

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Wednesday, September 8, 2021**

Present: K. Boston-Hill, W. Caniano, C. Eliot, J. Lenaghan, C. Shahani-Denning, K. Wallace, P. Welch

**A. Chair's Report**

Prof. Caniano convened the meeting by presenting a discussion on the future of the university and its self-examination.

**B. Committee Reports**

1. Prof. Boston-Hill, chair of the Undergraduate Academic Affairs Committee reported that the committee is finalizing the rewrite of the completion ratio requirement for undergraduate student and should be ready to present to the Senate Executive Committee very soon. The committee is also looking to have a demonstration on *Gradescope* to pull a lot of these tools that we are using, together. The Special Committee for Educational Technology has already been looking into *Gradescope*. The committee also discussed a proposal for a Race & Ethnicity in America Course, how it would be tagged or would it be a special category. The committee will also explore the Internationalization Proposal that was received over the summer.
2. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee will be looking at revising Faculty Policy Series #43. A number of FPS need to be updated so the committee will look into that and see what needs to be revised. She reported that she will be meeting with Michael Heiss, outgoing chair of the FAC to discuss what outstanding business is left for the committee.
3. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee will be following up on the graduate study survey they started in the spring. He reported that he will meet with Elfreda Blue, Vice Provost for Graduate and Undergraduate Studies, to discuss what priorities are important for the committee to work on.
4. Prof. Wallace, chair of the Planning and Budget Committee, reported that she met with Craig Burnett, outgoing chair of P&B and there wasn't a lot left over from last year's P&B's agenda. There was concerns raised by a student senator regarding the night shuttle. She reported that as chair, she would like to help P&B members understand better some of the data that we have so they have a better picture about how the university is structured and what the academic programs are, etc. The committee will also focus on contributing better to retention.

The meeting was adjourned at 1:33 p.m.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, October 4, 2021**

Present: K. Boston-Hill, L. Campbell, W. Caniano, C. Eliot, C. Shahani-Denning, , P. Welch

Absent: J. Lenaghan, K. Wallace

A. The minutes of the September 8, 2021 were unanimously approved.

**B. Discussion Items**

1. Prof. Caniano convened the meeting by presenting a discussion item regarding Faculty Statute IX. C.
2. the Secretary of the Faculty role which Sabrina Sobel, from the department of Biology was elected for in the spring.

The bylaws stipulate the faculty have a Secretary of the Faculty whose role is basically the work that Caroline Schreiner, Secretary to the Senate does (send meeting notices, agenda and keep minutes to the faculty) aside from what it says in IX. C:

*“In the event that the position of Speaker of the Faculty becomes vacant, the elected Secretary to the Faculty shall serve as interim Speaker until a new Speaker is elected for a two-year term in the next spring semester.”*

Prof. Caniano reported that he would like to see the role become more meaningful, appointing the role as the chair of the Special Committee on Recruitment, Elections and Nominations (SCREAN). The discussion around this role has been occurring for quite some time. Ms. Schreiner has been running the nominations and elections process for years but feels having a faculty member communicate with deans and chairs on a more level playing field to find faculty to be involved in the University Senate is invaluable. Along with changing the role, discussion should also include changing the title to something along the lines of “Senate Director for Membership and Elections” to be clearer what the role is. It was noted that one of the tasks of this person would be what is stated in Faculty Statute IX. C. mentioned above.

Patricia Welch, chair of the Faculty Affairs Committee, suggested looking at the bylaws and constitution of other universities to see if they have any dual type positions of the sort. This item will be discussed further by the Faculty Affairs Committee.

2. Comila Shahani-Denning, Interim Senior Vice Provost, gave an update on the future vision of Hofstra initiative that her office put a proposal together that is in the President’s Office. The plan is to do focus groups by school through each committee of the University Senate.
3. Prof. Caniano reported that there is a better platform he would like to see the University Senate and its committees used called Microsoft Teams which allows for online meetings, as well as all relative documents such as agenda and minutes stored on the platform. He would like everyone to look at it and think about transitioning to the platform.

