

**UNIVERSITY FACULTY MEETING MINUTES  
WEDNESDAY, DECEMBER 1, 2020**

I. The minutes of the October 19, 2020 minutes were approved.

**II. Report of the Speaker of the Faculty, George Giuliani**

Prof. Giuliani reported that he emailed the faculty last week his thoughts on the semester and just how proud he is as a faculty member of everything that they accomplished. Since there are a number of speakers who will update the faculty, he defers his report.

Before introducing Provost Berliner, Prof. Giuliani congratulated him for being inducted into the *Long Island Business News* Hall of Fame. He was fortunate enough to have had the opportunity to attend the virtual ceremony yesterday. Janet Lenaghan, Dean of the School of Business, did a wonderful job convening the ceremony, and the Provost gave a really moving and heartfelt speech about his time here at Hofstra which really exemplified his dedication and commitment to the University.

**III. Report of the Provost, Herman A. Berliner**

(See Attachment A1)

**IV. Updates on the Semester**

A. Joseph Barkwill, Vice President for Facilities and Operations reported the following:

- the semester went far better than anyone anticipated thanks to the incredible teamwork and extensive planning that everyone did over spring and summer
- from a daily perspective, the cooperation from students, as well as faculty and staff is what made it successful
- really no issues with students wearing masks
- custodial staff made our lives safer by thorough cleaning and preparing each day
  - custodial staff, along with Compass employees also volunteered to deliver meals three times a day to students in residential isolation, including on weekends and during the Thanksgiving holiday
- ending the semester before Thanksgiving break really created a successful end to the semester
- over the next two months, each classroom will be looked at and seating charts and capacity will be reposted
- all buildings will have a deep clean, and signage will be replaced over the holiday break and be ready for student arrival in mid-January
- wipes and supplies will be restocked, and PPE inventory should last through the summer
- MERV 13 filters, the high efficiency filters were replaced once during the fall semester and will be replaced during the break
- HEPA filters that were installed will also be replaced
- tents were very successful and widely used on campus but will be taken down and put back up by the end of March/early April
- his department along with Evan Koegl, Registrar and Director of Academic Records, Melissa Connolly, Vice President of University Relations, will be looking at inside spaces that can be identified for students to go to in case they have an online class, or need a space to go to in between classes

- he anticipates more library and internal areas will be utilized at the beginning of the spring semester until the tents are back up and operating
- in anticipation of a vaccine, he will be working with Kathleen Gallo, Dean, Hofstra Northwell School of Graduate Nursing & Physician Assistant Studies, to help set that up both physically, and helping to man it

B. Melissa Connelly, Vice President of University Relations reported the following:

- the university's externally facing website is in the process of being upgraded with an entirely new platform and technology that depends a lot less on navigation and a lot more on modules
  - have been talking to Deans, Chairs, and department heads about moving content over
  - will go live on December 10, with most work done by January
  - the Medical School, Law School, Continuing Education and graduate admissions will not be changed until 2021
    - will be integrating graduate admissions content with graduate programs content on department websites
  - much more externally focused and it's much more focused on search engine optimization
  - working on changing the portal over and will look more like an integrated website
- working with Continuing Education to create short non-credit hybrid or online programs that integrate with our current graduate and undergraduate programs
- also working with Continuing Education to look at how we engage the community around us
  - if anyone has ideas about community engagement and community outreach Please contact Continuing Education
- the subcommittee on communication and engagement have produced videos, had social media campaigns and built a website within the last six months and will be:
  - looking at the health ambassador program that Sharon Phillips and people in the Health Professions department have helped design
  - working with the Division of Student Affairs (DSA) on mental health issues
  - working on public health campaigns that help with the adoption of vaccines
  - looking at how we can safely hold some in person events
    - some have been tested in the fall
    - William Caniano, chair of the Senate Executive Committee, Craig Burnett, chair of the Planning and Budget Committee and DSA have been discussing different ways that faculty could be more involved in very targeted and specific kinds of in person events to raise the spirits of students

C. Evan Koegl, Registrar and Director of Academic Records reported the following:

- everyone has adapted to the new COVID-19 capacities and is understanding of the fact that our room spaces are still fairly limited
- the new class schedule will be implemented in the spring and makes a major difference with registration for our students and has eliminated so many conflicts for them and has been a massive help on the student side and advising side
- they are working adapting to remote instruction and remote student learning and trying to adapt as many paper processes as they can

