

## **MINUTES OF THE UNIVERSITY SENATE MEETING, APRIL 17, 2017**

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

Present: Amalathas, Balson, Basile, Caniano, Curtiss, Dippel, Elkis-Abuhoff, Filippi, Fritz, Ghorayeb, Giuliani, Goodman, Hoovert, Houck, Lopez, Maccarrone, Mazzocco, Miller, Persky, Pickering, Ramirez, Santangelo, Shapiro, Simmons, Sorrentino, Wallace

Absent: Chun, Dougharty, Eads, Firestone, Herold, Munoz, Sample, Shepherd

The March 13, 2017 minutes were approved.

#### **I. Report of the Provost, Provost Gail Simmons**

Provost Simmons convened the meeting by reporting:

- part of the new state budget is a program that nominally promises “free” college tuition to students within New York State, from moderate income families. She plans to circulate links to a couple of recent articles that give a fair amount of detail about what’s involved. The university is taking a close and hard look at what this is going to mean for both our current admissions season and going forward, what it will mean for Hofstra.
- Terri Shapiro, Senior Vice Provost for Academic Affairs, and Stephanie Bushey, Vice President for Institutional Research and Assessment, have been meeting with each of the chapter groups for Middle States as well as with the Steering Committee.
- there has been a fantastic level of interest and support in Hofstra’s participation in the New York City March for Science being held on Saturday, April 22.
- congratulated the Occupational Therapy program in the School of Health Professions and Human Services which passed its initial accreditation visit, and was accredited for the maximum five years for an initial accreditation.
- the Campus Climate survey has been completed and the results are being analyzed. We received a decent response rate across the board. She particularly thanks Gloria Hoovert, and Local 153 which participated greatly.
- we are in final rounds of the search for a new dean for the Maurice A. Deane School of Law.
- a party is scheduled in honor of Dean Firestone as he steps back to the faculty, on Wednesday, May 17 at 4 p.m. in the University Club. A campus-wide invitation will be circulated.

#### **II. Report of the Senate Executive Committee Eugene Maccarrone**

Prof. Maccarrone reported that at the last Senate Executive Committee meeting, the committee considered a request for review of Hofstra’s mass transit options with emphasize on how the local NICE bus (6X) route stops, particularly in the summer time. It was given to the Planning and Budget Committee who may hand it over to the Parking & Transportation Task Force.

The committee is also revisiting a pre-approved University Senate Budget Allocations Request Policy which came out of the Student Affairs Committee. This policy was created to support student groups and allocate funds which may not be covered under the Student Government Association (SGA.)

Prof. Maccarrone reported that both the Ad-hoc committee on Academic Calendar and Ad-hoc committee to review and update Governance Documents continuing to meet and are making progress.

Prof. Maccarrone reported that Student Access Services (SAS) has three subcommittees:

- student experience
- academic experience
- facilities and physical space

These subcommittees continue to meet.

Commencement is schedule for Sunday, May 21. The Senate has been working with the Office of Students Affairs, as well as the Physical Plant Office to try and enhance for all attendees at commencement, with better signage and some efforts at “shepherding” students, families and faculty who want to meet from the arena over to the Physical Fitness area in a way that is a bit more user friendly. He, along with William Caniano, chair of the Planning and Budget Committee, will meet with W. Houston Dougharty, Vice President for Student Affairs, and Joseph Barkwill, Vice President for Facilities and Operations regarding this.

Prof. Maccarrone also reported that the Office of Student Affairs is hosting Emmy-award winning reporter and anchor of PBS NewsHour Weekend, Hari Sreenivasan, today, Monday, April 17 at 4:20 p.m.as part of Hofstra’s Seeking Purpose series. The event will take place in the newly renovated Greenhouse of the Student Center.

Prof. Maccarrone reported that Maureen Houck, from the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies, will be replacing Mary Ann Dumas as senator.

A discussion followed about the ad-hoc calendar committee and the possibility of publishing all religious holidays. Prof. Maccarrone advises anyone who has concerns or suggestions about the calendar to contact Craig Burnett, a senator at-large on the Planning and Budget Committee, who is chairing the ad-hoc committee.

