discussion Items

Prof. Bass presented for discussion, the 2016-2017 Academic Calendar. Provost Berliner reported that we are trying to come up with a new framework for the academic calendar which will be presented to the faculty and students for consideration. He reported that in the new revisions
creates a secular calendar for the university, for the first time; however, the Senate Executive Committee discussed removing the phrase “secular calendar.” The Senate Executive Committee created the following parameters as a framework for the 2016-2017 calendar:

- Academic Calendar
- No conversion days, if possible. One if needed, if you must go to two, no same day off in the same week
- Columbus Day as a four day weekend (Mon/Tues) if possible
- No class on Wednesday before Thanksgiving
- December 21st as an end date
- After Labor Day start day. If not possible, no later than the Wednesday before Labor Day
- Two snow study days

A discussion followed. Jessica Eads, Vice President for Enrollment Management, reported that historically, Hofstra has always been in session during Columbus Day, and has been one of the largest open house days for the Office of Admissions, since most schools are off. The following amendment was made to the parameters:

*Columbus Day as a four day weekend (Mon/Tues) if possible*

was revised to:

*a fall break four day weekend*

Provost Berliner reported that the Senate Executive Committee will create language that will be used in terms of gathering input from the students and faculty. This item will be brought to the next Senate meeting as an action item and to the faculty at its first meeting in the fall. Prof. Ghorayeb reported that many faculty in the School of Engineering and Applied Science, often use snow/study days to make up classes. Yet, in this calendar, the two snow study days are on Tuesday, December 13th & Wednesday, December 14th with finals beginning the day after. He believes students will complain that they do not have enough time to study, especially if the final exam falls on that Thursday. Prof. Wallace suggested that if the four day weekend in the fall were a Thursday and Friday that may change the need for holding classes on the Monday before the end of the semester. Prof. Nirode reported that this will create the need for a conversion day, as there will only be twelve Thursday and Friday classes, and 13 are needed. Provost Berliner reported that conversion days have created problems for students and faculty, because of other obligations, and don’t work very well, so best to avoid them if possible. Provost Berliner reported that Lynne Horgan, Registrar, will be asked to create a fall Friday-Monday four day weekend that doesn’t interfere with a major Admission event. A slight discussion followed about starting classes before
Labor Day. Provost Berliner reported that in term of graduate students, many of them look for after Labor Day, especially if they are part time and have family responsibilities. Also, it works better in terms of the admissions outreach, allowing us to recruit some additional students. He suggested that for now, to the extent possible the Senate should all agree on the parameters, which will be the framework that will be sent out in terms of people to respond to. The following parameters were approved:

- Academic Calendar
- No conversion days, if possible. One if needed, if you must go to two, no same day off in the same week
- a fall break four day weekend
- No class on Wednesday before Thanksgiving
- December 21st as an end date
- After Labor Day start day. If not possible, no later than the Wednesday before Labor Day
- Two snow study days

III. Committee Reports

A. Graduate Academic Affairs Committee

Chairperson Davidow reported that the committee worked on Faculty Policy Series #36 – The Use of Human Subjects in Research, which deals with the Institutional Review Board (IRB) and its procedures. Amendments needed to be made because of the new schools on campus, specifically the School of Health Sciences and Human Services and the School of Graduate Nursing and Health Professions. There were a few questions for Richard O’Brien, who is the head of the IRB committee at Hofstra, so he compiled the changes created, and emailed them to him.

B. Planning & Budget Committee

Chairperson Maccarrone reported that the Library sub-committee of the Planning and Budget Committee has been investigating what repurposing the third floor of Axinn Library might look like and to that end, a survey to the faculty was composed and should be emailed for an April 24th deadline. Essentially the issue is should the stacks be moved to accommodate other learning tools such as a Math Lab and Writing Center. He also reported that on April 1st, North Campus “Field Trip” was held to explore designated smoking locations; and to begin to determine how to better realign the shuttle routes and improve parking in ways that will relieve south campus congestion. Prof. Maccarrone also reported that the chairs of the Planning and Budget Committee sub-committees & task forces (Library Committee, Academic Computing
Committee, Environmental Priorities Committee, Task Force on Parking and Transportation, and the Task Force for Outcomes Assessment) will be invited to its next meeting regarding their committee reports for the Senate Annual Report. Additionally, with the help of Prof. Elston and Prof. Glasser, the committee will move the Town Hall Mission Statement to the table for a vote and should have it brought to the Senate at its next meeting.