**C. Committee Reports**

1. Prof. Boston-Hill, chair of the Undergraduate Academic Affairs Committee reported that the committee had its first meeting and are in the process of finalizing the language for the completion ratio that would hopefully fix some of the inconsistencies that currently exist between the dean’s list

letters that go out to students the students who do well after getting the initial notice they are being put on probation. The committee is also getting together with the Special Committee on Education and Research Technology to arrange a demonstration on *Gradescope* which should come up in a couple of weeks, to expose faculty members to the it and get their opinions.

Prf. Boston-Hill reported that the committee is also looking into how develop a little bit more of a clearer definition between the internationalization courses and cross-cultural courses when it comes to grouping them together for badging purposes and so forth, as well as bringing the Race & Ethnicity in America Courses together for the tagging purposes.

2. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee will have their first meeting on Tuesday, October 5 at 9 am and the two main issues they will be taking up are double counting of credits. A case that motivates this that Elfreda Blue, Vice Provost for Undergraduate and Graduate Academic Affairs, noticed is that in the School of Education students are sometimes encouraged to take graduate courses once they have completed a lot of their undergraduate program. However, if they continue at Hofstra for their graduate program, financial aid doesn't pay for graduate credits that undergraduates take so sometimes they run into a situation where they expect to have courses pay for and have been misled. The committee is looking into whether some policy ways of is addressing this.

Prof. Eliot reported that the committee will also investigate delivery modality for courses. Faculty who has 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. The committee will look into whether the university needs some sort of screening or evaluation process for when a course is offered well and appropriately online.

3. Prof. Caniano reported for Kathleen Wallace, chair of the Planning and Budget Committee, that at its last meeting, the Planning and Budget Committee had the administration bring up the faculty census and would like to look at these numbers and the statistics that drive Hofstra more regularly
4. Prof. Welch, chair of the Faculty Affairs Committee, reported that in addition to the business reported at the last Senate Executive Committee, the committee will be:
  - reviewing and updating, Faculty Policy Series #43 - Hofstra University Harassment Policy
  - working on language regarding the LDA roster
  - participating in President Poser's self-study initiative
  - working on understanding possible changes to digital measure and adjunct recognition systems.
5. Lila Campbell, chair of the Student Affairs Committee, reported that the committee is working on scheduling its first meeting. She would like the committee to work on ways to strengthen the relationship between the Student Government Association (SGA) and the SAC.

The meeting was adjourned at 1:33 p.m.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, November 1, 2021**

Present: K. Boston-Hill, L. Campbell, W. Caniano, C. Eliot, J. Lenaghan C. Shahani-Denning, K. Wallace, P. Welch

A. The minutes of the October 4, 2021 were unanimously approved.

**B. Chairs Report**

Prof. Caniano convened the meeting by reporting that the Special Committee on Recruitment, Elections and Nominations (SCREAN) has met and has been appointing Senator-at-large to committees, reviewing the number of senators per school/division, and forming an ad-hoc committee to rewrite the election governing documents as needed.

He met with the Special Committee on Education and Research Technology who are trying to get faculty to test pilot the possible new course magnet system. Either *Blackboard Ultra* or *Canvas* platforms. Our current version of *Blackboard* is supposed to be discontinued. The chair of the committee, Joesph Bartolotta will be working with Karyn Valerius, chair of the Chairs' Caucus, to have the chairs reach out to people in their school to test pilot these platforms.