- there is a brand-new change of grade process that has been put in place which is done through the portal and through the workflow process which is fully electronic and does not require faculty to submit triplicate paper forms anymore
  - would like to phase out the paper process as quickly as possible
  - similar things are being done for changing a major which will allow students to submit major changes and route those appropriately without having to bring around paper forms and collect signatures or email anybody. This should hopefully be finalized by the end of the year
- fairly substantial upgrades are being made to the registration process in *Banner* as well as our *DegreeWorks* systems which will bring new features as well as making them a little more mobile-friendly and device-friendly

D. Steve Fabiani, Vice President for Digital Innovation and Technology, reported the following:

- The ITS service desk has been moved to the Axinn Library adjacent to the space that is Hammer Lab
- there are 100 new remote teaching and learning systems in the classrooms and as the Provost mentioned, 10 more of the advanced *Lecture Capture* for the spring
- Adobe Creative Cloud is now available for home use by students
- *MATLAB* and *Simulink* software is now available to everybody on campus
- at the end of the 2020 spring semester, over the summer through most of August, the faculty were engaging with Information Technology Services (ITS) constantly, both in terms of taking webinars, to brush up on the technology that was required to teach in this new hybrid environment, and in terms of virtual office hours
  - the faculty and his division have partnered really well
- when a faculty member reaches out to ITS, a link to a survey is emailed to the faculty member at the end of that interaction and his division is working on improving areas that need attention, such as resolution time

E. Mitchell Kase, Associate Director of Instructional Design reported on the following:

- faculty have been utilizing a lot more of Google Tools Suite and Slack to communicate and collaborate and for students to communicate and collaborate with each other so that they can build their own networks in small groups or for the entire class as a whole
- faculty have been taking advantage of the digital white boards that were built into Zoom and in place of some of the physical white boards in classrooms
  - this made it possible for students both in the classroom and remotely to see the information clearly
  - faculty could present the information in a way that was dynamic and taking advantage of these new tools
- communication will be going out about a transition process for recordings that are in Zoom that will be automatically stored in Kaltura going forward
  - webinars are available
- a series of webinars will be available in middle of January that will be very similar to the ones that were offered at the end of the summer semester for fall. They include increasing interaction over Zoom, using some of the new features that Zoom has built in, leveraging Blackboard for structuring online courses, and VoiceThread
- the virtual office hours will continue where faculty can meet with a designer or a technologist and get one for one questions answered

F. Karen O'Callaghan, Director of Public Safety reported that from a public safety perspective, the semester went well. There were some instances in the Student Center where some students weren't wearing masks, but other than that students were very responsive and in fact, were part of the help having people comply with all of the requirements.

G. Anthony Santella, Associate Professor, Health Professions, reported the following:

- we are going to continue to have to rely on the non-pharmaceutical interventions such as wearing masks, not congregating in groups, good proper hand hygiene, practicing good respiratory etiquette
- the conversation in public health has moved to biomedical technologies in ending this pandemic with the development that has been made with vaccines
- there are two leading vaccines that are and about to get emergency use approval from the Food and Drug Administration (FDA)
- while the clinical trials data shows that there are over 90% effective 95% in some cases, they have storage issues as they require subzero storage
- they require multiple doses, which the American public is not good with. For example, we have pretty abysmal flu vaccine uptake rates in the United States for the flu vaccine are pretty abysmal. In other diseases like Human papillomavirus (HPV) where there is one vaccine which requires more than one dose, when you go from first to second dose the numbers just drop
- while a lot of attention is being placed on the vaccines, we can't move away from remembering the principles of public health which really rely on these non-pharmaceutical interventions for decades and centuries this is nothing new for the profession it's just new for the public
- the interesting conversation that is already being had with leadership and administration and the relationship with Northwell, is about what the role of the vaccines will be for students, staff and faculty on the campus. There's a lot of debate happening at least in the public health community right now about whether employers will require vaccines and how will that look, and what kind of people are exempted from it. There are state vaccine laws that differ from state to state, so there's a lot of question marks around which is something we should think about and it warrants further conversation just like the testing protocols did

## **V. Report of the Chair of the Senate Executive Committee, William Caniano**

### **Action Items**

Prof. Caniano presented for action, the 2021-2022 Academic Calendar. Evan Koegl, Registrar and Director of Academic Records, reported that barring a few small changes, this calendar is almost identical to what we had proposed and approved for this current academic year. This is under the assumption that there will be a return to normalcy come the fall. If we don't, a backup has been set with a much earlier start date and a compressed term like we have done now. The item passed.

