

**UNIVERSITY FACULTY MEETING MINUTES  
WEDNESDAY, SEPTEMBER 16, 2020**

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

Prof. Giuliani welcomed everyone to the first full faculty meeting of the fall semester and introduced Provost Berliner.

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

(See Attachment A1)

**III. Updates on the First 3 Weeks of the Semester**

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

- various committees met over the summer and tried to envision what the semester would be like. The start of the semester is less populated with a lower density. Still working with departments on individual issues or enhancements that may need to be made. He reported that overall from a facilities standpoint he thinks the planning accomplished with faculty and others has paid dividends. Particularly what he assesses daily are the large density areas during the semester such as the Student Center and the library, and he thinks we have managed to control those spaces.
- tents which were installed around campus are being well used as they keep people outside so there is less population inside. He and his staff are looking at ways to extend use of them through the fall when it starts to get colder, such as installing heaters, or ways they can accommodate keeping the tents viable for our students and community.
- through our partnership with Northwell, we were able to get all the supplies needed, such as masks, on campus early and are being well used. He believes we have enough inventory to last through the fall semester
- he had a meeting yesterday with the Student Government Association to discuss issues regarding furniture in the classrooms, and they will go back and reassess the classrooms and make sure they are conforming to their diagrams. His staff, along with the ambassadors, on campus plan to review the changes made on campus in the beginning of the semester and make sure they are not slipping. Since we are now in the fourth week of the semester, and people tend to let their guard down a little bit, they will reinforce the same topics such as wearing a mask and cleaning regularly.
- staff in departments are alternating their work schedules and looking at different configurations in their office and over the last month and ½ his staff has been working with them on whatever they may need, such as installing plexiglass. Any issues should be reported to his department so they may address it as soon as possible

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

- things are going well as far as scheduling and at this point his staff has turned their attention to the spring semester and as the Provost mentioned, the new scheduling times and the new standard time period should make it a lot easier for the university to utilize spaces in a much more efficient way.
- modalities are back from the deans and they are working through the majority of courses.

- registration opens on October 4, so they are looking to push it out as soon as possible, and being able to work a little bit with course capacities and our spaces without having to worry about a negative impact on the student population, has freed them up to make better of our space in general

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

- the first few weeks of the semester went well, aside from an issue with the Zoom platform, which was on their end
- there was a slight increase in amount of calls to his department, but nothing that seemed extraordinary
- some items did go missing during the first week, but many have been returned to their classrooms or have been replaced with the remaining supplies, although some supplies have been challenging to acquire
- rooms not previously used have been upgraded especially since audio is feeding directly into the PC which means it is going directly into Zoom, significantly improving the quality
- many faculty have taken advantage of the virtual office hours and met with the technologists and designers before the semester started, and continue to do so Many faculty also volunteered to assist with that effort and thanks he them for assisting with that outreach. Virtual office hours continue to run out of the ITS/EdTech group
- batteries are being distributed in a three-prong approach. Every Friday they are being replenished in classrooms directly, so they are going directly right into the microphone bag itself. If the microphone bag is full, they are putting the batteries on the keyboard shelf, so they are readily accessible and visible. Batteries are also being distributed to department offices and providing enough, so that faculty who may need them in an emergency can get them
- they are working on printed instructions, which will be laminated, that will be added to all the lecterns in the classrooms
- they continue to do regular classroom equipment maintenance and new microphones and cameras are being tested on a regular basis to be sure they are working the way they should be
- for assistance, please email [help@hofstra.edu](mailto:help@hofstra.edu) or call (516) 463-7777

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

- working on listening to the feedback they receive and make adjustments. For example, when they heard there were students who were on campus and didn't have a space to take classes remotely, they joined with the Department of Academic Records, the Department of Admissions and Department of Student Affairs, to identify unused classrooms on campus, and set them up as study spaces for students. They have received more than 2000 requests to which they dealt with manually and individually, and are still taking requests so if a faculty member hears of a student who needs space on campus, the information is on the learning page of the *SafeStart* website

