MINUTES OF THE UNIVERSITY SENATE MEETING, SEPTEMBER 21st, 2015

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

Present: Basile, Balson, Curtiss, Davidow, Dougharty, Dresner, Eads, Elston, Fincham, Firestone, Gallagher, Gennarelli, Ghorayeb, Giuliani, Glasser, Goodman, Herold, Hoovert, Jernigan, Laggan, Maccarrone, Miller, Moskow, Munoz, Nirode, Persky, Sarcka, Silver, Simmons, Wallace

Absent: Elsey, Guarino, Pickering, Sampedro, Sample,

Guests: Bass, Mazzocco

The minutes of the May 4th, 2015 Senate meeting were unanimously approved.

I. Report of the Provost, Provost Gail Simmons

Provost Simmons convened the meeting by welcoming members to the first Senate meeting of the year and that she looks forward to working with everyone. She reported that undergraduate fall enrollments are strong, and that even though we are still seeing some challenges with graduate enrollment, there are still signs of a “turnaround,” particularly in new graduate enrollment within the School of Education. A lunch event had been held for the Graduate Nursing Program and the new Occupational Therapy Program.

The Provost reported that beginning this fall; Hofstra will be part of a cohort of the ACE Internationalization Laboratory, which is a guided self-study with support and consulting from the American Council on Education (ACE), the largest national organization that supports higher education in this country. As part of this initiative, Hofstra will engage in a 16- to 20-month comprehensive review of internationalization efforts on campus. She reported that she has met with Jason Davidow, co-chair of the International Students’ Task Force, to discuss the work it did, which will be incorporated along with other efforts done on campus, into the self-study process. The Provost will be announcing the structure of the Steering Committee, as well as a time-line and process for this self-study within the next couple of weeks.

The Provost reported that there was an initial meeting of the search committee for a new Dean for the Zarb School of Business, with the search consultants from Isaacson, Miller, and she was delighted with the level of engagement from both the faculty and board members on the committee,
on the characteristics that we want and need, as well as the challenges that the Zarb Business School has. Periodic updates will be posted on how the search is going.

The Provost also reported that she has met with faculty from the School of Education, as well as the Department of Biology, and is looking forward to meeting with and getting to know other groups of faculty members in departments and schools, as the semester progresses. She also met with leadership from the AAUP, as well as members from the Center for Civic Engagement Retreat Group, before the semester began.

II. Report of the Senate Executive Committee Eugene Maccarrone

Action Items

1. Prof. Maccarrone presented for action the appointment of Anthony Basile, from the Zarb School of Business, for one-year to replace the remaining term of Stuart Bass, who was since elected as Speaker of the Faculty. The item passed with one abstention.

2. Prof. Maccarrone presented for action the 2016-2017 Academic Calendar. This item was brought to the Senate at its May meeting, and needs to move forward to the Full Faculty for approval. Prof. Maccarrone reported that an original version of this calendar was brought to the Full Faculty at its February 23rd, 2015 meeting and was not approved. In essence, the new revision creates a calendar for the university without reference to religious holidays, for the first time. The proposed calendar starts after Labor Day, eliminates religious holidays, provides for a mid-semester fall break, and satisfies all the classroom time required by the state. Debra Goodman, from the School of Education commented as to whether elimination of conversion days and religious holidays provides more flexibility for graduate classes. For example, 15 class sessions including finals week. This would allow faculty to take a religious holiday or to accommodate conference presentations, special events, etc. - and still have 14 sessions. Since graduate classes only meet once a week, and meet 2 hours for a 3 s.h. course, it’s hard to fit everything in. The response was that there are only 14 sessions including finals because the Spring calendar has the 2 day President’s Week break and the fall calendar added a two day break in October. Prof. Maccarrone reported that the Registrar, Lynne Horgan who worked on this calendar throughout the years has left the University. Prof. Bass reported that there was very specific language which was supposed to be inserted incorporated into the
proposal for the 2016-2017 calendar. The language, in essence, was to state that no faculty member shall assign any typical assignments that would infringe upon any student’s desire to observe their respective religious beliefs. He feels that a statement of intent should be incorporated based upon the passage of this calendar, to protect those students and faculty members be made aware of this language. Provost Simmons reported that she has worked with Vice President Dougharty on proposing some drafted language as well as a draft structure to the calendar so that faculty are aware of the major holidays that students may bring forward. A discussion followed. The item passed with 26 in favor of, and 3 opposed.

Information Items

A. Prof. Maccarrone presented for information, that the 2014-2015 Annual Report has been prepared and published on the University Senate’s website at http://www.hofstra.edu/Faculty/senate/. The report is listed under the “Senate Documents” drop down menu. He reported that anyone who is not familiar with governance and structure of the committees that lead into the University Senate, should review the document to familiarize themselves with the structure & bylaws of the Senate, as well as the activities that individual committees have worked on. Caroline Schreiner also reported that if anyone wishes to have a hardcopy of the report, to email her at Caroline.Schreiner@hofstra.edu.

B. Prof. Maccarrone reported for information that the Subcommittee on the Library, a subcommittee of the Planning and Budget Committee, continues its discussion on re-purposing the third floor of the Axinn library for certain non-traditional purposes. Since this is a sensitive issue, Provost Simmons has agreed on the part of the University and through Howard Graves the Director of the Library, working with the Subcommittee on the library, faculty and students, to a timeline that allows for more time than previously defined. Generally, any changes decided to be made to the library will be made during this academic year, and any resulting physical modifications will occur during the summer of 2016. Provost Simmons reported that she is a firm believer that doing things that bring more students into the library and help them interact with library faculty is in our best interest and will have a positive effect on student retention & satisfaction. In order to accomplish this, more planning is required. She reported that she has met with the library faculty a couple of weeks ago and talked thoroughly about their concerns and ideas. They also discussed how the library can become a more active part of
student learning, and expose students to the strengths that the library faculty have to offer, as well as how room is made in the library for these things to happen. This will be a collaborative process. A discussion followed.

C. Prof. Maccarrone reported for Information a tentative administration proposal to move the Zarb School faculty offices and classrooms to Hagedorn Hall, and reciprocally move the School of Education to Weller Hall, which presently houses the Zarb faculty and administration. He noted that renovations may be needed to properly accommodate any such changes, including renovations to related classroom space, as may be appropriate. He encouraged all concerned to seek to provide input regarding this while this matter is in the discussion stage. A discussion followed.

D. Prof. Maccarrone reported for information, a matter that Kathleen Wallace, from the Department of Sociology, brought to his attention regarding an about “audio-note taker” by Sonocent, that would be made available to students needing a note-taking accommodation. Student Access Services (SAS), who provide disability related education, services and resources to the Hofstra Community, has received a grant for this program. He requested that anyone having any questions or concerns about this, to bring them to his attention. Prof. Wallace reported that the technology in question makes a recording of a class, so some questions were raised about the impact of this including, the discussions in classes, who owns the recording, who has access, and are faculty required to allow the recording, etc. Vice President Dougharty reported that if there is a committee of the senate that would like to discuss the matter further, he is sure Jean Peden-Christodoulou, Assistant Vice President for Student Affairs, and Julie Yindra, Director of Student Access Services, would be more than happy to speak to them.

III. Committee Reports

A. George Giuliani, chair of the Faculty Affairs Committee reported that the committee will be meeting this Monday to address the issues that Prof. Goodman has raised regarding the School of Education, as well as voting procedures on committees. He would like to personally thank James Sample for covering as chair while he was on sabbatical.
B. Jared Sarcka, chair of the Student Affairs Committee reported that the committee accomplished a lot last year as a result of collaboration between the University Senate, the Student Affairs Committee, and the Student Government Association. The committee will foster collaboration between student governance groups and clubs on campus. Last year, one major issue the committee dealt with was with food service on campus, to which he is happy to report has improved with regard to quality and some prices.

C. Caroline Schreiner reported for chairperson Jason Davidow that the Graduate Academic Affairs Committee will continue 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.

D. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that with respect to the bylaws, pertaining to the membership on the committee, there has been a question of the location of the Deans representative of the Senate, who is assigned to the Undergraduate Academic Affairs Committee, but has been sitting on the Faculty Affairs Committee for years. Should the Faculty Affairs Committee decide to revise its bylaws to appoint the Dean’s representative to its committee, the Undergraduate Academic Affairs Committee will drop reference to the Dean’s representative.

He also reported that the committee continued its deliberations on mid-semester grade reporting and moved forward to endorse a plan. As he mentioned at the last Senate meeting, Hofstra seems to be behind the curve when it comes to keeping students up to date about progress. The rationale for instituting such a system is to ensure that students have some clear basis for knowing where they stand in each course at a time when they can still make adjustments that improve their chances for success during the semester.

Key aspects are as follows:

- Mid-semester grade should be a simple binary assessment “satisfactory”/”reasons for concern”
- Students will receive feedback between the 2nd week of the semester and the 7th week of the semester – determined by their sense of when they have sufficient information to provide a meaningful assessment to students
• The grade is an interim assessment and does not get computed directly into the final grade for the course

Prof. Silver reminded the Senate that originally a joint subcommittee composed of members of both the Undergraduate Academic Affairs Committee and the Faculty Affairs Committee will be established. However, it was decided that the Undergraduate Academic Affairs Committee will consider the academic aspect of this in terms of whether it is beneficial for students and affect them positively or negatively in the curricular and academic experience of students. Impact on faculty such as workload or academic freedom issues will be taken up by the Faculty Affairs Committee.

Prof. Silver also reported that the committee will continue to look at the effectiveness of UNIV 001, which is an online tutorial class, for “at-risk” undergraduate students. When it was first instituted, there were only 40-50 students enrolled whereas now there are hundreds of students enrolled.

E. William Nirode, chair of the Planning and Budget Committee, reported that the committee will continue the work it started last semester including, designated smoking zones on North Campus, the “Scoot Shuttle,” and monitoring the Library Committee and its work on the repurposing proposal for the 3rd floor of Axinn Library.

IV. New Business

Eugene Maccarrone reported that Stuart Bass will be honored at the 2015 Alumni Awards Dinner on Thursday, September 24, at 6:30 p.m. The event will be held at The Garden City Hotel in Garden City, and offers his congratulations.