**C. Action Items**

1. Prof. Caniano presented for action, a survey from the Environmental Priorities Committee. Kristopher Lotier, chair of the Environmental Priorities Committee, reported that since the last time this was presented to the SEC, in March 2021, nothing has changed. The primary issue why it was delayed was simply a matter of demographic questions and the previous Associate Provost had some concerns about wanting to regularize the wording for certain demographic questions, especially Hispanic or Latino/Latina we were using across different surveys. He hopes it would not be an issue holding up this survey at this point. There was never a final determination on what the committee was being asked to do so they decided to leave the question as it had previously been. There were no other major objections to anything else in the survey. Janet Lenaghan, Interim Provost, reported that they do not seem to be in consistent with the new terminologies, so she and Comila Shahani-Denning, Interim Senior Vice Provost, will investigate it and get back to the committee right away. A discussion followed and it was decided to pass the survey pending the new wording.
2. Prof. Caniano presented for action, revisions to the *Graduate Bulletin* subsection "Academic Leaves/Withdrawals and Maintaining Matriculation" regarding leave duration. Christopher Eliot, chair of the Graduate Academic Affairs Committee, reported that the graduate studies bulletin specifies that an academic leave typically "may not exceed three consecutive fall and spring semesters" As a matter of practice, the Office of Graduate Admissions normally recommends that graduate leaves not exceed one or two semesters, to preserve continuity so they wondered whether the committee might consider reducing the maximum typical leave. There's a little bit of wiggle room there but the existing languages "An academic leave typically may not exceed three consecutive fall and spring semesters" and considering several things like encouraging program completion as well as the length of pregnancy-related leaves, the committee recommends that we change the bulletin to read "may not exceed two consecutive fall and spring semesters" The item passed unanimously.
3. Prof. Caniano presented for action, revisions to the *Undergraduate Bulletin* subsection "Graduate Courses Taken by Undergraduates," regarding double-counting. Prof. Eliot reported that an existing

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. The committee recommended that graduate courses having been taken at Hofstra (by an undergraduate) shall not itself be reason to reject their counting toward a Hofstra graduate program, for students later enrolled in a Hofstra graduate program. Therefore, the committee feels the policy can be changed by deleting the sentence: "Credit earned in this way will count only toward undergraduate degrees." from the *Undergraduate Bulletin*. A discussion followed and the item was passed unanimously.

4. Prof. Caniano presented for action, a recommendation to undergraduate program directors, regarding undergraduates taking graduate courses. Prof. Eliot reported that 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 a program the student is enrolled in. The committee noted that accelerated programs, of which there are increasingly many at Hofstra, can create a way for undergraduates to take graduate courses without paying for them out-of-pocket. The committee recommended that increasing awareness among program directors is also important and recommends a document be circulated to undergraduate program directors that they please be conscientious about informing students that federal financial aid will not pay for non-program, graduate courses—for example, when approving their registrations. They also noted that there are increasingly many accelerated programs at Hofstra and that accelerated programs do allow federal financial aid to be used for the graduate courses taken by undergraduates, because it's in there it's now in their program. The committee thought that they should also recommend that where programs have not considered yet creating an accelerated program, that this might create a further reason for them to now think about so they wrote: "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 version of your program, as many other programs have recently done." A discussion followed and the item was sent back to committee to review the recommendation in the first bullet point.
5. Prof. Caniano presented for action, a recommendation to graduate program directors and faculty, regarding distance learning course delivery. Prof. Eliot reported that in line with its mandate to be "responsible to the Senate for maintenance of graduate academic standards," the committee thought it necessary to communicate with faculty and program directors about ways to ensure that we uphold our academic standards in distance-learning contexts. The committee explored whether there are ways to require that faculty receive certain training without creating a workload issue affecting the Collective Bargaining Agreement (CBA) and will continue to discuss that with all the various parties, including the AAUP. In the meantime, the committee recommended that they communicate to graduate program directors and faculty that if courses are offered online in a distance learning format, to make sure that they are in line with best practices for online delivery and consider implementing the quality criteria of the Quality Matters "Higher Ed Course Design Rubric." A discussion followed and it was decided to table the issue and move it to a discussion with the Special Committee on Education and Research Technology.

#### **D. Discussion Item**

Prof. Caniano presented for discussion, faculty senator representation on the Student Affairs Committee. Caroline Schreiner reported that according to the bylaws, the Student Affairs Committee shall consist of at least one elected faculty Senator, and at least one faculty Senator-at-Large. The faculty senator that sat on the SAC for years requested to be moved onto another committee as he wasn't very active on the committee, since it was mostly student driven. Prof. Caniano had been taking his place. It is suggested to have a discussion around whether a faculty senator should be appointed to the committee, and could the bylaws be changed to just having faculty senators-at-large appointed to the committee. Prof. Caniano suggested emailing all faculty senators to see if anyone volunteers.

