

**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, Hoover, 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 8<sup>th</sup> 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 13<sup>th</sup> 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 brain storm ideas on how to help students who have required internships. He also reported that the Town Hall Meeting is on Wednesday, April 13<sup>th</sup> 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.