V. Adjournment

The meeting was adjourned at 4:34pm.
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MINUTES OF THE UNIVERSITY SENATE MEETING, OCTOBER 12, 2015

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

Present: Basile, Balson, Curtiss, Davidow, Dougharty, Dresner, Dumas, Eads, Elston, Fincham, Firestone, Gallagher, Gennarelli, Ghorayeb, Giuliani, Jernigan, Laggan, Lopez, Maccarrone, Moskow, Munoz, Nirede, Persky, Sampedro, Sarcka, Silver, Simmons, Sorrentino, Wallace

Absent: Elsey, Glasser, Goodman, Guarino, Herold, Hoovert, Miller, Pickering, Sample,

Guests: Bass, Mazzocco

The minutes of the September 21st, 2015 Senate meeting were unanimously approved.

I. Report of the Provost, Provost Gail Simmons

The Provost convened the meeting by reporting on the American Council on Education (ACE) Internationalization Laboratory. Dr. Barbara Hill from ACE will be visiting campus this Thursday, October 15th and Friday, October 16th, meeting with among others, the President, Deans and the members of the Task Force. The membership of the Task Force is as follows:

- Terri Shapiro, Task Force Chair and Associate Provost for Accreditation and Outcomes Assessment
- Kara Alaimo, from the Dept. of Journalism, Media Studies, and Public Relations
- Stavroula Boutsis, Dean of International Recruitment for Enrollment Management
- Dwight Brooks, Vice Dean, Lawrence Herbert School of Communication
- Jenn Christ, Director, International Student Affairs
- Jason Davidow, from the Dept. of Speech, Language, Hearing Sciences
- Neil Donahue, Senior Associate Dean of Honors College and Assistant Provost for Undergraduate Research and Fellowship
- Brenda Elsey, from the Dept. of History
- Maria Fixell, Assistant Dean for Study Abroad Programs
- Tatiana Gordon, from the Dept. of Teacher Education
- Manuel Miranda, from the Dept. of Engineering
- Steven Richman, Senior Director of Global Initiatives, Maurice A. Deane School of Law
- Jennifer Saleta, Assistant Dean of Administration, Graduate School of Nursing and Physician Assistant Studies
- Anthony Santella, from the Dept. of Health Professions
- Kaushik Sengupta, from the Dept. of Management and Entrepreneurship
- Daniel Tinkelman, from the Dept. of Accounting, Taxation, and Legal Studies in Business
She emphasized that this task force will be operating very openly and will be calling to form subcommittees of faculty, staff and students, and reported that anyone interested in making a contribution to thinking about the future of Internationalization at Hofstra will have the opportunity to do so going forward.

The Provost thanked Jason Davidow, from the Department of Speech-Language-Hearing Sciences and Paul Fritz from the Department of Political Science who co-chaired the International Students Task Force. She met with them to review the results of an investigation and discussion about the situation with international students on our campus. This initiative was started two years ago at the request of the University Senate. The task force presented its report to Provost Simmons and will be presented to the Senate Executive Committee at its next meeting.

The Provost reported that she had hoped to present the membership on the Task Force on the Library but the Library is still conducting elections which close at 5pm this afternoon. She will report on who will serve on this task force as well as how it will proceed at the next Senate meeting in November. To support the work of the Task Force on the Library, President Rabinowitz has authorized $20,000.00 for a complete collection analysis which is something that has needed to be done in the library for a number of years. The President has also authorized an additional $15,000.00 for the purchase of digital access for the Hofstra Dissertation and Theses that is currently kept in hardcopy. As a result of this purchase, we will be able to digitize them and they will be accessible to people outside the university, who can search through our catalogue. It also means we will not keep duplicate copies in hardcopy. In addition, the Provost’s Office is paying $6000.00 to a consulting firm who specialty is designing rearrangements of libraries, where libraries are either changing the size of the configuration of their collections or changing the use of space. In addition to the intelligence of the library faculty and staff, and the faculty at-large, there will be professional help for the work of this committee.

The Provost reported on changes being made on how the university deals with continuing efforts to improve student retention at the undergraduate level. Many faculty members were involved in a university-wide Task Force on Student Retention and Student Experience. It was an extremely large group of people, who have been having discussions on student retention for quite a number of years. Looking at data, school by school there are some dramatic differences in retention and some
are characteristic of the kinds of students who come to that particular school with specific goals and focus. Rather than continue to convene this very large task force, the administration is asking each of the schools to convene a school-based task force, headed by whoever is most involved with working with undergraduates (Assistant Dean, Associate Dean, Vice Dean, etc.). These school-based task forces will include faculty as well as chairs and may invite some students to be involved as well. The heads of those task forces along with other key representatives of governance will be part of what will now be a university-wide steering committee which will meet less often, but will serve to pull the information from those school-based task forces together and make sure that the task forces are talking to one another about what they are finding and what might be worthwhile to move us forward. This will be tried for a year to see what the result is. A discussion followed.

Donna Balson, an adjunct senator, reported on a concern by the Music Department, when a student or his/her professors find out over time that he/she is not a good fit for a career in music performance or teaching, the professors work hard to help the student stay at Hofstra but find a different concentration of study. The concern is that when this happens, it looks like the department is losing numbers, when actually it is working not only for the best interests of the student, but also to retain him/her at Hofstra.

II. Report of the Senate Executive Committee Eugene Maccarrone

Information Items

1. Prof. Maccarrone reported that on October 1st, Robert Juckiewicz, Vice President for Information Technology gave a presentation to the full faculty regarding the university’s information security initiatives. Caroline Schreiner will create minutes for this meeting.

2. Prof. Maccarrone presented for information, that he will be meeting with Karen O’Callaghan, Director of Public Safety, Joseph Barkwill, Vice President for Facilities and Operations, to discuss smoking on campus with regard to what we can do to better enforce the South Campus Smoking Ban.

3. Prof. Maccarrone reported that a number of representatives from the Senate met on October 7th, with W. Houston Dougharty, Vice President for Student Affairs, and representatives from Student Access Services and the Senate regarding questions on the Sonocent note taking
system. There will be a hiatus on using the system going into the spring semester, at least until such time as we can begin to get all questions and concerns addressed.

4. Prof. Maccarrone reported that the 2016-2017 Academic Calendar will be an action item at the upcoming October 19, 2015 Full Faculty meeting. President Rabinowitz will also be addressing the faculty.

III. New Business

Diane Persky, adjunct senator from the Frank G. Zarb School of Business, reported that she would like to request that the senate initiate some conversation regarding campus security. She is particularly concerned about recent shootings on other college campuses. Prof. Nirode reported that this issue was brought up at the Planning and Budget Committee and they have started to hold discussions with Vice President Barkwill and Director O’Callaghan. Prof. Giuliani reported that the Senate did hold a discussion and passed a Weapons Policy about two years ago. The minutes of that meeting will be circulated. A discussion followed about lockdowns and procedures. The Provost suggested that the Senate invite Vice President Barkwill and Director O’Callaghan to the next Senate meeting.

Dennis Mazzocco, Chapter President of the AAUP, reported that the union is concerned with decisions made over the summer which shared governance was not a participant.

- Decision on replacing the Dean of the Library with a Director
  - Other competing schools in the area all have deans
- School of Education will no longer have a dean as of next year, and will no longer be a school, but absorbed into HCLAS.
- The formation of the new Kalikow Center which includes four academic departments including one that was formally in the Lawrence Herbert School of Communication.

Prof. Mazzocco is asking the leadership of the Senate to renew its commitment to transparency and the integrity of shared governance at Hofstra University.
IV. Committee Reports

A. George Giuliani, chair of the Faculty Affairs Committee reported that that he, along with Prof. Silver, Prof. Wallace, Vice President Dougharty, Jean Peden-Christodoulou, Assistant Vice President for Student Affairs, and Julie Yindra, Director for Student Access Services on Wednesday to discuss the Sonocent Audio Note Taking System. He also reported that the Faculty Affairs Committee will look into the draft of a policy formed by the Undergraduate Academic Affairs Committee regarding mid-semester grades. Prof. Giuliani reported that the committee discussed concerns with the process of the School of Education going over to HCLAS and the transparency issue as well as the idea of the possible “switch” from Hagedorn Hall to Weller Hall.

The committee also discussed an issue raised about the Special Committee on Athletic Policy and the item was brought to and discussed at the Senate Executive Committee meeting.

The committee discussed voting rights and privileges as well as the Academic Dean appointed to the Faculty Affairs Committee as opposed to a different committee.

A discussion followed about the note taking system.

B. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee had its first meeting and finished discussing Faculty Policy Series #36 – The Use of Human Subjects in Research, which deals with the Institutional Review Board (IRB) and its procedures. The committee made some recommendations which will be sent to the Senate Executive Committee shortly. He reported that Provost Simmons is currently reviewing them. The committee also discussed graduate directors and concerns with requests to increase their enrollment after the application procedures were over, some people got an email in June, July and August asking to increase the number of incoming graduate students and some were concerned about what that means as far as their programs and accreditation. The committee also discussed ways to perhaps move scholarships into fellowships and what those terms actually mean by themselves and what is allowed with scholarship money, etc.
C. Jared Sarcka, chair of the Student Affairs Committee reported that the committee will sponsor a table along with the Resident Student Association (RSA), in the Student Center on Wednesday, October 14. This is to survey residential students on satisfaction, so the committee may form a concrete agenda catered to student interest and concern. The committee will also work on creating an “open forum” to discuss public safety issues such as the shuttle to Mineola, customer service, how a student can file a complaint, the ways Notice to Appears (NTAs) are given out, and other type of issues the students would like to discuss with Director O’Callaghan. Gabriella Munoz, student senator, elaborated on the student open forum about public safety. Another initiative the committee is working on, led by student senator Jeremy Moskow, is creating weekend events that can act as alternatives to the bars. Chairperson Sarcka also reported that the committee is discussing ways to get involved in Student Appreciation Week, which is November 16th – November 20th. They would like to get faculty involved as well.