## E. Committee Reports

1. Lila Campbell, chair of the Student Affairs Committee, reported that the committee is helping senator at-large Jasterzenski along with her night shuttle initiative. The two main pints the committee are focusing on are universal design on campus and whether the university can offer students their 18<sup>th</sup> credit for free.
2. Prof. Boston-Hill reported that the committee has items for the Senate Executive Committee at its next meeting which include language concerning the Completion Ratio for Academic Probation. The committee wanted to change the language so it would not penalize students who met the academic requirement for passing the classes, and then received a letter saying they were still on academic probation because they had a low completion percentage. The committee also revisited Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University, because there were several situations where students who were no longer in a course were selling their notes and exams, etc. online after having taken the course so the committee wanted to amend the language of the of FPS 11 to address that issue. Prof. Caniano reported that he would like the UAAC to create an ad-hoc committee to review first year programming with a focus on student retention and what discourages students from attending Hofstra after the first year. This ad hoc committee should include Kristin Weingartner, Vice Dean for Student Academic Affairs & First Year Programs.
3. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee will continue to work on the two items tabled at today's meeting.
4. Kathleen Wallace, chair of the Planning and Budget Committee, reported that the committee has been continuing to collect and learn about data concerning the university. They had a report from Rich Apollo, Associate Provost for Budget and Planning, about understanding census. They have since received the census for the current academic year and are reviewing it. The committee also had a meeting with Sofia Kakoulidis, Associate Provost for Research and Sponsored Programs, concerning external grants that faculty have obtained and had a very productive discussion with her regarding both the pre-award process of obtaining grants and a little bit about the post-award and how indirect costs are handled. One thing they are interested in exploring a bit further is what are best practices with handling indirect costs which varies a lot from university to university. The committee also has a meeting scheduled with Chavon Stuparich, Executive Director for Institutional Research, to review the data on both majors and minors, as well as some of the retention reports that her office develops.
5. Prof. Welch, chair of the Faculty Affairs Committee, reported that at its last meeting, the committee had updates and discussions of some of their subcommittees:
  - Faculty Policy Series #43 - Hofstra University Harassment Policy, to specifically incorporate the language covering chairs.

- Over the last couple of years, the AAUP and the administration worked out a Memorandum of Agreement (MOA) whereby chairs were covered in part by this MOA that that all faculty are covered under through FPS #43 and so the subcommittee is looking to incorporate the language of the MOA into the FPS.
- Part time and adjunct recognition system
  - The subcommittee is working out the parameters of a recognition system for part-time faculty members on the line of the Faculty of the Year Awards. They have worked out a recommendation, but after discussion the committee decided to look at the original proposal which was discussed a few years ago
- Digital Measures
  - the subcommittee scheduled a few meetings with department chairs to get a sense of how their respective departments use digital measures. The subcommittee also met with Steve Fabiani, Vice President for Digital Innovation and Technology, to learn about whether it's possible to remove digital measures and implement a new system. According to Vice President Fabiani, Hofstra possesses a baseline version of digital measures, and the product can be upgraded. The subcommittee's next plans are to interview faculty members about their experiences with digital measures and how they would like to see digital measures changed/used in the future

#### **F. New Business**

Comila Shahani-Denning, Interim Senior Vice Provost, updated the SEC on the Vision Project. They are in the process of identity of the external facilitator that they will use for faculty focus groups and are narrowing down the list. The faculty focus groups will happen sometime in mid-November and carry on through the end of the calendar year. A survey is in the process of being finalized that will be sent out sometime in February. One of the issues they encountered was the cost of an external note taker, so they are looking to have internal secretaries take notes for the faculty focus groups. A discussion followed.

The meeting was adjourned at 2:03 p.m.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, November 22, 2021**

Present: K. Boston-Hill, L. Campbell, W. Caniano, C. Eliot, J. Lenaghan C. Shahani-Denning, K. Wallace, P. Welch

A. The minutes of the November 1, 2021 were unanimously approved.

**B. Action Item**

1. Prof. Caniano presented for action, revisions to the Completion Ratio regarding probation. Kevin Boston-Hill, chair of the Undergraduate Academic Affairs Committee, reported that the committee wanted to change the language so it would not penalize students who met the academic requirement for passing the classes, and then received a letter saying they were still on academic probation because they had a low completion percentage. A discussion followed and it was decided to send the item back to committee.

