

**MINUTES OF THE UNIVERSITY SENATE MEETING, APRIL 8, 2019**  
**THESE MINUTES SHOULD BE READ IN REFERENCE TO THE AGENDA OF THE DAY**

Present: Burnett, Caniano, Chun, DeTora, Dougharty, Eads, Eliot, Ellinger, Elkins-Abuhoff, Fritz, Giuliani, Hirsch, Houck, Lotier, Maccarrone, Miller, Ramirez, Seirup, Shapiro, Tarson, Ward-Ciesielski

Absent: Boston-Hill, Dippel, Doan, Gershman, Ghorayeb, Hinson, Hoover, Kurtz, McElroy, Normandin, Schlegel, Wallace

Guests: Flurkey, Kakoulidis, Koegl, Pinckney

The March 11, 2019 minutes were unanimously approved.

**I. Report of the Provost, Senior Vice Provost for Academic Affairs, Terri Shapiro**

Senior Vice Provost Shapiro reported that the Provost, and Senior Associate Dean Gioia Bales are in China working to try to recruit more international students as well as to strengthen our current dual-degree relationship with Dongbei University of Finance and Economics.

Senior Vice Provost Shapiro reported that Middle States were here last week, and she thanks every person at the university who worked very hard on the report. The oral report that they give when they leave is preliminary and non-binding, but the report was overwhelmingly positive. The biggest theme in the report was praising our incredible culture of assessment. The team did not have any recommendations for us. We should receive a final letter and recommendation for reaccreditation sometime in June.

**II. Report of the Senate Executive Committee George Giuliani**

Prof. Giuliani thanked Senior Vice Provost Shapiro for her hard work and dedication leading Middle States. He reported that he had the opportunity to meet with Middle States' governance along with Stuart Bass, Speaker of the Faculty, William Caniano, chair of the Planning and Budget Committee and Kathleen Wallace, chair of the Chair's Caucus, and got the impression that they were very impressed with the way Hofstra's shared governance works and flows through.

**Action Items**

1. Prof. Giuliani presented for action, the Course and Teacher Ratings (CTRs) pilot program. Prof Hirsch reported that as per the discussion at the last Senate meeting, there was a desire to see a description of online CTR pilot program, so the committee went back and created a script. It was clarified that only student present in the classroom at the time will participate in the ratings, unless they are able to receive the link from the professor to participate outside of class. The item passed unanimously.
2. Prof. Giuliani presented for action, revisions to Revisions Faculty Policy Series #36 - The Use of Human Subjects in Research. Alan Flurkey, who is the chair of the Institutional Review Board (IRB), reported that this revision is a synthesis of two existing documents:
  - FPS #36 which was approved in 2012, and lays out the policy an operation for the IRB
  - Procedures for Implementation

The revisions include:

- expand the number of seats on the IRB committee to include one person from each of the schools.

- change in the quorum to include “At least 50% of the IRB members, including the “outside” member”
- requirement of CITI training of those who involve human subjects in their research

An amendment was made to include a link to the website on page two under “Procedures” to make it clear of what the procedures are, and to simplify the process. The item passed unanimously as amended.

3. Prof. Giuliani presented for action, the 2020-2021 Academic Calendar. Evan Koegl, Registrar, reported that this calendar is a little awkward because of where the holidays fall. The fall calendar is starting on August 31, before Labor Day. The only other odd thing about the calendar is that January 1 falls on a Friday, so the January semester will begin on January 4. The item passed unanimously.
4. Prof. Giuliani presented for action the change to the withdrawal deadline for January sessions. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that the January session is the only semester that the withdrawal deadline states that “prior to the final exam - Last day to withdraw from a course with instructor's permission.” In an effort to align it with the other semesters, the UAAC voted to change the language to “two days before the last session in a January term class.” This would show up on the Academic Records’ website. There is not language related to this in the bulletin, and the committee will return to that later. The item passed unanimously.

### **III. New Business**

There was no new business.