D. William Nirode, chair of the Planning and Budget Committee, reported that the committee has also been discussing the shuttle bus to the Mineola train station and will involve the Student Affairs Committee on this discussion. The committee also discussed the smoking ban, and whether or not to move towards a full, smoke free campus, as well as overall campus safety.

E. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that as previously stated in the Faculty Affairs Committee report, the committee has completed a draft of a policy regarding mid-semester grades and it shall move forward to the FAC for review. He also reported that the committee is reviewing its bylaws but has put it on hold barring the discussion on where the Academic Dean senator is appointed. As of now, the UAAC bylaws state the dean’s representative is appoint to its committee although the Senate Executive Committee may nominate the academic dean for a one-year membership on a standing committee other than the UAAC. The committee will also continue to work on the issues of Departmental Honors and reporting on transcripts. Prof. Silver reported that he will be meeting with Provost Simmons and bring her up to date on this issue. In addition, the committee will continue to look at the effectiveness of UNIV 001 course that is mandatory for students who fall under academic probation. The committee is also discussing the note-taking issue.
Jessica Eads, Vice President for Enrollment Management, reported that today was the Admissions Department’s first recruitment event on campus and reminds everyone that if they see prospective students and family members holding blue bags (which are given out by the department,) to make an effort to say hello and/or introduce yourself.

V. Adjournment
The meeting was adjourned at 4:34pm
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MINUTES OF THE UNIVERSITY SENATE MEETING, NOVEMBER 9, 2015
THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY

Present: Basile, Balson, Curtiss, Davidow, Dresner, Dumas, Eads, Elsey, Elston, Firestone, Gallagher, Ghorayeb, Giuliani, Glasser, Goodman, Herold, Hovert, Jernigan, Laggan, Lopez, Maccarrone, Miller, Moskow, Munoz, Nirode, Persky, Sample, Sarcka, Silver, Simmons, Sorrentino, Wallace

Absent: Dougharty, Fincham, Gennarelli, Lopez, Pickering, Sampedro

Guests: Bass, Brown, M. Caniano, DiMartino, Filippi, Frisina, W. Graves, Levinthal, Lopatin, Rabie, Santangelo, Sikarski, Spieler, St. Angelo, Tabron, Wanderman, Weingartner

The following sentence was removed from the October 12th, 2015 minutes:

Prof. Silver noted that all three of the issues mentioned have been discussed at the Senate Executive Committee, so while the follow up was not ideal, the body has been aware of these issues.

The amended minutes were approved.

I. Campus Safety Discussion, Joseph Barkwill, Vice President for Facilities and Operations & Karen O’Callaghan, Director of Public Safety

The Provost convened the meeting by introducing Vice President Barkwill and Director O’Callaghan to discuss campus safety.

Vice President Barkwill reviewed some of the campus safety and security enhancements the university made over the last 4-5 years.

- Hiring Karen O’Callaghan five years ago. Director O’Callaghan served for 27 years in the Nassau County Police Department and achieved the position of Chief of the Nassau County Police Department. The relationship she holds with the NCPD, and the Village of Hempstead is invaluable.

- In 2010, the university hired Margolis Healy & Associates LLC, a professional services firm specializing in campus safety, security, and regulatory compliance for higher education. They review procedures, especially in light of Virginia Tech and other university issues. They were here for about a six month period, reviewed our procedures,
training and equipment and gave us recommendations as to what we can do to improve safety.

- Redesigned security access to residence halls
  - Double card access going into the residence hall
  - Turnstile to control people exiting the building

- Installed building lockdown devices for academic buildings
  - Ability to lock the entrance doors to a building should a circumstance arise that a building needs to be secured. In particular if there was a shooting on campus.
  - Does not preclude someone from getting out

- Added numerous security cameras as well as Hempstead Turnpike

- Added a man security booth at our facility 773 Fulton Street
  - Evenings
  - Provides presence on Hempstead Tpke near the pub area.
  - Provides students immediate access to public safety should they have an issue

- Lighting improvement
  - Results of campus surveys that are conducted every year
  - New lights were added on campus as well as off campus property and roadways in particular on California Avenue and the back streets along the Meadowbrook Parkway.
  - LED lighting - very high intensity lighting
  - Tree trimmings were completed to provide for more light.

- Instituted the Night Shuttle
  - Runs through the neighborhoods surrounding Hofstra during the overnight hours, from 10 p.m. until 5 a.m., traveling from various points on North and South campus, to local eating and entertainment establishments, and through areas of Hempstead and Uniondale where many students live.
  - Accessible with a campus ID
  - Shuttle can be tracked via smartphone or online via GPS

- Developed “Preferred Walkways”
  - Provide access to most university buildings
  - Physical Plant department has provided lighting for the whole pathway and Public Safety has lined the pathway with emergency telephones and increased the patrols

- New traffic signal on California Avenue, outside Weller Hall

Director O’Callaghan gave a brief overview of the Public Safety Department:

- Not a police department, but are licensed by the State of New York as security guards
- Almost 50% of the patrol staff are retired or former Law Enforcement, most from New York City
• 40 fulltime Public Safety Officers, 20 part-time officers, 2 supervisors and an administrative staff including the Emergency Management Officer

• Administrative staff have a variety of tasks including conducting investigations in relationship to new regulations and amendments to regulation involving Title 9, Violence Against Women Act

• Offer a variety of services for students
  o Hire close to 300 students every year
    ▪ Resident Safety Representatives - security booths in residence halls 24/7
    ▪ Student Patrol Officers who assist in maintaining order on campus.
  o Student escorts are available daily between dusk and dawn to walk any member of the Hofstra community to his or her car or residence hall.
    ▪ receive special training, are equipped with Hofstra University radios, and assist the Department of Public Safety in reporting any suspicious activity.
    ▪ wear blue shirts and yellow jackets for easy identification
    ▪ only work on campus
  o Night Shuttle
  o Victim Assistance Program
    ▪ The Department of Public Safety will assist in reporting incidents to the police and, if necessary, will also provide assistance dealing with the court system

A discussion followed.

II. Report of the Provost, Provost Gail Simmons

Due to time constraints, Provost Simmons presented for information the International Student Task Force Final Report. Prof Davidow, chair of the Graduate Academic Affairs Committee and (co-chair, along with Paul Fritz,) of the task force reported that this task force originated at the Senate Executive Committee about 2 years ago, and were asked to provide recommendations to the Provost’s Office on how to retain more international students. He reported that the committee was formed with members who generally work with International students and started by creating questions to survey the students. From that survey data, the task force identified three main areas, and three subcommittees were formed:

• pre-arrival and practical issues
• language and writing issues
• social and cultural issues

The three subcommittees were then asked to create recommendations for actions on how to retain international students. The task force tried to create the report as concise as possible, and have
very specific things for the offices and departments that would receive the report to actually 
implement. The main areas that the recommendations address are as follows:

- Improve Resources for Enhancing English Language Abilities
- Increase Opportunities for Interaction on Campus and with Native English Speakers
- Improve Communication about, and Resources for, Pre-Arrival and On-Campus Assistance for International Students
- Increase Personnel and Funds for Pre-Arrival and On-Campus International Support Resources
- Increase Opportunities for International Students to Share Their Cultures
- Improve Transfer Credit Evaluation Process

- Increase the Number of Course Offerings to International Students

For each recommendation, there are approximately 5-10 specific steps of action. The task force 
met with Provost Simmons earlier in the semester, and also provided a list of departments and 
offices they thought would benefit from these recommendations. These recommendations will also 
go into the American Council on Education (ACE) Internationalization Laboratory process. In the 
meantime, some of these recommendations can be implemented. Provost Simmons reported that at 
Manhattanville College, which has a long tradition of recruiting international students, each spring, 
in conjunction with recruitment events, holds an “International Bazaar.” This is an opportunity for 
community to try cuisines from many parts of the world while enjoying and evening of musical and 
theatrical performances, by the international students. It has been a very effective and fun event for 
continuing students that also gives students who are being recruited to the college, a chance to 
participate and see the diversity of the current population of the school. A discussion followed. 
Provost Simmons reported that her office will disseminate this report to a variety of offices, and 
bring these issues back for discussion and action when plans are set in place.

Prof. Davidow reported on the Graduate Academic Affairs Committee. The committee will 
continue its discussion on the IRB issues, as well as some issues with graduate program directors.

The Provost reported that in the wake of what the President announced about a decision not to try 
to swap the spaces of the School of Education and the School of Business, people such as Dean
Firestone, Holly Seirup, Vice Dean of the School of Health Sciences & Human Services, and Kathleen Gallo, Dean of the School of Education, are working on making some changes internally in Hagedorn Hall so that we can accommodate some other programs in the building, without asking the School of Education to leave.

The Provost also reported that the Library Task Force is meeting on Wednesday, November 11th. Therefore, she will report more at the next Senate meeting in December. In the interim, the representative from the Office of Student Affairs will be coming with a draft proposal about the kinds of student support services that might be housed on the third floor. This draft will serve as a basis for discussion at the meeting. She also reported that Howard Graves, Senior Assistant Dean of Library Systems, received money from the Provost's Office to initiate a variety of collection analyses that will look more deeply at books throughout the library that we may be able to weed in order to make more space. The emphasis that the collection analysis is not just about how often things get checked out, but what is the importance of a particular book to the field, how frequently is the book found in neighboring libraries, where it may be available through inter-library loan, and what are the relative importance of these books to the fields that they serve. This is a very sophisticated collections analysis, being done by a professional organization. She reported that money has also been allocated to digitize all of our theses and dissertations so that they will be more accessible and take up less space in the library.

The Provost reported that Hofstra has hired its first full-time Title IX coordinator, Lara Nochomovitz, who is starting some educational programming on campus. W. Houston Dougharty, Vice President for Student Affairs, reported that Ms. Nochomovitz comes to us from Denver, CO, and has a background in legal work that included a significant amount of higher education work. Prior to being hired at Hofstra University, she practiced law for six years at a national commercial firm.