## **VI. Report of the AAUP, Elisabeth Ploran**

Prof. Ploran reported that the number of inquiries relating to health and safety violations were extremely low, and in general, very few COVID-related issues to handle by the union throughout the entire semester.

Prof. Ploran reminded the faculty that per 6.10 B. of the Collective Bargaining Agreement (CBA) fall grades are due no later than December 29. It also notes as soon after the final as possible. The fewer violations, the easier January is for the union, and they can handle other issues as needed. If anyone has any lingering work issues, or items they need to follow up on, please reach out.

Prof Ploran reported that they continue to work behind the scenes with the Provost's Office Come up at this time other than that we continue to work behind the scenes with the provost office and the administration on monitoring infection rates and concerns regarding our reopening in the spring and we hope that everyone has a safe and healthy and restful break and see you in the new year

## **VII. Report from Kathleen Gallo, Dean, Hofstra Northwell School of Graduate Nursing & Physician Assistant Studies**

Dean Gallo reported that with regard to testing, the teamwork that took place has been tremendous between the Athletic Department helping with set up in the Physical Education Building, to the Division of Student Affairs, the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies and others, that once testing began on July 27, things ran smoothly. The fact that the number of positive cases is really significantly low compared to other schools. The other relationship that worked very well is with the Department of Health, with daily calls. We would find out about off-campus cases through them, as well as email them all of our cases. She reported that we even spoke to the Department of Health down in Maryland to be able to help facilitate contact tracing. We are researching the rapid test with Northwell Health, with the PCR to back it up. When it comes to the vaccinations Northwell Health is actually working with the state in the deployment plan together on how to deploy the vaccination plan.

## **VIII. Report of the Chairs' Caucus, Daniel Seabold**

Prof. Seabold reported that the chairs have had to make very extensive course cuts to spring and fall 2021 schedules. They have been collecting reports from chairs on how those cuts are affecting faculty members and students. Since chairs are the ones writing the waiver substitution forms for students, they have a unique perspective and are the ones contacting faculty whose courses have been cut. They will be supplying information about cases where cuts of caused full-time faculty members to have trouble making load, experienced adjuncts to receive no course, and cases where waivers are being needed for students to complete their degree requirements on time. The impact so far really varies tremendously from one department to another, but they are collecting this and sharing that information with the AAUP.

Prof. Seabold reported that the days off in the spring, in lieu of a spring break has created some problems in the science departments with regard to the alignment of their labs and lectures across many sections. They were able to contact the Provost's Office and get a kind of dispensation related to the vacation days very quickly. The Provost's Office was quite flexible. An awful lot of decisions related to administration are being made very quickly they sometimes impact different departments in very different ways, but a quick call to the Provost's Office, to the AAUP, to the Chairs Caucus, to the University Senate, can often come up with a quick solution, so he mentions there's a lot of flexibility people understand that that flexibility is necessary.\

Prof. Seabold reported that survey of chairs showed a very wide range of views on the annual evaluation of faculty. Some department's feel that annual evaluation is essential it may even be required for accreditation, however when asked how useful the existing annual evaluation process

has been for chairs and others, majority of chairs answered “not useful” for reappointment and tenure decisions, a majority answered “not useful” for promotion decisions, and a majority answered “not useful” for monitoring the annual activity of tenured faculty members who are not seeking promotion. The existing system appears to have originated in the 1960s and does not seem to be well aligned with our current contractual personal process. During discussion about what we ought to do, the chairs learned that a committee is now examining the university’s contract for digital measures, which is the application currently used to record those professional activities. A majority of chairs are not really in support of continuing the current evaluation process, and he doesn’t think a majority of full-time faculty are in favor of it, but it may be that individual departments or schools will need to have some sort of procedures to replace the current process, if it goes away or if it's substantially curtailed. This discussion will have to continue into the spring.

The meeting was adjourned at 3:39 p.m.