**C. Committee Reports**

1. Prof. Boston-Hill reported that the committee has been finalizing wording on academic probation and the completion ratio so that we don't double penalize students that have done well in their courses, but just may not have met the completion ratio requirements. The committee is also working on Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University dealing with students who have had posted exams and papers online. The committee is also putting together an ad-hoc committee to review first year programming to come up with best practices for retention of first year students. He also reported that a lot of people attended the *Gradescope* demo and have been receiving many requests to see how they can bring it into their department or if Hofstra can purchase it campus-wide. It will now be handed over to the Special Committee on Education and Research Technology.
2. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee is finalizing wording on some of the initiatives they have been working on including Faculty Policy Series #43 - Hofstra University Harassment Policy, a recognition system for part-time faculty. The committee will also be looking at the title of Secretary of the Senate and that role.
3. Kathleen Wallace, chair of the Planning and Budget Committee, reported that the committee met with Jessica Eads, Vice President for Enrollment Management and Chavon Stuparich, Executive Director for Institutional Research, to review retention reports that her office develops.
4. Lila Campbell, chair of the Student Affairs Committee, reported that the committee is helping senator at-large Jasterzenski along with her night shuttle initiative. The two main points the committee are focusing on are universal design on campus and whether the university can offer students their 18<sup>th</sup> credit for free.
5. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee will meet on November 30, and will continue to work on, a recommendation to graduate program directors and faculty, regarding distance learning course delivery, which was tabled at the last SEC meeting, as well as, a recommendation to undergraduate program directors, regarding undergraduates taking graduate courses.

The meeting was adjourned at 1:43 p.m.



**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, February 7, 2022**

Present: K. Boston-Hill, L. Campbell, W. Caniano, C. Eliot, J. Lenaghan C. Shahani-Denning, K. Wallace, P. Welch

A. The minutes of the November 22, 2021 were unanimously approved.

**B. Action Item**

1. Prof. Caniano presented for action, revisions to Faculty Policy Series #43 - Hofstra University Harassment Policy. Prof. Welch, chair of the Faculty Affairs Committee reported that as a committee, the FAC decided that it made sense to update FPS #43 so that it reflected the language of the Memorandum of Agreement (MOA) between the union and Hofstra University, as it was developed. Any revisions made incorporate the elements of the MOA that was signed in February 2020. The MOA considers the somewhat ambiguous role of chairs as somewhere between administration and faculty. The revised FPS #43 incorporates the language, so it reflects the MOA clearly. The item passed unanimously.

**C. Discussion Items**

1. Prof. Caniano presented for discussion, Faculty Statute VII. 2. a. which deals with elected members of the University Senate. The Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies is not mentioned and for the past years the Nursing School has been appointing a representative the same way the Medical School, Law School and chairpersons, who run their own elections. A discussion followed on whether the elections should be held through Special Committee on Recruitment, Elections, and Nominations (SCREAN), since the School of Nursing answers to the Provost's Office. It was decided they should comply with how we run elections with everyone else. Faculty Statute VII should be amended to reflect this and follow the same guidelines regarding how many senators they can have outlined in VII. 2. a. Prof. Caniano reported that SCREAN will take a closer look at this before making any formal changes.
2. Prof. Caniano presented for discussion, revisions to the spring 2022 academic calendar. There were concerns raised by the Chairs' Caucus that due to when registration falls within the Fall and Spring terms students do not have a solid understanding of how they are performing in their courses because of a lack of sufficient coursework and feedback received by such an early date. There were also concerns raised about the time of day that registration started, which is traditionally at 10 pm on Sunday, and the availability of departments during that period. The proposal moves the start of the registration period three weeks later in the term from March 6, 2022, to March 27, 2022, changes to a more compressed timeline for each class's registration start and moves the start time to the afternoon. The Academic Calendar Committee will be meeting this week to review the change to the registration pattern, and this will be brought to the University Senate and the Full Faculty as an information item.