#### **Action Items**

1. Prof. Maccarrone presented for action the revisions to Athletic Policy Committee bylaws. This item was brought to the Senate at its last meeting but there was a suggestion that due to NCAA discussions five or six years ago, we should add annual to point #6. The committee considered the suggestions and made the amendments. The item was passed unanimously.

### **III. New Business**

Diane Persky, reported on an interesting article she read about international student names. The article states that “if a student is given a nickname because the students name is too difficult to pronounce, or you are trying to Americanize his name, this can be construed as evidence of discrimination or harassment.” She feels we should all be aware of this because of Hofstra’s large international student populations and the sensitivities that go along with it. A brief discussion followed. Provost Simmons reported that this could be an item that could be discussed during new faculty orientation, as well as when we have various workshops for faculty about topics of dealing with sensitive issues.

#### **IV. Committee Reports**

- A. George Giuliani, chair of the Faculty Affairs Committee reported that the committee approved revisions to Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences, which came to them from the Undergraduate Academic Affairs Committee. The committee also spent a good amount of time discussing the Adjunct Teacher of the Year award to which they made a final recommendation to the Provost's Office in terms of what they felt would be a strong eligibility criteria. Prof. Giuliani gave a special thanks to Donna Balson, who put this initiative in motion.  
The committee also started discussing Course and Teacher Ratings (CTR) evaluations and looking to do a broad review of how we do CTRs, the purpose of them, in particular with Distance Learning Classes, relative to hybrid classes, relative to brick and mortar classes. Prof. Giuliani also reported that the FAC will be rescheduling its May 5 to May 1 in order to take a look at the Mid semester Advisory Proposal.
- B. Debra Goodman, chair of the Graduate Academic Affairs Committee, reported that the committee started looking at the Basic Regulations Governing Graduate Programs located in the Graduate Bulletin. They identified a number of things that required clarification.
- C. Bianca Pickering, chair of the Student Affairs Committee, reported that on Thursday, a couple of student leaders on campus will be meeting with Karen O'Callaghan, Director of Public Safety, as well as Sofia Pertuz, Dean of Students to discuss bridging the relations between Public Safety and students. The goal is to hold a larger event where all Hofstra students will be invited to meet with Public Safety staff. Ms. Pickering also reported that student senate elections will be held from April 25-April 27.
- D. Paul Fritz, interim chair of the Undergraduate Academic Affairs Committee, reported that the committee made revisions to Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences to make the deadline for final grades consistent with the new Collective Bargaining Agreement (CBA). The committee also discussed the Mid semester Advisory Proposal which should come to the Senate at its next week. The committee, in consultation with the Student Affairs Committee, conducted a survey trying to assess their feelings about receiving mid semester advisory in different forms.
- E. William Caniano, chair of the Planning and Budget Committee, reported that the committee will meet with Provost Simmons on April 19.

#### **V. Adjournment**

The meeting was adjourned at 3:36p.m.

## **MINUTES OF THE UNIVERSITY SENATE MEETING, MAY 3, 2017**

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

- Present: Amalathas, Balson, Basile, Caniano, Chun, Dippel, Eads, Elkis-Abuhoff, Fritz, Ghorayeb, Giuliani, Goodman, Hoover, Lopez, Maccarrone, Mazzocco, Miller, Pickering, Ramirez, Sample, Shapiro, Simmons, Wallace
- Absent: Curtiss, Dougharty, Filippi, Firestone, Herold, Houck, Munoz, Persky, Santangelo, Shepherd, Sorrentino,
- Guests: Bass, Burnett, Cinquemani, Durst, Getz, Hirsch, Rameta, Senderowicz, Thajudeen, Ward-Ciesielski, Wong

The April 17, 2017 minutes were approved.

