

Meeting Minutes

Graduate Academic Affairs Committee
October 5, 2021 (online, 9 AM)

Present members and adviser: Christopher Eliot (Chair), Li Huang, Daniel Miller, Stephen Hernandez, Elfreda Blue (Provost's Office), Evan Koegl (Registrar), Jean Peden-Christodoulou (Student Affairs), Monica Florio (Graduate Recruitment), Mary Ellen LaSala (for Renee McLeod-Sordjan)

The minutes of April 29, 2021 were approved unanimously.

1 Welcome

1. Committee mandate from the Senate bylaws
2. How the committee's agenda is set
3. Committee membership

2 Online exam security

Our online exam discussion is now being taken up by the Special Committee on Educational Technology (Joseph Bartolotta, Chair). We have passed on some of our discussion to them.

3 Graduate PINs

It is unclear how many graduate programs are using registration PINs, and how many programs value or dislike them. It is unclear whether we continue to need this mechanism, given that they intentionally create a hurdle for registering students, and that hurdle should be removed if it's not serving us well. The provost's office will solicit input on this from graduate program directors.

4 Double-counting credits

Some Hofstra undergraduate students take graduate courses. The number of undergraduate students taking graduate courses differs among schools. Though undergraduates make take up to 9 SH of graduate courses, and are sometimes encouraged to take graduate courses, some undergraduate students are not aware that financial aid does not pay for graduate courses. Some receive unexpected bills. Is there a policy solution?

Currently, no Hofstra undergraduate courses can count toward Hofstra graduate program requirements, except if they're in an accelerated or double-degree program. And that includes Hofstra graduate courses taken by undergraduates. However, *non-Hofstra* graduate courses taken by undergraduates are routinely counted for graduate programs. This situation may frustrate graduate students who arrive having already taken Hofstra courses required by their programs. Further, it disincentivizes Hofstra undergraduates from applying to Hofstra graduate programs. Is there a policy solution?

One solution to the second would be to treat students coming from Hofstra into Hofstra graduate programs the same as students coming from elsewhere. Another solution is to re-list more programs as “accelerated.” But perhaps only some undergraduate students might want to be in accelerated programs and would need an unaccelerated option?

We still need a proposal for addressing the financial aid issue.

Separately, the committee does not sense there being issues at the graduate level related to too much double-counting being permitted.

5 Online course delivery policies

Faculty who have taken a training course on offering courses online have been allowed to teach remotely, and have been eligible to receive a stipend for developing online courses. After the Covid disruption, many more courses are being offered fully or partly online, and some faculty might seek to use our new streaming technology to stream in-person courses without much additional content.

This committee could recommend standards for courses offered to remote students, and in particular what warrants a Distance Learning designation. Faculty members on the committee supported maintaining Hofstra’s more general academic standards by endorsing more specific standards for DL courses. There are, beyond Hofstra, existing quality-guidelines for online instruction which we might draw on toward recommending new Hofstra standards.

Elfreda, Steve, and Chris will examine some existing standards for appropriateness and plan to bring some ideas to the next meeting.

6 New business

No new business was introduced.

The meeting adjourned at 9:45 AM.

Meeting Minutes
Graduate Academic Affairs Committee
October 26, 2021 (online, 9 AM)

Present members and adviser: Christopher Eliot (Chair), Li Huang, Dimitrios Gounelas, Daniel Miller, Stephen Hernandez, Renee McLeod-Sordjan, Zoran Sunik, Elfreda Blue (Provost's Office), Jean Peden-Christodoulou (Student Affairs), Monica Florio (Graduate Admission)

The minutes of October 5, 2021 were approved unanimously with the following amendment:

- a. Section 4: 'make take' → 'may take'

1 Graduate PINs

Registration PINs, currently implemented across graduate programs, may create an unnecessary burdens if they are not serving any function. Elfreda Blue and Monica Florio reported that some Graduate Program Directors are eager to continue to use them, while other Graduate Program Directors are eager not to have to use them. The committee members were generally prepared to recommend that they no longer be required, but stopped short of doing so; we need to know whether an opt-in system would be technically feasible.

2 Academic Leaves/Withdrawals, and Maintaining Matriculation Policy

Hofstra's Graduate Studies Bulletin, section "Academic Policies and Procedures," subsection "Academic Leaves/Withdrawals, and Maintaining Matriculation Policy," specifies that "An academic leave typically may not exceed three consecutive fall and spring semesters."

The Office of Graduate Admission, which processes requests for leaves, normally recommends graduate students take leaves of no more than two continuous semesters. The three semester maximum may be a legacy of past policy for undergraduates. The committee considered whether one or two semesters might be a more appropriate maximum for typical leaves.

Weighing considerations like encouraging retention, pregnancy-related leaves, and maximum completion times for doctoral and cohort-based programs, the committee voted unanimously to replace the above sentence with the following:

An academic leave typically may not exceed two consecutive fall and spring semesters.