**D. Committee Reports**

1. Lila Campbell, chair of the Student Affairs Committee, reported that the committee is still working on their meeting schedule and has nothing to report at this time.
2. Prof. Boston-Hill reported that the committee will be:
  - revisiting the Global International Intercultural Category tag for the Internationalization Proposal there seems to be a lot of different course tagging proposals coming down the pike, so the committee wants to see how they can maybe consolidate a few items together to avoid overwhelming students.

- looking at the study abroad requirements because as is written currently, students can be registered at Hofstra, but they can end up taking a really large chunk of their coursework abroad, as opposed to being here on campus. The committee will be looking to tighten up the language.
  - clean up the language for the completion ratio to include the recommendation of the advisor within that plan, as recommended by the Senate Executive Committee at its last meeting.
  - starting to explore the Ad-hoc Committee on Student Retention. Prof. Caniano reported that there is now going to be a campus-wide retention working group that will subsume that work for now and to hold off on the ad-hoc committee.
3. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the revisions to the language of the dual degree section of the Graduate Bulletin, which was passed by the University Senate on November 8 and the full faculty on December 6, led to a conversation with Holly Seirup where she notes that they have programs that exist that conflict with the way the revisions were described. She suggested adding a section that deals with accelerated degree programs to the current section on dual degrees, so the committee will work on her suggestions.
  4. Kathleen Wallace, chair of the Planning and Budget Committee, reported that the committee met last Friday and discussed what kind of questions they will have for Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer, Jennifer Mone, Vice President for Legal Affairs and General Counsel and Janet Lenaghan, Interim Provost, when they meet on March 11. She also reported that she, along with Jessica Santangelo met with Interim Provost Lenaghan to talk about classrooms on campus mostly ones that are used by everybody and not ones that are specific to particular units. P&B had suggested that it would be a good idea to create a strategic classroom planning committee that involve faculty and others to think about what the classroom should look like and what renovations are needed. Interim Provost Lenaghan reported that she thought it was a great suggestion and her office thought that rather than have it out of P&B, create an actual committee from the provost's office that has all the relevant stakeholders on it. They will pull them together and start to have conversations with the parties involved and hopefully get the committee convened quickly and really start thinking about a structure and one that is more intentional.
  5. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee met in January to review applications for Special Leave and have submitted its recommendations to the Provost's Office. This semester the committee will continue to work on adjunct recognition with the intent to bring that to the SEC next month, as well digital measures, which will be more of a long going project. The committee will also start to review and update additional faculty policy series and hope to come up with some possible themes for an academic symposium.

#### **E. New Business**

Prof. Caniano reported that last year, the Student Affairs Committee removed from its bylaws all of the oversight of them with the Division of Student Affairs, as they felt it was inappropriate to have them weighing in on the function of student affairs as a division. However, he would like in some way for the Division of Student Affairs to report to the University Senate, as they have a lot of data on things like retention rate, mental health issues. He opens this up for discussion on how this can be accomplished. Should we create a special committee in line with what we do with athletics with the Athletic Policy Committee, or should the Vice President for Student Affairs, who is an ex-officio member of the University Senate, report at Senate meetings? A discussion followed.

The meeting was adjourned at 1:43 p.m.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING  
Monday, March 7, 2022**

Present: K. Boston-Hill, L. Campbell, W. Caniano, C. Eliot, C. Shahani-Denning, K. Wallace, P. Welch

Absent: J. Lenaghan

A. The minutes of the February 7, 2022 were unanimously approved.

**B. Chair's Report**

Prof. Caniano convened the meeting by reporting on the last Board of Trustees meeting:

- part of the discussion of the decision to end ending the mask mandate was that the campus population is at 100% having received their booster shot and 15% of the student population will be tested every week.
- applications for next's years enrollment for are down from this time last year, but deposits are up. (usually they trend in the same direction)
- Commencement will be held on Sunday, May 22
- 20 new car chargers were installed on campus, paid for by a grant from New York State

Prof. Caniano reported that faculty leadership met with President Poser on Thursday and reported the following:

- the university is hiring a new Director for Marketing
- next year, the administration will be announcing a new capital campaign that will fund mostly scholarships, programs and new construction
- Hofstra has become an R2 university by the Carnegie Classification of Institutions of Higher Education (CCIHE)
- Construction for the new Nursing Building is on schedule