C. Undergraduate Academic Affairs Committee

Chairperson Silver reported that the committee continues to work on the same items reported at the last Senate meeting. He has reached out to the Chairs’ Caucus to receive additional feedback on Departmental Honors. Some thought is now being given to attempting changing the language of Departmental Honors’ courses in a way that might make it clearer on the transcript that it basically doesn’t confer Departmental Honors with a grade rather than what was in the works up until now, which was the possibility of switching students who did not achieve Departmental Honors out of an Honors section. He also reported that the committee will continue its work on the possible introduction of mid-semester grade reporting. It is too early at this juncture to say where that is going within the committee, but it is considering all options including that fact that many comparable and local institutions have some form of mid-semester grade reporting to students. Prof. Silver reported that the committee has begun considering the role of UNIV 1; for students who are underperforming in various contexts and has invited Holly Seirup, the instructor for this course, to the next committee meeting.

D. Student Affairs Committee

Jared Sarcka, chair of the Student Affairs Committee, reported that at its last meeting the committee met with Vice President Barkwill to discuss some issues, including the shuttle service. He also reported that as an effort to promote the University Senate and the Student Affairs Committee, the committee is looking into creating a logo for the committee and some type of slogan or mission statement, so that students can easily recognize that the committee is here for the students. He also reported that the committee is also exploring the feasibility of creating some sort of proposal to appropriate funds from the University Senate budget, and act as a co-sponsor for select events that promote student success/retention with student clubs or organizations who may not receive much monetary support from the Student Government
Association. This is an effort to not only promote the Student Affairs Committee but also the Pride Principles of the University. He believes it could make the body as a whole, a lot stronger. He also asks the faculty to approach students they may have in their classes who they feel could be a good fit for the Student Affairs Committee and University Senate, and urge them to get involved. Chairperson Sarcka also reported that an email went out to all students announcing the upcoming elections for new student senators, which will be held on April 28th & 29th. A slight discussion followed about the Monday 3pm meeting time not being convenient for students.

E. Faculty Affairs Committee
Chairperson Sample reported that the committee has primarily has been working on revising its bylaws. The committee has also deferred the possible introduction of mid-semester grade reporting, to the Undergraduate Academic Affairs Committee, as the committee feels it is not right for them to weigh in on at this moment.

IV. New Business
There was no new business.

V. Adjournment
V. Adjournment
The meeting was adjourned at 3:47p.m.
MINUTES OF THE UNIVERSITY SENATE MEETING, May 4th, 2015

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


Absent: Atkinson, Fincham, Firestone, Glasser, Jernigan, Lucito, Morales, Olson,

Guests: Catalano, Dolan, Martorella, Mazzocco, Watcher, Weisel

The minutes of the April 13th, 2015 Senate meeting were unanimously approved.

I. Report of the Provost, Provost Herman Berliner

Provost Berliner convened the meeting by reported that his first experience with governance was as a Senator At-Large on the Undergraduate Academic Affairs Committee and from that moment on, he has had tremendous respect for the effective of shared governance and all the important work that is done through shared governance. He went on to comment that the University Senate is hugely important to Hofstra University and he appreciates everyone participating as fully as they do on the Senate and it has been a tremendous honor for him to chair the Senate and knows it will continue to do good work.

II. Report of the Senate Executive Committee Stuart Bass

Information Items

1. Prof. Bass presented for information the 2016-2017 Academic Calendar. Pending the results of a survey that will be sent out to all constituencies on campus, it will be brought back as an action item.

Action Items

1. Prof. Bass presented for action the University Senate Budget Allocations proposal, spearheaded by the Student Affairs Committee. Jared Sarcka, chair of the Student Affairs Committee, reported that this resolution is for the committee to appropriate funds from the University Senate budget and act as a co-sponsor for events that promote student success/retention; as well as ones that exemplify Hofstra's Pride Principles. The item passed unanimously.
2. Prof. Bass presented for action the Town Hall Mission Statement from the Planning and Budget Committee. Eugene Maccarrone, chair of the Planning and Budget Committee, reported that this mission statement was an idea from Senator Marc Silver last spring that we institutionalize what has existed for many years. It is essentially designed to clarify the way student Town Hall Meetings shall be run. For example, it should be convened at least once per academic year, in the Spring semester, and include a time period at least encompassing the Wednesday Common Hour (11:15 am to 12:45 pm) during which all of the said senior members of the Hofstra University administration, including the university President and Provost, other senior and area administrators, and other members of the community (other than Hofstra’s Board of Trustees) having involvement with university governance matters affecting students are in attendance. It should also be student initiated, student promoted and student moderated with the cooperation of the administration through the Vice President for Student Affairs, as well as the Planning and Budget Committee. A discussion followed about the possibility of having one in each semester. Prof. Maccarrone reported that the reality of having the kind of success the Senate had in the past few years, is largely dependent on people committing the time it takes, and with so much going on, around campus, it might not be well attended if we were to dilute it. Prof. Silver noted that the language does include “at least once per academic year,” which sets a minimum, and keeps the door open for a chance of two a year. The item passed unanimously.