#### **I. Report of the Provost, Provost Gail Simmons**

Provost Simmons convened the meeting by reporting:

- Continue on the route to Middle States
  - had a meeting of the Self-Study Steering Committee
  - liaison from the Middle States Commission is coming to campus on May 11
    - those involved would have gotten invitations to meet with her
- The Provost's Office has concluded a successful search for the permanent for the law school
  - The Honorable Gail Prudenti will continue to serve
- The Provost's Office is planning a Dean's retreat for the second half of June
  - The deans are bringing in information that has been discussed within schools about Five-Year Plans and we will be looking at what it looks like university-wide in academic affairs
- Hofstra's participation in the New York City March for Science held on Saturday, April 22 was a huge success
  - Thank you to all who participated
- Faculty Research Education and Development (FRED)
  - New initiative in the Provost Office
  - Workshops that will provide faculty with an array of training on a number of topics including teaching, research, and professional development. The workshops are organized by the office of the Senior Vice Provost to help faculty achieve their teaching, research, and professional goals.
  - Upcoming events include:
    - Building Leadership Skills, Terri Shapiro and Robert Brinkmann
    - A View of the Humanities from Inside the Beltway, Craig Rustici's report on the semester he spent as a fellow with the National Endowment for the Humanities (NEH)
    - Workshops for chairs on working with the new Collective Bargaining Agreement (CBA)
    - Workshops on assessment and accreditation in general education
    - Customized workshops at the request of departments on designing surveys, constructing valid multiple choice exams and doing outcomes assessment

#### **II. Report of the Senate Executive Committee Eugene Maccarrone**

Prof. Maccarrone reported that the Ad-Hoc Committee on Academic Calendar and Religious Observance Policy and the Ad-hoc Committee to Review and Update Governance Documents both continue to meet and have been making progress.

Prof. Maccarrone reported that the Special Committee on Recruitment, Elections and Nominations (SCREAN) met on April 24 to determine the committee assignments for 2017-2018. Caroline Schreiner is the chair of that committee.

Prof. Maccarrone reported that on April 25, Student Access Services (SAS) Sub Committee on the Student Academic Experience met. He reported on two matters he feels the SEC need to be made aware of

- attendance modification guidelines that faculty and students that have either chronic illness or disability or a sudden illness or disability and how we can go about as faculty to accommodate those students who cannot attend class.
  - very individualized
- inadequacies of testing facilities

Prof. Maccarrone reported that the Hofstra Gala is being held on Thursday, May 4 at 7pm in the Hofstra Arena. Alan Bernon, class of 1976 and chair of the Board of Trustees, is being honored this year.

Prof. Maccarrone reported that on Friday, May 5 is the last full faculty meeting for the academic year. The Provost will be addressing the faculty and there is a big agenda for the day.

Prof. Maccarrone reported that a ground breaking ceremony for the new Frank G. Zarb School of Business building will be held Wednesday, May 10 at 11:30 a.m.

Prof. Maccarrone reported that on Wednesday, May 17 a reception honoring Dean Firestone, will be held at 4pm in the University Club

Prof. Maccarrone reported that commencement will be held on Sunday, May 21.

Prof. Maccarrone gives his congratulations to Stuart Bass, who was re-elected as Speaker of the Faculty.

The Provost recognized Jessica Eads, Vice President for Enrollment Management, who gave an update on enrollment:

- on pace to meet budget for undergraduate first-year students
- Excelsior Program in New York has caused some real problems in the local area
  - We have to be cautious that we are engaging our current deposited freshman as much as we can during this summer and getting them excited over their choice to enroll at Hofstra
- too early to tell how transfer students enrollment are
  - sensitive market
  - highly local
- new graduate student enrollment is cause for concern
  - specifically in the School of Business and the School of Education
  - nationally, there have been a decline in international student enrollment

A discussion followed.