### **IV. Committee Reports**

- A. Rina Hirsch, chair of the Faculty Affairs Committee, reported that the committee unanimously approved Faculty Policy Series #36 – The Use of Human Subjects in Research. She also reported that Neil Donahue, Vice Provost for Undergraduate Academic Affairs and Internationalization, and Paul Fritz presented on the Global Citizen’s Designation. After extensive discussion, the committee voted in favor of it with some changes to the language with 9-1 majority vote. The committee also unanimously approved a 6.19 Load Reduction for spring 2020 that arrived late, through no fault of the professor. The committee unanimously approved the CTR pilot program language that was presented at today’s meeting and is currently working on a google document for creating a rubric to assess the program. Next, the committee will be discussing Faculty Policy Series #15 – Ad-hoc Committee on Tenure to look at journal publications and how they are described, and the applicability of the existing CTR instrument for use in online or hybrid delivery classes, as well as CTR criteria to evaluate instructor’s diversity initiatives in the curriculum or support for an inclusive classroom requirement.
- B. Erin Ward-Ciesielski, chair of the Graduate Academic Affairs Committee, reported that the committee discussed and approved the revisions to Faculty Policy Series #36. The committee also discussed Faculty Policy Series #11G - Procedures for Handling Violations of Academic Honesty by Graduate Students at Hofstra University, in particular reporting violations. She reported that the committee looked at bulletin language for badge programs to have some standards around qualifications for receiving badges. It was approved and is now posted. The committee also had a discussion and reviewed and approved proposed bulletin language for badge programs, as well as reviewed outline for graduate handbooks.

- C. Carissa Ramirez, chair of the Student Affairs Committee, reported that the committee members have been continuing work on their initiatives. One senator is working on accessibility initiatives with the Student Government Association (SGA) and Prof. Caniano, chair of the Planning and Budget Committee. Ms. Ramirez reported that she has been working with the Title IX Coordinator to update the language to a policy regarding the amount of time that students have to report, as well as how students are notified of policy changes. She reported that tomorrow, SGA is hosting “*What’s Happening At Hofstra*” Wednesday during common hour in the Student Center Multipurpose Room.
- D. Paul Fritz, chair of the Undergraduate Academic Affairs Committee, reported that committee also discussed and approved the revisions to Faculty Policy Series #36, and approved the revisions to the January Withdrawal deadline. At its next meeting, the committee will be discussing the Global Citizen’s Designation based upon the suggestions they received from the Faculty Affairs Committee, as well as discussing Faculty Policy Series #11 - Procedures for Handling Violations of Academic Honesty by Undergraduate Students at Hofstra University. Suzanne Pike, Associate Provost for Academic Affairs, will be attending.
- E. William Caniano, chair of the Planning and Budget Committee, reported that he has been working with Kelly Rose, a student at-large senator, and Joseph Barkwill, Vice President for Facilities and Operations, to discuss some issues with the automatic doors. Apparently when they are broken, nobody knows how to report them. Decals will be put on all automatic doors informing people how to report them if they are not working. They also discussed wheel chair charging stations, and will be meeting with Julie Yindra, Director for Services for Students with Disabilities. At the last Senate meeting, Prof. Maccarrone brought up an issue with recycling in the new Zarb building. Vice President Barkwill be looking into it. The committee will be looking into retention positive initiatives, such as Faculty in Residence and the Living-Learning Community. Prof. Caniano reported that the Academic Computing Committee is working on a user survey for professors who teach online classes, the Library Committee is continuing to work on an update to the 2010 document about the future of the Axinn Library, and the Environmental Priorities Committee has been reconvened and formally elected Oskar Pineno, from the Department of Psychology as chair and is working on a survey. Eugene Maccarrone wanted to make note of the wonderful work that Stephanie Bushey, Vice President for Institutional Research and Assessment, through her contributions to the University’s leadership and community.

## **V. Adjournment**

The meeting was adjourned at 3:24p.m.