3. Prof. Bass presented for action, revisions to the Special Committee on Recruitment, Elections and Nominations (SCREAN) Bylaws. This revision allows for the Senior Support Specialist of the Senate (currently Caroline Schreiner) to serve as chair. Gloria Hoovert, the Local 153 Staff Senator reported that she would like one staff member be included (which was deleted with the revision) and reworded as follows:

   *one staff member, (the Senior Support Specialist who shall chair the committee,)*

The item passed as amended.
III. Committee Reports

A. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee has been looking at the role of UNIV 001 as an online offering for “at-risk” undergraduate students and at this stage is pursuing an additional data collection with the help of Academic Records to look for signs of effectiveness of this online experience. While this process is undergoing, the committee has authorized the Academic Review Committee to use its judgment and discretion in terms of when individual students have not complied with UNIV 001. Prof. Silver also reported that the committee continue work on mid semester grades. The Committee undertook a survey of comparable/competitive/aspirant institutions to assess common best practices. The survey revealed that most all such institutions have some form of interim grade reporting and Hofstra seems to be behind the curve when it comes to keeping students up to date about progress. The Committee voted to endorse the concept of interim grade reporting, and will recommend to the Senate a set of new policies and procedures in the Fall 2015 semester. The committee also voted on the following:

the policy would apply to all regularly schedule undergraduate courses, and the scheme should be on the basis of a simple binary assessment of “satisfactory” or “unsatisfactory,” which should yield a sufficient flag for at risk students and at the same time not necessarily lend itself to overconfidence of students who have done well in early grading activities.

the deadline for submitting mid semester grades would be the seventh week of the semester, however, the system for reporting grades would be available for instructors starting in the second week. This will allow instructors to “flag” at risk performance, if they so choose, that would allow other offices to intervene at the earliest possible moment.

The specific mechanism for reporting mid-semester grades is not yet determined, but will most likely run through the Banner system.

Prof. Silver noted that the committee focused for the most part on the academic advisability of instituting this sort of system. The implications for any one of these systems for matters relating to workload or other concerns about how it impacts faculty, would be taken up by the Faculty Affairs Committee.
B. Jason Davidow, chair of the Graduate Academic Affairs Committee reported that at its last meeting, the committee continued its work reviewing Faculty Policy Series #36 – The Use of Human Subjects in Research, which deals with the Institutional Review Board (IRB) and its procedures. The revisions were then brought to the IRB chair for input. He had some recommendations for the committee which they will review on Friday.

C. Eugene Macarrone, chair of the Planning and Budget Committee, reported that the committee met on April 22, and most of that meeting was centered on the issue regarding the repurposing proposal for the 3rd floor of Axinn Library. The Library subcommittee has been working diligently on this matter since the end of January. The committee sent a survey out to the faculty and students and examined the results. A preliminary report is being worked on. Prof. Macarrone also reported that the committee also discussed the parking and smoking issues on campus. A report was drafted and given to Joseph Barkwill, Vice President for Facilities and Operations. An adjustment to the shuttle route has already been completed. The “Scoot Shuttle” more directly transport members of the Hofstra community between North and South Campuses, as compared with the present perimeter shuttle around the entire campus, which is a time consuming trip. With regard to smoking, the committee is working on creating approximately six “smoking shelters,” which range between $17,000.00 and $20,000.00. Prof. Macarrone also reported that the subcommittee on Academic Computing has elected Mahesh Chandra as its chair. Provost Berliner will attend the next Planning and Budget Committee to give a report on the academic operating budget of the university.

D. James Sample, chair of the Faculty Affairs Committee reported that the committee continued its work on revising its bylaws which includes representation from the new institutions on campus and voting privileges.

IV. New Business

There was no new business.

V. Adjournment
The 2014-2015 University Senate was adjourned at 4:33 p.m. The Provost then asked the members of the 2015-2016 Senate to elect a chair for its committee. 2014-2015 chairs are as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
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<tr>
<td>SEC</td>
<td>Eugene Maccarrone</td>
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<tr>
<td>UAAC</td>
<td>Marc Silver</td>
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<tr>
<td>GAAC</td>
<td>Jason Davidow</td>
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<td>P &amp; B</td>
<td>William Nirode</td>
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<td>FAC</td>
<td>George Giuliani</td>
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<td>SAC</td>
<td>Jared Sarcka</td>
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