The Provost reported that the Internationalization Laboratory Task Force has met and is being led by two administrators and two faculty members:

- Terri Shapiro, Associate Provost for Accreditation and Outcomes Assessment
- Neil Donahue, Senior Associate Dean of Honors College
- Anthony Santella, Assistant Professor in the Department of Health Professions
III. Report of the Senate Executive Committee Eugene Maccarrone

Prof. Maccarrone reported that the next Senate Executive Committee will be held on Monday, November 30th.

Information Items

1. Prof. Maccarrone presented for information, the Religious Holidays Wording for the Academic Calendar document. Vice President Dougharty has gathered information from other schools, some language that can be included with the calendar and its promotion, regarding our policies. He has asked the chairs of the standing committees to review this information, and language he included at the end of the document. Since the new calendar was passed, at the October 19th Full Faculty meeting, it was also decided that when posting it on the website, indication would be given as to policy regarding accommodation for both faculty and students who wish to observe religious holidays. In an effort to come up with a policy and appropriate language, that this information has been supplied. He asks the members of the Senate to review the information and language and offer feedback as to what they feel might be appropriate wording for such a policy.

2. Prof. Maccarrone presented for information, Senate Executive Committee consideration to amendment to the Senate bylaws. He reported that a little over a year ago, members of the SEC, and decided that they should take a new look at all of their bylaws. There are a number of issues that have come up, and at the latest SEC meeting, the matter of whether or not an academic dean should be allowed to serve on and vote on the Faculty Affairs Committee, has been discussed extensively. It was decided for the time being, we would retain the status quo that the dean could be appointed and vote on a committee. All of the standing committees are being encouraged to continue to look at its bylaws so that we can bring any appropriate amendments to the Senate as needed.

3. Prof. Maccarrone presented for information that at the last Board of Trustees meeting held on October 20th, President Rabonowitz has indicated that the 2014-2015 budget did balance and
the 2015-2016 budget is anticipated to balance. He also indicated that there might be some subsidy in effect because of under enrollments in graduate admissions. At the same meeting, Catherine Hennessey, Vice President for Financial Affairs and Treasurer, reported that the 2014-2015 independent financial statement audit was completed and she was anticipated a clean audit opinion. This means that what is being presented by the university, is appropriate under generally accepted accounting principles for a university such as Hofstra. He also reported that Peter Kalikow, a Hofstra trustee and alumnus who previously endowed a premier center for presidential studies at the university, has endowed a ten million dollar new gift in order to fund the new School of Government, Public Policy and International Affairs.

4. Prof. Maccarrone presented for information that he has asked the chairs of the Undergraduate Academic Affairs Committee, Graduate Academic Affairs Committee and Faculty Affairs Committee to please ask their committee members for one representative each to join with Julie Yindra, Director of Student Access Services to help address the Sonocent issue which was discussed at the last Senate Executive Committee meeting.

Anthony Basile noted that as a senator representing the Frank G. Zarb School of Business, and as the First Vice President of the AAUP Chapter, that he is not in favor of having an academic dean vote on the Faculty Affairs Committee. The committee deals with issues regarding wages, compensation, workload and faculty grievances, and we have the Collective Bargaining Agreement, not the Faculty Policy Series for resolution of those things.

III. New Business

There was no new business.

IV. Committee Reports

A. George Giuliani, chair of the Faculty Affairs Committee reported that Prof. Silver attended the last FAC meeting and did a great job summarizing the mid-term grade proposal and what the Undergraduate Academic Affairs Committee had been working on. The FAC voted to approve the proposal and it would be moved on to the Senate Executive Committee. The committee also discussed the Sonocent Audio Note Taking System as previously reported, as well as a
discussion on the School of Education and possible building changes, however as Provost Simmons previously mentioned, it has been assessed.

B. Gabriella Munoz reported for the chair of the Student Affairs Committee, that the committee has been reviewing the answers given to a student survey on satisfaction of residential students. The committee is also working on creating weekend events for students. Since there are already weekend events happening on campus, the committee will look into better ways to get such information out to students.

C. William Nirode, chair of the Planning and Budget Committee, reported that the committee has met with Vice President Barkwill and Director O’Callaghan, Director to discuss the Mineola Train Bus Shuttle with regard to the timing of the schedule and drop off point. The committee also discussed safety and security as well as the library task force, making sure there is ample opportunity for faculty input throughout the process.

D. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee also discussed the Sonocent Audio Note Taking System as well as working on the issue of Departmental Honors and reporting on transcripts. The committee also continued its discussions on the role of UNIV 001, a course that is mandatory for students who fall under academic probation. The committee will be discussing an examination of bulletin copy pertaining to incomplete grades. The issue in part being that the framework and parameters is not detailed enough to give students a clear understanding of how incomplete grades operate.

V. Adjournment
The meeting was adjourned at 4:36pm
MINUTES OF THE UNIVERSITY SENATE MEETING, DECEMBER 7, 2015

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

Present:  Basile, Balson, Curtiss, Davidow, Dougharty, Dresner, Eads, Elston, Fincham, Gallagher, Gennarelli, Ghorayeb, Giuliani, Guarino, Herold, Hoovert, Jernigan, Lopez, Maccarrone, Munoz, Nirode, Sample, Sarcka, Silver, Simmons, Sorrentino, Wallace

Absent:  Dumas, Elsey, Firestone, Glasser, Goodman, Laggan, Miller, Moskow, Persky, Pickering, Sampedro

Guests:  Bailin, Bass, Grafstein, Mazzocco, Peden-Christodoulou, Pertuz

The November 9th, 2015 minutes were approved.

I. Report of the Provost, Provost Gail Simmons

Provost Simmons convened the meeting by congratulating Jared Sarcka, chair of the Student Affairs Committee on his upcoming graduation.

Provost Simmons reported that the Library Task Force has had two successful meetings. At the second meeting, the task force took a “walk through” of the library, starting on the 8th floor, looking at a variety of spaces where students currently study. The task force also looked over some proposals from Howard Graves, Senior Assistant Dean of Library Systems, on how we can accommodate pieces of the collection that are currently on the 3rd floor, on other floors. They will be formally dividing into subcommittees at its next meeting which include:

- Issues of the collection
- Issues of how to design the space to best serve the students

Senior Assistant Dean Graves continues to keep the task force updated on the work of the consultants who have been analyzing the collection and on the work on the other consultants who are the people designing the move. Faculty will be asked by the two subcommittees for their input, in the early part of the spring semester. Another meeting has been scheduled before the conclusion of the fall semester.
Provost Simmons reported that the Internationalization Laboratory Task Force has had a number of meetings and are expecting to reach out to the campus community for input in the early spring semester.

Provost Simmons reported that she, along with Terri Shapiro, Associate Provost for Accreditation and Outcomes Assessment, met with members of the Middle States Commission on Higher Education, at its annual meeting in Washington D.C. There are a couple of changes on the horizon that the university community needs to be aware of including a change to the standards, which has already been implemented. The new standards have gone from fourteen to seven, and are configured differently. Hofstra comes up for its next decennial self-study in 2019, which will be under the new standards. The other change to the standards, not yet formally approved by the commission, is a fundamental change in the way the cycle of accreditation goes, looking to eliminate the periodic review report. An annual update will focus on recommendations that remain at the last decennial self-study. The accreditation cycle would go from a ten year cycle to an eight year cycle. What happens in between would probably be less work for institutions that are in good shape. The Provost will keep the Senate updated on this change as the commission moves forward.

III. Report of the Senate Executive Committee Eugene Maccarrone

Action Items
1. Prof. Maccarrone presented for action, the Incomplete Grade Bulletin Text Amendment. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that this concerns bulletin copy pertaining to the administration of Incomplete. He reported that the only substantive change is language that the incomplete grade should only be given when the instructor has the expectation that satisfaction of the incomplete would lead to a passing grade. A discussion followed. The following sentence:

   *An instructor may grant, at her/his discretion, a grade of Incomplete (‘I’)...

was changed to:

   *At the discretion of the instructor, a grade of Incomplete (‘I’)...

The item was pass unanimously as amended.

Prof. Maccarrone reported that as requested, all major religious holidays are being linked onto Hofstra’s website along with the new calendar. For the time being, we are staying with the present
Faculty Policy Series (FPS #48 – Attendance Taking) on both missed exams and excused absences as they may relate specifically to respecting students or faculty missing classes and/or exams/assignments because of observances of respective religious holidays.

Prof. Maccarrone reported that the Sonocent Committee will be meeting on December 15th. The committee includes:

- Amy Catalano from the Graduate Academic Affairs Committee
- George Giuliani from the Faculty Affairs Committee
- Elyse Miller from the Undergraduate Academic Affairs Committee
- Jean Peden-Christodoulou, Assistant Vice President for Student Affairs
- W. Houston Dougharty, Vice President for Student Affairs
- Lisa Ross, Associate General Counsel
- Marc Silver from the Undergraduate Academic Affairs Committee
- Kathleen Wallace from the Chairs’ Caucus
- Julie Yindra, Director of Student Access Services (SAS)

He reminded the Senate that Sonocent is the audio-note taking software that is being made available through SAS, to students needing a note-taking accommodation. The committee is looking into matters that may affect faculty concerns.

Prof. Maccarrone reported that there are a number of Faculty Policy Series as well as a Faculty Statute that needs to be amended for clerical reasons. Under our Collective Bargaining, Hofstra moved from a 12hr basic load to a 9hr basic load and some Faculty Policy Series and Faculty Statutes have not been updated to indicate as such. They include:

- Faculty Policy Series #4 - Base Teaching Programs and Overload
- Faculty Policy Series #5 - Work Above Base Load
- Faculty Policy Series #20 – Sick Leave
- Faculty Policy Series #22 – Special Leave
- Faculty Statute V - Appointments, Reappointments, Promotion, Tenure, and Termination

The Senate Executive Committee will introduce these amendments for action at the first Senate meeting on February 8th. They will be brought to the full faculty at its meeting on February 29th.

Prof. Maccarrone reported that he along with Stuart Bass, Speaker of the Faculty, Kathleen Wallace, Chair of the Chairs’ Caucus, met with President Rabinowitz, Patricia Adamski, Senior Vice President for Planning and Administration, Provost Simmons and Vice Provost Jernigan. The President gave an overview of current activities regarding the University, most important of which is the decision that the
School of Education will stay in Hagedorn Hall and that there will be a new building for the Frank G. Zarb School of Business. The funding for which has to be approved at the Board of Trustees meeting on December 15th. The new building will most likely be an attachment to CV Starr Hall. There was also a discussion about a new building for the School of Engineering and Applied Science, which is subject to state funding, etc.