## Action Items

1. Prof. Maccarrone presented for action the revisions to Revisions Faculty Policy Series #10 - Examinations, Final Grades, and Student Absences. The item was worked on and approved by the Undergraduate Academic Affairs Committee and reviewed and approved by the Faculty Affairs Committee Paul Fritz, interim chair of the Undergraduate Academic Affairs Committee, reported that the revision is simply inserting language from the AAUP's Collective Bargaining Agreement (CBA) into the FPS. The item was passed unanimously.
2. Prof. Maccarrone presented for action the Mid Semester Advisory. The item was created and approved by the Undergraduate Academic Affairs Committee and reviewed and approved by the Faculty Affairs Committee Paul Fritz, interim chair of the Undergraduate Academic Affairs Committee, reported that this item was originally brought to the faculty back in 2016 but was sent back to the committee. The committee took into account the feedback they received from the Information Sessions scheduled by the Speaker of the Faculty as well as visits to different colleges on campus. In addition, the committee conducted a survey of undergraduate students to gauge the desire for a mid-semester advisory. He made it clear that this is an advisory system for students and not grades. This advisory system is designed for early outreach to students that are struggling. He reported that research shows that mid-semester advisories, assessments and other forms are a necessary step to creating a system to identify students who are struggling. Another critical part of the committee's discussion is to protect academic freedom, that this is not infringing upon faculty's rights to structure their courses as they see fit that is pedagogically necessary for their discipline. He briefly summarized the policy:
  - It would be a binary indication of student performance to date
    - Satisfactory/ reasons for concern
  - the reporting screen for instructors will appear and be available online and will be of a format similar to that for posting Last Date of Attendance (LDA) rosters.
  - does not get computed into the final grade for the course
  - applies to only full-time fall and spring courses
  - deadline for submitting the mid-semester advisory will be no later than the 7th week of the semester
    - faculty can submit before this
      - early submissions are better at catching "at risk" students
    - instructors can enter an advisory to the student(s) and to the Center for University Advising (CUA) and other appropriate offices prior to the deadline but able to change the advisory at any point prior to the end of the 7th week point
  - the committee intends to review the policy and assess the effectiveness of a mid-semester advisory program after 2 years of the implementation of the program

Prof. Fritz reported that results of the survey conducted shows overwhelming support by students for this kind of policy. He briefly summarized the survey questions and responses.

A discussion followed and the item was passed with 16 in favor of and 3 opposed.

3. Prof. Maccarrone presented for action the revisions to the Basic Regulations Governing Graduate Programs. Debra Goodman, chair of the Graduate Academic Affairs Committee, reported that upon finishing revising the graduate bulletin regarding overlapping coursework

in Hofstra graduate degrees, the committee decided to review and amend the rest of the basic regulations governing graduate programs and came up with a number of suggested revisions. These revisions do not affect policy, just clarity of the bulletin copy. She summarized the revisions and the following amendment was made:

*Grading in graduate courses includes the categories A, B, C, D, F and P/F. Alphabetical grades are further divided into plus and minus levels (see Grades).*

was amended to include a chart mapping out all of the grades that is already included in the bulletin under the link “see Grades.”

The item was passed unanimously.

### **III. New Business**

There was no new business.

### **IV. Committee Reports**

- A. George Giuliani, chair of the Faculty Affairs Committee reported that the committee spent its last meeting discussing the Mid-Semester Advisory. Paul Fritz was in attendance and in the end, was approved by the Faculty Affairs Committee.
- B. Debra Goodman, chair of the Graduate Academic Affairs Committee, reported that the committee concluded its review of the Basic Regulations Governing Graduate Programs located in the Graduate Bulletin. Bob Brinkmann, Vice Provost for Scholarship and Engagement reported to the committee that there will be a general campus orientation for graduate students in the fall.
- C. Bianca Pickering, chair of the Student Affairs Committee, reported that the committee held a special meeting on April 21 where all of the candidates for election were invited. The committee also met with Karen O’Callaghan, Director of Public Safety, to discuss an event the committee is planning with Public Safety.
- D. Paul Fritz, interim chair of the Undergraduate Academic Affairs Committee, reported that the committee discussed UNIV 001, which is a course that students who are on academic probation are required to pass. The chair of the Academic Review Committee was in attendance, as well as representatives from the Office of University Advisement.
- E. William Caniano, chair of the Planning and Budget Committee, reported that the committee had Jessica Eads, Vice President for Enrollment Management, at its last meeting to discuss enrollment and faculty involvement in recruiting.

### **V. Adjournment**

The 2016-2017 University Senate was adjourned at 3:15p.m. The Provost then asked the members of the 2017-2018 Senate to elect a chair for its committee. 2016-2017 chairs are as follows:

SEC	George Giuliani
UAAC	Marc Silver
GAAC	Debra Goodman
P & B	William Caniano
FAC	TBD via email through the committee
SAC	Carissa Ramirez

The meeting was adjourned at 3:40p.m.