- they are redesigning signs to replace signs that have been up since the beginning of the semester, so that they don't fade into the background
- the committee they have been working with has been extraordinarily helpful. For example, Corinne Kyriacou, Associate Professor in the Health Professions department, designed a 20-minute module that was delivered through *BlackBoard*, and more than 1400 students took it during the first part of the semester.
- Faculty have been very helpful for things like off campus messaging and have done about 10 videos up to this point. They are employing digital advertising to reach the one-mile radius around campus reminding people about the dangers of large gatherings and safe ways to socialize. Each received hundreds or thousands of views
- they Designed a postcard that was distributed to neighbors of Hofstra Directing them to the *SafeStart* website which has received approximately 180,000 unique visits
- Sharon Phillips, Assistant Professor in the Health Professions department, put together Hofstra's Health Ambassadors program. Student ambassadors are stationed at high-traffic locations throughout campus to encourage students to follow the University's safety protocols such as wearing masks and maintaining physical distance. They will also work with the offices of Event Management and Public Safety to help monitor capacity in public spaces
- Created an outdoor movie program showing movies in two to four locations, five nights a week, around North campus. No more than 50 people are permitted, and student health ambassadors are making sure that the crowds don't get too big in any one location. The first academic version of this is happening next week with *Documentary Mondays*, hosted by Gabrielle St. Leger, Dean of Students, and Katrina Sims, Associate Professor in the department of Health Professions. Each scheduled Monday will feature a documentary, which will be the foundation to further discussion examining the theme of the night
- Cultural Center have been mostly online, with more events than usual thanks to the faculty's creativity. They are seeing more attendees at these events because now people are having an easier time since they don't have to come to campus
- they continue to update the website based on the feedback received from the faculty and the Hofstra community, as well as social media

E. Karen O'Callaghan, Director of Public Safety reported the following:

- it was a much smoother opening than they anticipated and prepared for
- transportation has been running very smoothly with the biggest crowds being the students who take the weekend shopping shuttle
- biggest concerns are mostly gatherings held off campus that they really don't have a lot of jurisdiction over, and are working very closely with the Department of Student Affairs and Department of Residential Life to continue to educate students about health and safety both on and off campus
- the University is taking very quick aggressive action when students have found to have violated our health and safety standards that could cause a potential threat to their

safety, in particular the health of our community. It has worked very well in getting the message across that this is a very serious situation

- From a public safety standpoint, it has been relatively quiet

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

- the Centers for Disease Control and Prevention (CDC) recently changed their testing guidelines moving from when people are exposed 15 minutes, within 6 feet that you don't necessarily need to be tested if you are asymptomatic unless you are in a designated vulnerable population and the university subsequently changed its testing protocol as a result of this. There has been a lot of pushback from professional associations on why the CDC is doing this and how they made be an influence by the Department of Health and Human Services communication staff that's reviewing the CDC guidelines to ensure that they are aligned with the President's plan for the pandemic.
  - Susan Bailey, president of the American Medical Association (AMA), said in a statement, "months into this pandemic, we know COVID-19 is spread by asymptomatic people. Suggesting that people without symptoms, who have known exposure to COVID-positive individuals, do not need testing is a recipe for community spread and more spikes in coronavirus."
  - Georges Benjamin, Executive Director of the American Public Health Association, said he is "deeply concerned about the new CDC guidance that could reduce COVID-19 testing for at risk individuals who are asymptomatic who are unaware of any new data to merit this change which is inconsistent with current public health practices"
  - he requests that those who are making the decisions about clinical guidelines at Hofstra at Northwell should be providing their reason and rationale, so that it's very open and transparent
- flu season is here, and he urges everyone to consider getting a flu shot. If one can't get one through their primary care physician, consider getting one through urgent care or a pharmacy as they are widely available
  - Inside Higher Education published an article on July 23, 2020 stating that "colleges should provide free flu shots to all faculty, staff and students"
  - the flu shot lowers the number of fevers and coughs, which could induce fear in today's climate, and helps reduce number of unnecessary hospitalizations. It also decreases the chance that someone with COVID-19, and particularly someone who has other kind of medical comorbidities or vulnerabilities, will need hospitalization or something more serious

G. Kathleen Gallo, Dean, Hofstra Northwell School of Graduate Nursing & Physician Assistant Studies, reported on testing:

- began on July 27 at the Physical Education Building
- Student Health Services began testing on August 27
- 200 students have been tested to date