A discussion followed about a new building for the School of Engineering and Applied Science.

III. New Business

Prof. Ghorayeb reported that over the years he has noticed that through the years, undergraduate students in the School of Engineering and Applied Science have been taking courses that have a corequisite. The students have been signing up for both courses, drop the corequisite, and remain in the other course. The system is not catching this. Jessica Eads, Vice President for Enrollment Management, reported that this is more of an active advisement issue and will be looked at.

A discussion followed about the repurposing of the 3rd Floor of Axinn Library. Prof. Bailin wondered to what extent do books not intended to be removed permanently need to be boxed and for how long, and will the work of the consultants who have been analyzing the collection be made available for the faculty. Provost Simmons said the report can be shared once completed.

Prof. Mazzocco reported that at the Lawrence Herbert School of Communication on Friday, the dean made a few comments about the Axinn Library. The faculty in the School of Communication were told that there is a deprofessionalisation effort underway currently in the library. One piece of evidence is the loss of the Dean of the Library over the last year. There is also a substantial reallocation of space away from traditional library usage with whole floors being taken up by other uses. Prof. Mazzocco says he raises these points today before the Senate, because they contradict other public messages that have been discussed through the Senate over the last several months as we discussed the library, the collection, the space and other issues. Last week, the AAUP filed a grievance on the matter of inter-library loans being reassigned to non-faculty supervision, which first time in the history of the library at Hofstra that this is being done. The AAUP believes that if the University library is deprofessionalized, that there must be a master plan for that kind of organizational reorientation. This has not been discussed at the Planning and Budget Committee
nor the Senate or full faculty. Prof. Mazzocco reiterates the AAUP’s concern for transparency and openness particularly with budgetary changes that are going to diminish the capacity for scholarship and integrity of our academic mission and calls upon the Senate leadership to demand that the administration plans for full deprofessionalisation not only in the library, but in all academic units.

IV. Committee Reports

A. George Giuliani, chair of the Faculty Affairs Committee reported that he will representing the committee on the Sonocent Committee. The Faculty Affairs Committee will start to review the Special Leave applications and meet on will meet on January 8th to make a recommendation to the Provost’s Office.

B. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that Amy Catalano will be representing the committee on the Sonocent Committee. He also reported that the committee also discussed increasing enrollment numbers for graduate programs. The committee also discussed issues within the School of Education. The committee also discussed scholarships, fellowships and what the difference is between the two and what graduate programs are able to do with their scholarship money, as well as graduate retention. Prof. Davidow also reported that someone brought up the issue of a secondary master’s degree and how many credits are allowed to be transferred in, specifically if a student already has a master’s degree from Hofstra.

C. Jared Sarcka, chair of the Student Affairs Committee, reported that the committee submitted a draft of a proposal for relieving travel costs for students with for-credit internships, to the Senate Executive Committee and it was decided to make it a joint effort between the Student Affairs Committee and the Planning and Budget Committee. The committee also started talking to students about their concerns and will be reporting on these conversations in the future. There was a meeting with President Rabinowitz earlier in the day with students which went very well. The committee is also reviewing its bylaws and looking to redefine roles for its elected senators. He also reported that the committee will continue to collaborate with the Student Government Association and the Residential Student Association. Chairperson Sarcka announced that Gabriella Munoz will be taking over as chair of the SAC.
D. William Nirode, chair of the Planning and Budget Committee, reported that the committee will work with the Student Affairs Committee on the proposal previously mentions. The committee continues to discuss the Mineola Train Bus Shuttle with regard to the timing of the schedule and drop off point. A possible solution is having two shuttle buses running during peak hours. At its last meeting, the Planning and Budget Committee invited Dolores Fredrich, Vice President for Legal Affairs and General Counsel, Office of General Counsel, Catherine Hennessey, Vice President for Financial Affairs and Treasurer, and Provost Simmons to discuss the budget and look at a wide variety of things including enrollment, how Hofstra expenses are made up, scholarships, discount rates, etc.

E. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee has been focusing on the anticipated phasing out of the School for University Studies which had a structured support program for students in their first year that would allow them the opportunity to move into mainstream programs. The committee is concerned about the loss of key elements of support for students at risk particularly during their first year. The committee has met with Diane Herbert, Dean for the Center for Academic Excellence, to which she presented on what the Center is doing with regard to these issues. Prof. Silver also reported that the committee discussed the Incomplete Policy which was brought to the Senate today, and another issue that they are just beginning to discuss concerning minors. It appears that there is nothing written in the bulletin that actually establishes minimum requirements in terms of grading for minors. There is language for majors. The committee will reach out to the chairs’ caucus to get a sense of what the common practice is now, and will continue to discuss this issue.

V. Adjournment

The meeting was adjourned at 3:58pm
A

MINUTES OF THE UNIVERSITY SENATE MEETING, FEBRUARY 8, 2016

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

Present: Basile, Balson, Curtiss, Davidow, Dresner, Elston, Firestone, Gallagher, Gennarelli, Ghorayeb, Giuliani, Glasser, Goodman, Jernigan, Lopez, Maccarrone, Munoz, Nirode, Persky, Pickering, Sampedro, Silver, Wallace, Zychowicz

Absent: Dougharty, Dumas, Eads, Elsey, Fincham, Herold, Hoover, Laggan, Miller, Moskow, Sample, Simmons, Sorrentino

Guests: Bass, Jean-Louis, Mazzocco, Normandin

The December 7, 2015 minutes were approved.

I. Report of the Provost, Provost Gail Simmons

Provost Simmons convened the meeting by reporting on the Library Task Force which held a couple of meetings during the month of December. An email will be sent through the Provost’s Office that talks about how department chairs can work with library faculty to get access to the GreenGlass tool which is a tool we purchased to assist the library with the process of weeding to make room for the Third Floor. GreenGlass provides collection visualization tools with optional data overlays to give insights. Several people including Peter Goodman, chair of the Library Committee and Terry Godlove, Senior Associate Dean for Curriculum and Personnel, also members of the task force, spent time over the break familiarizing them with the program and are satisfied that this can be a powerful tool. The program itself makes no decisions. She also reported that over the break, ongoing work with the consultants who are planning the move have gotten us to a better estimate of how many volumes that actually needs to be weeded. Quite a bit was already done in 2015, there was an additional weeding over the break, particularly in the Science collections. Dissertations were also digitized and are electronically available. As it now stands, the number of volumes that need to be reduced in order to make the renovations of the third floor possible, probably stands at about 15,000. The Library Task Force will hold an open forum by early March for faculty, staff and students to update the community on the project. The Task Force will present information on preliminary design proposals for the space and progress to date for the reconfiguration of materials within the library to accommodate the renovations.

Provost Simmons reported that emails will be going out one for students and the other for faculty, about her office hosting a series of “Talk Back” sessions for all Hofstra students. Important issues of
diversity and inclusion will be the main theme of these discussions. The next session will be held on February 24, and faculty members are welcomed to attend. On Tuesday morning, February 23, the Provost will host a breakfast for all faculty to engage in a dialogue and conversation on diversity issues as well from the faculty’s perspective.

Provost Simmons reported that beginning this semester she will be holding open office hours to get to know faculty individually.

Provost Simmons reported that Richard O’Brien, who was the chair of the IRB passed away. Peter Daniel was appointed to serve as interim chair.

III. Report of the Senate Executive Committee Eugene Maccarrone

Prof. Maccarrone reported that since the last Senate meeting, the Board of Trustees met on December 15th and the President and Catherine Hennessey, Vice President for Financial Affairs and Treasurer, in their presentations that the university’s last financial statements were “clean” in terms of their independent auditor’s report and the overall university appears to be healthy and with good cash liquidity. The President brought up on his own initiative the issue of campus safety consistent with the meeting the Senate had last semester, with presentations given by Joseph Barkwill, Vice President for Facilities and Operations, and Karen O’Callaghan, Director of Public Safety. The President is intent on doing what we had discussed at the meeting previously mentioned, to provide further meetings to constituents that weren’t able to attend such as staff and students.

Prof. Maccarrone reported that Sasaki Associates will be returning this semester to further their efforts at Hofstra’s Master Plan.

Prof. Maccarrone reported that the Sonocent Committee has met three times, and are in the process of coming up with a three pronged approach:

- To educate all parties, particularly faculty and students, as to the implications of recording devices and the software.
- Come up with an agreement among the university through the Student Access Services (SAS), between the student using the software and the faculty member being impacted
  - At present, there is a letter that is given by SAS to the student that is involved, but the faculty is given a unilateral bit of information
- sanctions for violation of the honesty and academic code
**Action Items**

1. Prof. Maccarrone presented for action, the consideration for confirmation of SEC nominee Prof. Edward Zychowicz from Zarb as interim appointment for Prof. Victor Lopez. The item passed unanimously.

2. Prof. Maccarrone presented for action, revisions to the following:
   - Faculty Policy Series #4 - Base Teaching Programs and Overload
   - Faculty Policy Series #5 - Work Above Base Load
   - Faculty Policy Series #20 – Sick Leave
   - Faculty Policy Series #22 – Special Leave
   - Faculty Statute V - Appointments, Reappointments, Promotion, Tenure, and Termination

   For a number of contract periods, Hofstra moved from a 12hr basic load to a 9hr basic load, so they need to be updated for clerical reasons. An amendment was made to add “excluding the Medical School” to Faculty Policy Series #4. A discussion followed about separate schools having a more “stringent” restriction than the 16 semester hours as listed in FPS #4, and which would overrule, the school or the university. Prof. Maccarrone reported that the Faculty Policy Series are generally applicable unless they contradict the Collective Bargaining Agreement. The items passed unanimously, as amended.

**IV. Committee Reports**

A. George Giuliani, chair of the Faculty Affairs Committee reported that the committee worked through December and into January to review the proposals for Special Leave Applications and made their recommendations to the Provost’s Office. The committee will meet on February 26.

B. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee will be looking at an issue with students pursuing a second master’s degree at Hofstra and the language in the bulletin about using classes from other schools and how many credits can be transferred.

C. Gabriella Munoz, chair of the Student Affairs Committee, reported that the committee will be working with the Planning and Budget Committee, on the Transit Relief Proposal, which is a policy for transit reimbursement for students who are carrying out mandatory internships. The committee also has some items to discuss with the Office of Public Safety, and intend to invite Joseph Barkwill, Vice President for Facilities and Operations, to one of its meetings this semester.
D. Prof. Maccarrone reported for William Nirode, chair of the Planning and Budget Committee that
the committee is working with the Student Affairs Committee on the Transit Relief Proposal
previously mentioned, as well as looking at a full north campus and therefore total campus
smoking ban. At first the committee discussed creating designated smoking areas but is now
leaning towards a total ban. A discussion followed about enforcement of the smoking ban on
south campus. It was noted that this has been an ongoing issue and discussed at length in the
Senate throughout the years. There is no enforcement policy effectively put in place and still an
outstanding issue. Prof. Maccarrone reported the conversations about the smoking ban have
included the Office of Student Affairs as well as the Office of Enrollment Management, and
perhaps that as we begin to recruit students under a policy of no smoking, the issue will get better.
Damien Gallagher, Vice President for the Student Government Association (SGA) reported that
SGA is willing to offer a survey or some sort of campaign to receive feedback from students.
More discussion followed about colleges in the area with full smoking bans and trends throughout
the country.

E. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee
met earlier and discussed the developments that Prof. Maccarrone previously reported on the
Sonocent Committee and its work. It was discussed that in some respects, the issues of recording,
particularly in the digital age, is really broader than a note taking accommodation for students
registered with SAS. The ability for a student to open up a recording program from a smartphone
or computer is right there and issues concerning what happens in the classroom, pedagogy, and
how faculty approach it often lags substantially behind what’s actually happening. So in point of
fact a lot of these issues that came to the floor because of the Sonocent proposal from SAS could
have been going on in people’s classrooms without their awareness. The committee discussed that
perhaps Senators might want to go back to their faculty to raise this awareness, and have a
discussion about their sense of unrecognized/unauthorized recording in their classrooms.
Prof. Silver also reported that the committee discussed an issue with minimum grade requirement.
As of right now, there is no mention of the “C-“requirement that is in place for majors.

V. Adjournment

The meeting was adjourned at 3:42pm
A

MINUTES OF THE UNIVERSITY SENATE MEETING, MARCH 14, 2016

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

Present: Basile, Balson, Curtiss, Davidow, Dresner, Elston, Firestone, Gallagher, Gennarelli, Ghorayeb, Giuliani, Glasser, Goodman, Jernigan, Lopez, Maccarrone, Munoz, Nirode, Persky, Pickering, Sampedro, Silver, Wallace, Zychowicz

Absent: Dougharty, Dumas, Eads, Elsey, Fincham, Herold, Hoover, Laggan, Miller, Moskow, Sample, Simmons, Sorrentino

Guests: Bass, Jean-Louis, Mazzocco, Normandin

The February 8, 2016 minutes were approved.

I. Report of the Provost, Vice Provost Cliff Jernigan

Vice Provost Jernigan convened the meeting by reporting that the Provost is attending the annual American Conference on Education in San Francisco and could not be in attendance. He reported that the International Lab initiative is moving forward. The Steering Committee is comprised of

- Neil Donahue, Senior Associate Dean of Honors College
- Anthony Santella, Associate Professor of Health Professions
- Brenda Elsey, Associate Professor of History
- Terri Shapiro, Associate Provost for Accreditation and Outcomes Assessment

Five sub-committees have been formed consisting of both faculty and administrators. Each subcommittee has anywhere between 12 and 16 members and are now, with the help of the Office of Student Affairs, recruiting students to participate. Each subcommittee has a meeting once a month and each is in the process of collecting data on our current international efforts around campus. From there, a survey will be created and distributed, hopefully by the end of the semester.

Vice Provost Jernigan reported that the Library Task Force held an open forum on March 9 and reported to the community that they are satisfied that all necessary weeding of the collection to create space on the third floor can be accomplished without damaging the integrity of the collection. The Office of Student Affairs has proposed moving the Center for Academic Excellence into the space, but with a flexible design that will allow for greater student-library faculty and department faculty interaction. The Task Force will now concentrate on a design,
taking into account the very helpful feedback from the community at the open forum. They expect the third floor space to be cleared for construction to begin in August.

Vice Provost Jernigan reported that the Provost wishes to thank those who have joined her in open office hours. There has been a strong response to the first two. She apologizes to those she has had to turn away. She says it has been great to know faculty members and here their concerns, and she plans to continue these open hours.

Vice Provost Jernigan reported that the search for a new dean in the Frank G. Zarb School of Business is going well and the first round of interviews will be happening soon, with the expectancy to bring finalists to the campus in April. Announcements on how to participate in the process will be sent through email.

II. Report of the Senate Executive Committee Eugene Maccarrone

Action Items

1. Prof. Maccarrone presented for action, the clarification of the BA distribution requirement. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that this has to do with the BA requirement as listed in the bulletin with specific reference to the Humanities distribution courses and is really intended to be just a clarification of language in the bulletin to make it clear that the split of course obligations for students are between literature courses, creative participation courses and appreciation and analysis courses. The old language referred to literature courses and made reference to courses in the arts. This left it unclear linguistically what the arts referred to, so the proposed change makes more of a specific reference, to avoid potential confusion. He reported that this is just a clarification and does not change any of the requirements. The item passed unanimously

2. Prof. Maccarrone presented for action the Minor Grade Requirement. Prof. Silver reported that this is a clarification of how requirements for graduation are noted in the bulletin. Under current language in Section III from the “University Degree Requirements” there is reference to a specialization for which a grade of C- is required for getting credit for course work in the specialization, but makes no specific reference whether that specialization is a major and a
minor. At an earlier point in the table, there is an equivalency made between major and specialization but no reference to a minor which leaves open, in terms of specific bulletin language, whether there is a minimum grade requirement for getting credit for a course in a minor. The proposed change in section III makes it explicit that the C- minimum grade, pertains for both major and minor specializations. The item passed with one opposed and one abstention.

Prof. Maccarrone reported that at the last faculty meeting, held on February 22, the faculty passed revisions to Faculty Policy Series #4, 5, 20 and 22, as well as revisions to Faculty Statue V. This reflects the collective bargaining contract’s reduction many years ago from a 12 hour semester load to 9 hours. The faculty also approved the revisions to the Incomplete Grade Policy. Caroline Schreiner reported that both items were passed by the President.

Prof. Maccarrone reported that there has been ongoing discussion with the Planning and Budget Committee regarding the Mineola Train Station Bus Shuttle and certain issues that the commuters face in using this shuttle. The Planning and Budget Committee has looked extensively at this issue that began toward the beginning of last fall. An experiment took place in December/January to see if we could vary the drop off points & scheduling. In the end, P&B hit a legal wall because the village has certain ordnances on where you can and cannot stop to disembark passengers. There are also potential issues with the American with Disabilities Act in terms of providing appropriate access under the federal law. The Senate Executive Committee is collectively recommending through the P&B committee that the university address the legalities.

Prof. Maccarrone reported that progress has been made with regard to the Sonocent Audiot Note Taking issue. A draft of a an agreement that would be issued by the Office of Student Access Services to be circulated with faculty involved in teaching a course for which a student would like to use this or any other software, and also instructing the student as to what their rights and responsibilities, including for academic honesty are. A subgroup has been set up to review this draft and bring it through shared governance.

Prof. Maccarrone reported that there was a Diversity Dialogue co-hosted by Provost Simmons, on February 24, and commented that he found it valuable forum as a way of communicating information. It was an open forum where people can express their views, complaints and requests.
and he thought the Multicultural & International Student Programs Office and the Office of Student Leadership and Activities did a terrific job. He encourages everyone to attend these events as they come up in the future.

Prof. Maccarrone reported highlights of the Board of Trustees meeting held on March 1:
- 2015-2016 budget is on pace, but was amended due to shortfalls in revenue in the January session
- 2016-2017 freshman enrollment looks encouraging
  - Campus visits of prospective freshman are up about 500 over last year
- Looking at new programs
  - Occupational Therapy
  - Medical Physics
  - Law School programs
- The endowment dropped by $20,000,000.00
  - Market is volatile
- Moody’s has increased all higher education from a “negative” rating to “stable.”
- The Adams Playhouse is scheduled to be renovated.
- Waiting on state approval for a matching grant to renovate the School of Engineering and Applied Science
  - President indicated we should know by April 1.
- Plans for the new building for the Frank G. Zarb School of Business should be going into effect this summer.
- Sasaki Associates, the university’s consulting firm, is returning March 21 and March 22 and will be presenting a draft of the conceptual master plan for our campus.

III. New Business

Gabriella Munoz, chair of the Student Affairs Committee presented for consideration a request for monetary assistance for the annual “Jail and Bail” event hosted by Pride Pals which is being held on Friday, March 18. Jail and Bail is one of Hofstra’s largest annual fundraisers, second only to Relay for Life. All funds raised are donated to the Special Olympics. Annually, we raise between $6,000-$7,500 each year, for a total of well over $24,000 raised in the last four years. The premise of the event is that you can pay $5 to “arrest” anyone you chose. On March 18th, Public Safety “arrests” those who have warrants out for them, and the jailees are given a bail to raise. Pride Pals sought to gain funding from the Student Government Association, but was not able to, therefore is asking the Senate to help fund a bill from the Plant Department which should be approximately $762.98, under the University Senate Budget Allocations Policy which was passed last spring. Members from Pride Pals were in attendance to answer questions. A discussion followed and it was decided that although proper guidelines under the allocations policy were not followed,
because of the short time to have this accomplished, a form will have to be filled out with details addressed, to be approved by Provost Simmons. Caroline Schreiner will follow up with the Provost and the group.