3 Double-counting credits

Two related problems arise from Hofstra undergraduate students enrolling in, and being encouraged to enroll in, Hofstra graduate courses.

First, undergraduates receiving federal financial aid sometimes enroll in graduate courses without being aware that federal funds may not be used to pay for courses that are not part of the program the student is enrolled in.

Second, a current prohibition on counting courses taken at Hofstra twice creates a disincentive for Hofstra undergraduates to enroll in Hofstra graduate programs. Non-Hofstra graduate programs typically accept Hofstra graduate courses (taken by undergraduates) for credit. Hofstra graduate programs typically accept non-Hofstra graduate courses for credit. So, applicants to Hofstra graduate programs may find their credits accepted by all programs except Hofstra's.

Addressing the first issue, the committee voted to recommend the following to Graduate Program Directors:

- If undergraduate students in your program are finding that federal financial aid will not pay for graduate courses they want to take that are related to your program, consider creating an accelerated program, as many other programs have.
- In the absence of an accelerated program, please be conscientious about informing students about this financial aid situation, for example when approving their registration.

Addressing the second issue, the committee voted in support of the following motion:

Credit for graduate courses taken by Hofstra undergraduate students as graduate courses shall not be automatically prevented from counting toward Hofstra graduate programs, should the students be admitted to a Hofstra graduate program. The Office of Graduate Admission will review such credits on a case-by-case basis.

4 Online course delivery policies

Recognizing the increased number of online, distance-learning courses being offered at Hofstra, the committee voted to recommend to faculty offering such courses that they:

- a. Consider the recommendations of the Quality Matters "Higher Ed Course Design Rubric" (<https://www.qualitymatters.org/qa-resources/rubric-standards/higher-ed-rubric>).
- b. Enroll in an orientation course on the technological aspects of course delivery as mentioned in CBA 6.28.
- c. Review the advice offered at EdTech's "Hybrid and Online Teaching Resources" Blackboard site.

The committee will consider in the future, after further research, whether to support policy or requirements, beyond these recommendations.

5 New business

No new business was introduced.

The meeting adjourned at 9:55 AM.

Meeting Minutes
Graduate Academic Affairs Committee
December 8, 2021 (online, 1 PM)

Present members and adviser: Christopher Eliot (Chair), Stephen Hernandez, Elfreda Blue (Provost's Office), Suzanne Pike (Provost's Office), Evan Koegl (Registrar), Jean Peden-Christodoulou (Student Affairs)

The minutes of October 26, 2021 were approved unanimously.

1 Announcements

- a. Changes to “Academic Leaves/Withdrawals, and Maintaining Matriculation Policy” (*Graduate Studies Bulletin*) passed Full Faculty
- b. Changes to “Graduate Courses Taken By Undergraduates” (*Undergraduate Bulletin*) passed Full Faculty
- c. GAAC recommendation about faculty training for online instruction and discussion of required instruction referred to SCERT
- d. UAAC is working on Completion Ratio for Academic Probation, toward avoiding this situation: students meet the academic requirement for passing courses, but receive a letter saying they on academic probation because they have a low completion percentage.
- e. UAAC is discussing FPS 11 in relation to situations where students no longer in a courses sell their notes, exams, and other course materials online.

2 Graduate PINs

Grad directors have discussed the usefulness of graduate registration PINs. About twenty program directors responded about their use. Most of the feedback was from HCLAS. 45% wanted to assign a PIN every semester. 6/20 (30%) do not use PINs. Some others thought PINS are useful, but just for the first semester. And a few programs use them. Yet, there is no incentive for graduate students to register sooner rather than later, and PINs are an additional barrier to registration.

The committee favored allowing choice about whether to implement PINS. The registrar prefers is to offer the choice at the department rather than the program level. But there are mixed programs.

The committee recommended that:

- PINs not be categorically required.
- Departments be able to opt in to using PINs through an annual approval process.
- This should be codified in each school's Bulletin pages, like “The following departments require advising every term:”

3 Undergraduates in graduate courses and financial aid

The Senate Executive Committee pushed back on the committee's suggestion to promote accelerated programs. However the problem of student lack of awareness about financial aid rules in relation to graduate courses remains unresolved:

Undergraduate students are sometimes unpleasantly surprised to learn that federal funds may not be used to pay for graduate courses not included in their programs. Meanwhile, faculty often recommend to undergraduates that they enroll in graduate courses, and the students may benefit from the opportunity. But this can leave students who receive federal financial aid facing large, unexpected bills.

The committee suggested that whoever giving undergraduate students permission to override the limitations on taking graduate courses should inform them of the limitation.

4 Bulletin: Exclusion from the University

The committee considered the wording errors in this section of the Bulletin and elected not to modify it.