- began surveillance testing three weeks ago and are now testing twice a week and she strongly encourages everybody to encourage students to come for surveillance testing. It takes six minutes and is a priority. Students take a short medical questionnaire on their smartphone, get swabbed, and they are done.
- in general, they do not test individuals while they are in mandated quarantine (14 days), because they have 14 days to covert if they are going to convert and if they are tested too soon, it will come back as a negative and they can convert to a positive several days later. 90% positive cases will convert by day 10

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

##### **Action Items**

Prof. Caniano presented for action, revisions to Faculty Policy Series #47 - Policy on Personal Relationships Between Faculty/Other Employees and Students. (Included in this revision is a change in the title of the policy to Romantic and Sexual Relationships Between Faculty/Other Employees and Students). Prof. Caniano reported that the policy is being updated to bring it more in line with what has become best practices, and policies at other universities were reviewed when drafting this revision. He highlighted a few sections:

- Section III. A. is an across the board ban on non-pre-existing relationships between Hofstra employees and undergraduate students of the University
- Section III. B. states that employees must disclose to the Provost's Office a sexual or romantic relationship with a student that existed prior to the student's enrollment at Hofstra
  - An employee enrolled in a course or courses is not exempt from this policy, as their role as an employee supersedes their role as a student
- In Section III. C. with regards to graduate-level and professional school students, relationships are permitted, but discouraged, as long the employee does not have instructional, supervisory or evaluative responsibility over the student
- Section V. states that sanctions will be governed by the Collective Bargaining Agreement (CBA).

The item passed with 134 approved and 4 opposed.

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

Prof Ploran reported that the next union meeting is on September 23 at 11:15 a.m. on Zoom. Details will be emailed on Monday, with a reminder on Wednesday morning. She will be doing a submission of questions beforehand to Tony Dardis, Recording Secretary. The information for that will be in the membership email.

Prof. Ploran reported that the AAUP is looking for a few more people to serve on the standing committee for benefits to research what we have so far research extension or alterations to those benefits. They want to get started on that early. In the 2016 negotiations, benefits were the hot topic, and even though there is an extension on negotiations, they would like to get started with research now,

Prof. Ploran reported that they are negotiating with the administration a Memorandum of Agreement between the administration and the AAUP with regards to Peer Observations and Course and Teacher Ratings (CTRs) for this year. Separately, they are looking to set up a committee to look at overall revisions to Peer Observations and CTR policy moving forward and will go through the shared governance process. If anyone has opinions or comments on that or are interested in doing some of the work, please let her know. The union will be asking a few individuals to serve on that committee.

Prof Ploran reminded faculty to email [AAUPHofstra@gmail.com](mailto:AAUPHofstra@gmail.com) if there's something that they need clarification on, something that they find concerning. For faster responses, email her directly at [HofstraAAUP.President@gmail.com](mailto:HofstraAAUP.President@gmail.com)

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

Prof. Seabold reported that Karyn Valerius of the English Department are serving as co-chairs of the Chairs' Caucus for the current academic year. Chairs of the various academic departments meet about once a month to discuss matters of concern with particular emphasis on those matters that are related to the management of departments. In addition, representatives from the chairs meet once a month with the Provost.

Prof. Seabold report that the Chairs Caucus' is collecting data for the Black Faculty Council regarding diversity in faculty applicant pools, including strategies that are being used to ensure diversity in those pools.

Prof. Seabold reported that as previously mentioned, the Provost hopes to implement peer observations and see CTRs for online and hybrid courses this semester and face to face courses, which often have a partially online component with our remote learners, and to do this through a Memorandum of Agreement with the AAUP. The chairs have been talking about their concerns about the way it would be implemented and what the impact would be on faculty and have forwarded those concerns through the AAUP President.

Prof. Seabold reported that the chairs have been discussing reports of their instructors' classroom experience this semester and have been sharing their thoughts on the spring schedule with the Provost In particular, they have noticed and shared with the Provost that the official counter remote learners seems to greatly underestimate the number of students who are in fact connecting remotely to many sections, and are pleased that the Provost's Office is open to having more remote online sections particularly multi section courses.

Prof. Seabold concluded his report by stating the following:

*"I'd like to acknowledge the extraordinary contribution of Kathleen Wallace who is the outgoing caucus chair and who served in this position with great honor for I believe it was nine years she has been a tremendous help to me and to Karen in preparing for the future"*

The meeting was adjourned at 12:35 p.m.