Prof. Ghorayeb reported that there has been some discussion within the School of Engineering and Applied Science regarding the Course and Teacher Ratings (CTRs) that they fluctuate a lot from semester to semester. Some faculty asked about the possibility of including a student’s GPA with the CTRs. Specifically asking the student to include his or her GPA on the form. Vice Provost Jernigan reported that it is not something we can willingly ask students to provide. Prof. Silver reported that older versions of the form asked students to indicate what grade they anticipated in the course, and prior analysis showed that it did not correlate with anything useful, and was dropped from the form. Prof. Davidow pointed out a faculty members has the average for the individual class and could track that. A discussion followed.

IV. Committee Reports

A. George Giuliani, chair of the Faculty Affairs Committee reported that the committee met on February 26 and had a discussion on an Emeritus status decision as well as an update on the Athletic Policy Committee. The committee also followed up on the Sonocent Audio Note Taking issue and looked at library issues and a concern about the Library Task Force’s meeting. A letter had gone out to chairs about the meeting but some chairs don’t always relay the information to faculty, so the committee had requested that a letter be sent out to everyone.

B. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee talked about some accreditation issues in the School of Education. The accreditation agencies are changing certain entrance requirements at certain schools. The committee also discussed language in the bulletin about transferring credits, specifically for students who pursue a second master’s degree at Hofstra and the possibility of them using credits from other programs at Hofstra.

C. Gabriella Munoz, chair of the Student Affairs Committee, reported that the committees discussed the Transit Relief Proposal and members of the committee will be assigned to the
Task Force being set up by the Planning and Budget Committee. She also reported that a new senator has been appointed to fill the vacant spot left by Jared Sarcka, who graduated last semester. The committee also discussed the North Campus and possible campus-wide smoking ban. Members of the committee, as students do not feel strongly about pursuing this ban on the residential side, although are not strongly opposed either. Damian Gallagher, Vice President of the Student Government Association, reported that SGA surveyed students on the possible smoking ban and briefly summarized the results.

Of those who were surveyed:

- 91% were non-smokers
  - 67% were in favor of stricter enforcement on the academic side of campus
  - 33% were not in favor of stricter enforcement on the academic side of campus
- 9% were smokers
  - 23% were in favor of stricter enforcement on the academic side of campus
  - 77% were not in favor of stricter enforcement on the academic side of campus

Through this survey, SGA is putting forth a resolution through their Rules Committee to be passed through the SGA Senate on Thursday for stricter enforcement. SGA has done tedious research of other peer and aspiration schools in terms of how they respond to this issue.

- 57% of all surveyed would support a full smoking ban
- 43% of all surveyed would not support a full smoking ban

From these findings SGA did not find it significant enough to support a full smoking ban, however they will continue to work with the Student Affairs Committee to figure out a solution.

This information will be passed along to the Provost’s Office, as well as the Planning and Budget Committee.

D. Prof. Nirode, chair of the Planning and Budget Committee that the committee has been discussing the Mineola Train Station bus shuttle which Prof. Maccarrone previously summarized. He also reported that the committee began to talk about the Transit Relief Proposal previously mentioned during the Student Affairs Committee report and will form a task force to discuss further which will include members from P&B and SAC, along with Marc
Oppenheim from the Dean’s Office of the School of Communication, and Gary Miller, Executive Director of the Career Center. The committee will continue to work with the students on the smoking ban. Town Hall Meeting is scheduled for April 13 from 10:30 a.m.-2pm, with the main discussion being held during common hour (11:15 p.m.-12:40 p.m.) The event is being held in the Student Center Plaza Rooms. He requests that all faculty members alert their students to this important event.

E. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee met earlier in the day and in addition to the items that have gone through the full faculty and previously discussed today, the committee has put forth a proposal concerning mid-semester assessments/grading to facilitate feedback to students and support services through the Office of Academic Advisement. This item will be brought to the Senate at its next meeting. Outstanding issues include the evaluation of the role of UNIV 001, the remedial online course that is mandatory for students who fall under academic probation. The committee discussed briefly with Evan Koegl, Director of Academic Records, a situation with respect to room allocations and evaluation of a new program for dealing with scheduling in the context of the possibility that there were issues going on in terms of availability of certain classrooms and proximity to people’s offices. Director Koegl gave a brief report.

V. Adjournment

The meeting was adjourned at 3:39pm
A

MINUTES OF THE UNIVERSITY SENATE MEETING, APRIL 11, 2016

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

Present: Basile, Balson, Curtiss, Davidow, Dougharty, Dresner, Eads, Elsey, Elston, Fincham, Ghorayeb, Giuliani, Glasser, Goodman, Herold, Hoovert, Jernigan, Maccarrone, Mayerhoffer, Miller, Munoz, Nirode, Persky, Pickering, Sampedro, Silver, Simmons, Sorrentino, Wallace, Zychowicz

Absent: Dumas, Firestone, Gallagher, Gennarelli, Laggan, Moskow, Sample

The March 14, 2016 minutes were approved.

I. Report of the Provost, Provost Gail Simmons

Provost Simmons convened the meeting by reporting that interviews of the first three candidates for the new dean for the Frank G. Zarb School of Business are underway. In all cases, there is both a meeting for the Zarb faculty and then an open forum to which all faculty, staff and students are invited. There will also be a session for students in the Zarb School. She urges everyone in the community to attend. A link to a brief online survey following each candidate will be made available, so that feedback can be given to the President and the search committee.

The Provost reported that the Library Task Force is meeting again next week. Deliberations have been turned almost exclusively over toward issues of design and members from the Office of Facilities and Operations were in attendance and are exploring a variety of ways to make the design as welcoming and as flexible for students and the Center for Academic Excellence.

The Provost reported on reorganizations in the Provost’s Office:
Starting May 2, there will be a new position who will be an Assistant Vice President for Operations whose name is Lauren Brown. Her job will include looking at office operations with an eye to automating as many things as possible and eliminating as much paper as possible, as well as making office more flexible and more responsive to the needs of the community. Starting July 1, there will be another series of more significant reorganizations. Cliff Jernigan will be returning to the faculty in the School of Communication and Terri Shapiro will be taking on the role of Senior Vice Provost but with a somewhat different portfolio. She will have specific focus in addition to the assessment and accreditation operation on faculty affairs and particularly faculty development. Her role will be to
look at all aspects of this from the search process, hiring process, tenure and promotion, to the ongoing development over the lifecycle of faculty. Neil Donahue will be joining the office as Vice Provost for Undergraduate Academic Affairs, and his role will be to serve as a conduit and liaison between Academic Affairs, Student Affairs, Enrollment Management and all of the deans. His role includes making sure that what we do for our undergraduate students is done at a uniformly high standard and that all issues that need to be addressed about distribution of studies, retention issues, time to graduation, opportunities for experiential learning, etc. are fully addressed within the Provost’s office. Bob Brinkman will be joining the Office as Vice Provost for Scholarship and Engagement. His role will be to bring together the various centers and institutes at Hofstra and work with the leadership to improve their quality, broaden their scope and increase their impact on the community. He will also be working with faculty who are interested in submitting grants, either fellowships, federal grants, state grants and grants to foundations. He will try to expand our capacity by increasing the support for faculty who want to engage in those pursuits. Sofia Kakoulidis, Associate Provost for Research & Sponsored Programs, and Alice Diaz-Bonhomme, Assistant Provost for Research and Sponsored Programs, will be working with him closely and continue to manage the operational side of the grant process.

The Provost reported that a major project that will be happening in the Provost’s Office in the 2016-2017 academic year is taking a hard look at making recommendations and moving forward with some changes to how we deploy our scheduled classes. It has been increasingly apparent that the current process is not good for our students, as they have been having trouble building schedules, coordinating academic classwork with internships and other opportunities, as well as parking. Deans, chairs and faculty will be involved in the process. She reported that the Registrar’s Office has done work in the past to study how we deploy our classes. Also, Sasaki Associates, the University’s planning consultant, produce information. Some more analysis will be done over the summer to learn more about what we are doing so that when we convene in the fall, we can put together an effective task force that will have all the data it needs to dig into the subject and make some recommendations.

II. Report of the Senate Executive Committee Eugene Maccarrone

Action Items

1. Prof. Maccarrone presented for action, the Midsemester Grades Proposal. Marc Silver, chair of the Undergraduate Academic Affairs Committee reported that the overall logic to this document is the importance of providing the students some formal set of feedback by mid semester point
concerning their progress in their courses. The research the committee did, over a period of time suggests that we, as an institution, behind the curve to a good degree by not doing any widespread assessment process at the mid semester point. In addition to that, the literature on student support tends to argue that mid semester assessments are a crucial aspect of support services for students. The committee is suggesting a very simplistic approach, basically a binary assessment that faculty would offer to students by the 8th week of the semester which would essentially come down to a “satisfactory” rating v. a “reasons for concern” rating that this assessment would be done on the basis of whatever graded material or informal material and information that the faculty member has available at his or her disposal by that time. It is an open-ended assessment process that would begin for faculty after the second week of the semester, the ability to record an assessment would be open to faculty from that point through the mid-semester period where they could if they chose offer an assessment to students. Students would have access to this. Faculty would be able to alter and change their assessment through this period if they have entered a satisfactory or reasons for concern and wanted to update it, up to the mid semester point. Students would receive word through email exchange a formal assessment of their courses what interim assessments they’ve achieved at that point. The intent here is to supplement efforts that are presently in place, and not to replace them and the “early warning” system would still be administered. The assessments would be viewed as both temporary and not to be included in final grade averaging and play no formal role and will not appear on the student’s transcript. They would provide the basis of a record for advising and support services through the period for students. George Giuliani, chair of the Faculty Affairs Committee added that this document was brought to the Faculty Affairs Committee and it was overwhelmingly approved. A discussion followed and the item passed unanimously.

2. Prof. Maccarrone presented for action the adjustment to the January 2017 calendar. He reported that in passing the 2016-2017 calendar that the January sessions needed to start a day later than usual. The equivalent of a day needed to be added to all classes. The proposal is to add 25 minutes to the end time of classes for the 2 week sessions and 15 minutes to the end time of classes for the 3 week sessions. The item passed unanimously.