5 Possible Future topics

1. UAAC is discussing FPS 11 in relation to situations where students no longer in a courses sell their notes, exams, and other course materials online. The Guide to Pride, and separately the Honor Code, each prohibit the selling and posting of materials online, but FPS 11 doesn't say anything about that. So, we should look at that.
2. Kathleen Wallace (P&B Chair) points out that there is a Chair's Handbook, but not a Program Director's Handbook — a repository for institutional information useful to program directors.

6 New business

No new business was introduced.

The meeting adjourned at 2 PM.

Meeting Minutes
Graduate Academic Affairs Committee
February 9, 2022 (online via Zoom, 2 PM)

Present members and adviser: Christopher Eliot (Chair), Daniel Miller, Stephen Hernandez, Zoran Sunik, Daniel Gershman, Elfreda Blue (Provost's Office), Suzanne Pike (Provost's Office), Evan Koegl (Registrar)

The minutes of December 8, 2021 were approved unanimously.

1 Announcements

- a. Hofstra Senate has adopted Microsoft Teams as a hub for document-sharing and communication. Caroline Schreiner is adding documents, users, schedules this week. Look for further announcements about access and use for the Senate as a whole and probably also for this committee.
- b. The Senate will be voting on revisions to Faculty Policy Series 43 (from the Faculty Affairs Committee).
- c. The Senate will be voting on changes to Spring 2022 registration dates (from the Faculty Affairs Committee).

2 Moving previous items forward

1. Graduate PINs: The committee recommended that:
 - PINs not be categorically required.
 - Departments be able to opt in to using PINs through an annual approval process.
 - This should be codified in each school's Bulletin pages, like "The following departments require advising every term:"
2. Undergraduates in graduate courses and financial aid: The committee suggested that whoever giving undergraduate students permission to override the limitations on taking graduate courses should inform them of the limitation.

3 Setting agenda for Spring semester

Possible topics considered:

1. UAAC is discussing FPS 11 in relation to situations where students no longer in a courses sell their notes, exams, and other course materials online. The Guide to Pride, and separately the Honor Code, each prohibit the selling and posting of materials online, but FPS 11 doesn't say anything about that.
2. Kathleen Wallace (P&B Chair) points out that there is a Chair's Handbook, but not a Program Director's Handbook — a repository for institutional information useful to program directors.

3. The University does not currently have a mechanism for ensuring that courses being offered online are offered by faculty who are trained in distance-learning strategies or exposed to ideals for distance-learning instruction (like those summarized on the Quality Matters handout previously circulated).

4 New business

No new business was introduced.

The meeting adjourned at 2:35.

Meeting Minutes
Graduate Academic Affairs Committee
March 2, 2022 (online, 2 PM)

Present members and adviser: Christopher Eliot (Chair), Stephen Hernandez, Zoran Sunik, Elfreda Blue (Provost's Office), Suzanne Pike (Provost's Office), Evan Koegl (Registrar)

The minutes of February 9, 2022 will be offered for approval at the next meeting on April 20.

1 Tabled items

Christopher Eliot reported that several items the Committee had considered working on had been tabled at the Senate Executive Committee meeting, pending the arrival of a new Provost, including the motion previously passed about changing the requirements for registration PINs in the Graduate Bulletin.

2 Badge oversight

In response to a question about review processes for badge programs that came out of discussion with UAAC members, Suzanne Pike clarified that all badges are reviewed in the normal way at the School level.

3 FPS 11G

The Undergraduate Academic Affairs Committee is working with the Honor Board on an update to FPS 11G. This committee will review their proposed language when it is available.

4 New business

No new business was introduced.

The meeting adjourned at 2:15.

Meeting Minutes
Graduate Academic Affairs Committee
April 20, 2022 (online, 2 PM)

Present members and adviser: Christopher Eliot (Chair), Daniel Miller, Stephen Hernandez, Zoran Sunik, Elfreda Blue (Provost's Office)

The minutes of March 2, 2022 were approved unanimously.

1 FPS 11G revision

GAAC received the following language for FPS 11G "Procedure For Handling Violations Of Academic Honesty By Graduate Students At Hofstra University" from Undergraduate Academic Affairs, who received it from Honor Board.

Proposed language:

Section II.C. Other Violations

ADD "8. Selling or sharing an instructor's course materials (e.g., assignments, lab reports, quizzes, exams, and/or the answers) to students or outside parties."

ADD as a last paragraph in Section II, under the lists of violation types:

"Students are responsible for following the Honor Code even after a course has ended. If any violation is detected regarding any previous course offerings (including violations that occur after graduation), the student will receive an Honor Code Violation. A range of penalties may be considered by the appropriate department chairperson in consultation with the academic dean. In extreme cases, such penalties may include being prohibited acceptance into any further degree programs at Hofstra University."

The committee approved the proposed change.

2 New business

No new business was introduced.

The meeting adjourned at 2:30 PM.