Information Items
1. Prof Maccarrone presented for information, adjustments to the online Violation of Academic Honesty Report Form. Presently there is a physical reporting form required under Faculty Policy
Series #11. It has now been moved to an online system and the content is the same, but the reporting mechanism is different. It is designed to be a secure, in terms of privacy, reporting mechanism. Caroline Schreiner reported that the link is accessible through the Senate Website in the Faculty Policy Series and through the Provost’s Office. Prof. Silver reported that has been another issue raised that the Undergraduate Academic Affairs Committee has begun to discuss, concerning the relationships between a reportive academic dishonesty and the grade forgiveness/repeat course option and he anticipates some potential changes in this form.

Prof Maccarrone reported that the matching grant for New York State for a new building for School of Engineering and Applied Science was approved earlier this month. The university has to come up with matching funds.

Prof Maccarrone reported that the Town Hall Meeting is on Wednesday, April 13th during common hour in the Student Center Plaza Rooms. He asks that all faculty please encourage their students to attend.

Prof Maccarrone reported that the Sonocent Committee is meeting on Thursday, April 14. It is hoped that a final document that is acceptable to Student Access Services (SAS), the students and the faculty where it comes to Audio Recording of Class Sessions.

Prof Maccarrone reported that Special Committee on Recruitment, Elections and Nominations (SCREAN) is meeting on April 15 to appoint senators at-large to the various Senate committees.

Prof Maccarrone reported that Provost Simmons will be addressing the full faculty on Monday, April 18 at 3pm in the Student Center Plaza Rooms.

III. New Business

Prof. Ghorayeb reported that some students take photos in his class and he asked the Senate what their thoughts are on it is. A slight discussion followed.

Prof. Goodman asked what the procedures are for following the calendar and had a thought about this year’s calendar in terms of graduate courses. The suggestion is that instead of only scheduling 14 sessions, and having two floating holidays, we might consider scheduling additional sessions. She
asks if there is time where faculty can have input into how we schedule classes and can we revisit thinking about the graduate schedule a little bit more. Prof. Maccarrone thinks the effort to adjust the course offering schedule which the Provost’s Office and governance will begin to address should include this concern and should go through the Undergraduate Academic Affairs Committee and Graduate Academic Affairs Committees as well as the Faculty Affairs Committee. Provost Simmons reported that perhaps the representation on the Academic Calendar Committee, a subcommittee of the University Senate, is not effective and we may need more. She also reported that Human Resources has been added. A discussion followed.

IV. Committee Reports

A. George Giuliani, chair of the Faculty Affairs Committee reported that the committee will be working on new agenda items at its next meeting. One issue that came up, that has not been discussed in committee comes from Nancy Kaplan, the chair of the AAUP Steering Committee for Distance Learning, who contacted him to discuss peer observation for distance learning classes, as well as Course and Teacher Ratings (CTRs) for online classes. Currently there is no formal process to do peer observations online and nothing in the Collective Bargaining Agreement (CBA) requiring faculty to open their online courses for review. The CTRs that we currently have may not be appropriate for an online class, some of the questions don’t apply and some should be added that apply to online classes. This item will be coming to the committee.

B. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee is still discussing the issue of a student pursuing a secondary Master’s Degree at Hofstra and how many credits can be applied, if the student already achieved a Master’s Degree from Hofstra. Some programs already allow a certain amount of overlap, so someone from the Registrar’s Office is researching what departments are doing on campus already, and Prof. Davidow is researching what other schools in the area do.

C. Gabriella Munoz, chair of the Student Affairs Committee, reported that a concern was raised by some students that academic advising at Hofstra has fallen short of what students need and would like, so she is collecting specific examples of issues for the committee to review. Another issue was brought up about Hofstra’s website, which is believed to be hard to navigate. Again, she will collect specific examples for the committee to review. She reported that the committee would like to improve Hofstra spirit on campus so Bianca Pickering, a student senator, is working closely
with the Student Government Association (SGA) to try and get a “spirit rock” on campus. Ms. Pickering reported that a “spirit rock” is a rock that is permanently placed in a grassy area, upon which people can use spray paint to write a message. They are hoping this will become part of the culture at Hofstra. Ms. Munoz also reported that the committee will soon be recruiting for their upcoming elections.

D. Prof. Nirode, chair of the Planning and Budget Committee that at its last meeting, the committee met with Provost Simmons, Catherine Hennessey, Vice President for Financial Affairs and Treasurer, and Dolores Fredrich, Vice President for Legal Affairs and General Counsel, Office of General Counsel to discuss the university’s budget. The committee also drafted a recommendation they will pass onto the senior administration regarding the Mineola Train Station Shuttle Bus with regard to legality and working with the village and town. The committee feels it has done all it could do and does not have the authority to deal with legal issues. The committee also started to talk about the issue of internship travel. The task force already had one meeting and started to brainstorm ideas on how to help students who have required internships. He also reported that the Town Hall Meeting is on Wednesday, April 13th during common hour in the Student Center Plaza Rooms.

E. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed Departmental Honors, and a request for further clarification. In addition, the committee will discuss issues concerning the relationship between the grade forgiveness/repeat course option and circumstances when there is an act of academic dishonesty within a particular course. There was a request for clarification on procedures and wording in the bulletin and on the form itself. As it stands now, wording specifies that a student cannot take the grade forgiveness/repeat course option for courses in which there have been instances of academic dishonesty. The clarification is whether that involves all instances of academic dishonesty, those in which there is a direct penalty on the final grade, verses an assignment related grade penalty, or whether they are separate and independent. There should be a standard procedure.

V. Adjournment

The meeting was adjourned at 4:16 p.m.
A

MINUTES OF THE UNIVERSITY SENATE MEETING, MAY 2, 2016

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

Present: Basile, Balson, Curtiss, Davidow, Dougharty, Dresner, Eads, Elsey, Elston, Fincham, Firestone, Gallagher, Gennarelli, Ghorayeb, Giuliani, Glasser, Goodman, Jernigan, Maccarrone, Miller, Munoz, Nirode, Pickering, Sampedro, Silver, Simmons, Sorrentino, Wallace, Zychowicz

Absent: Dumas, Herold, Hoovert, Laggan, Moskow, Persky, Sample

Guests: Bass, Burnett, Caniano, Catalano, Dolan, Fu, Gao, Geffrard, Gehy, Henton, Mazzocco, Peden, Christodoulou, Pertuz, Ramirez, Santangelo

The April 11, 2016 minutes were approved.

I. Report of the Provost, Provost Gail Simmons

Provost Simmons convened the meeting by reporting that she is appreciative of the involvement of many members of the Senate during the interview process for a new dean for the Frank G. Zarb School of Business. At this time, there is no update. She also reported that next year will be Dean Firestone’s last year as dean of Hofstra College of Liberal Arts & Sciences (HCLAS). Search for a new dean will begin in the fall.

II. Report of the Senate Executive Committee Eugene Maccarrone

Prof. Maccarrone reported that the Special Committee on Recruitment, Elections and Nominations (SCREAN) met on April 15 to allocate membership to various committees and presented to the Senate Executive Committee on April 25. He also reported that on April 18, the full faculty met and passed the following items:

- Clarification of the BA Distribution Requirement
- Minor Grade Requirement for Minors
- Adjustment to January 2017 Calendar

All three items were approved by President Rabinowitz on April 21. At the same meeting, the Midsemester Grades Proposal was tabled.

Prof. Maccarrone reported that the Sonocent Ad-hoc Committee met on April 14 regarding audio note taking and began to finalize the document that would be signed by students and allows for the consultation with faculty for audio note taking in their courses. Hofstra University’s Legal
Department has approved the draft and it will be sent to both the Faculty Affairs Committee, Graduate Academic Affairs Committee, and Undergraduate Academic Affairs Committee of the University Senate for approval.

III. New Business

There was no new business.

IV. Committee Reports

A. George Giuliani, chair of the Faculty Affairs Committee reported that the committee met last Friday with Nancy Kaplan, the chair of the AAUP Steering Committee for Distance Learning, to discuss peer observation for distance learning classes, as well as Course and Teacher Ratings (CTRs) for online classes. The committee will begin working on an online tool for evaluation for online classes.

B. Jason Davidow, chair of the Graduate Academic Affairs Committee, reported that the committee is still discussing the issue of a student pursuing a secondary Master’s Degree at Hofstra and how many credits can be applied, if the student already achieved a Master’s Degree from Hofstra. Prof. Davidow researched what other schools are doing and reported that it is pretty variable. More data is still being collected and the committee will continue to work on this issue.

C. Gabriella Munoz, chair of the Student Affairs Committee, reported that the committee discussed how to improve Hofstra spirit on campus. Bianca Pickering, a student senator, is working closely with the Student Government Association (SGA) to try and get a “spirit rock” on campus. The Internship Transportation Task Force also met and hopes to move forward on this issue. She also reported that student elections will be held on Tuesday, April 26 and Wednesday, April 27 through the Hofstra Portal. The committee also discussed the Town Hall meeting as well as a possibility to reimburse students when they travel for internships.

D. Prof. Nirode, chair of the Planning and Budget Committee that the committee also discussed the Town Hall Meeting, which was held on April 13 and ways it can be approved. The committee also discussed the issue of internship travel. A task force has been set up and will meet again shortly.
E. Marc Silver, chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed an ongoing issue concerning the relationship between the grade forgiveness/repeat course option and circumstances when there is an act of academic dishonesty within a particular course. The committee will continue to discuss this issue in the fall. Jessica Eads, Vice President for Enrollment Management, gave the committee an update on the current state of enrollment.

V. Adjournment
The 2015-2016 University Senate was adjourned at 3:15 p.m. The Provost then asked the members of the 2016-2017 Senate to elect a chair for its committee. 2016-2017 chairs are as follows:

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<tr>
<th>SEC</th>
<th>Eugene Maccarrone</th>
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<tr>
<td>UAAC</td>
<td>Marc Silver</td>
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<tr>
<td>GAAC</td>
<td>Debra Goodman</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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<tr>
<td>SAC</td>
<td>Bianca Pickering</td>
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The meeting was adjourned at 3:37 p.m.