Prof. Caniano reported that he, along with Sabrina Sobel, Secretary of the Faculty and chair of the Special Committee on Recruitment, Elections, and Nominations (SCREAN), met with the deans of the Frank G. Zarb School of Business, Lawrence Herbert School of Communication, and Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies on the following:

- the Frank G. Zarb School of Business is losing a Senate seat, as full-time faculty members total under 59 members
- the Lawrence Herbert School of Communication is losing a Senate seat as full-time faculty members total under 29
- Elections for the seat representing the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies will now be run through SCREAN

Prof. Caniano reported that SCREAN met last week and ratified the spring 2022 election cycle:

- Nominating ballots will be sent out on March 7 through March 18
- Elections will be run from Monday, April 4 through April 18

SCREEN is still looking for a Parliamentarian. A request for nominations will be sent shortly.

### **C. Action Items**

1. Prof. Caniano presented for action, a recommendation on alternative registration pins. Christopher Eliot, chair of the Graduate Academic Affairs Committee, reported that presently, graduate students need alternate pins to register and the original motivation for this was that they be required to meet with an advisor in order to register and since so many graduate programs are sort of diffuse, maybe students don't have much in relationship to campus, the idea is that they get they get advising and what forces them to is that they're required to get a number to input to register. As it turns out a lot of graduate program directors, faculty and advisors don't particularly relish having to use these pins and would be happy to eliminate them. Elfreda Blue, Vice Provost for Undergraduate and Graduate Academic Affairs, and the provost's office surveyed graduate program directors and found that a lot don't want them, but some do and some are indifferent. Given the eagerness to get rid of them for so many graduate programs, the GAAC suggested that the blanket requirement that graduate students get pins to register be eliminated. The committee also consulted with Evan Koegl, Registrar and Director of Academic Records, who thinks it's technically feasible and not problematic to move to an opt in system where departments are able to opt into using them through an annual yes or no process, the committee decided to add that to the recommendation. To the extent possible, a department's PIN requirement be codified in each school's Bulletin pages. It was decided to table the item until the fall.
  
2. Prof. Caniano presented for action, the Adjunct Recognition Policy. Patricia Welch, chair of the Faculty Affairs Committee, reported that the faculty of the year award for each of the schools and the divisions of HCLAS is limited to full-time faculty members. There are several people both full time and part time faculty who believe that this is not ideal, and that adjunct faculty should also be recognized in a similar way. A subcommittee of the FAC has been meeting to discuss this and after some corporate discussion, the FAC voted to amend the Teacher of the Year voting process to include all adjuncts who met the eligibility criteria for the award. With this motion, a single ballot would be created containing the names of all eligible faculty, both full-time and part-time; following the voting process the respective full-time and part-time awardees for each school and division of HCLAS would be selected. A discussion followed and it was decided to table this item until the fall.

### **D. Discussion Item**

Prof. Caniano reported that he has had conversations with several people within the Senate and faculty leadership about the nature of our governing documents. Many are outdated and he suggests creating a task force working group to review and recommend revisions. He reported that he has been researching other college and university's faculty governance. A discussion followed.

### **E. Committee Reports**

1. Lila Campbell, chair of the Student Affairs Committee, reported that the committee is meeting on the first Friday and third Wednesday of each month and has had two meetings so far. As a result of these meetings, the committee met with Geraldine Hart, Director of Public

Safety, and Giovanni Ortiz, the student representative for public safety to discuss a proposal by senator at-large Jasterzenski regarding the night shuttle.

2. Prof. Boston-Hill reported that the committee is finalizing language on academic probation and the completion ratio so that we don't double penalize students that have done well in their courses, but just may not have met the completion ratio requirements. The committee is also finalizing language for Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University dealing with students who have had posted exams and papers online.
3. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that at its last meeting, the committee discussed the registration pin proposal presented earlier. They will follow up with the UAAC before revising language on Faculty Policy Series #11G - Procedures for Handling Violations of the Honor Code by Graduate Students at Hofstra University.
4. Kathleen Wallace, chair of the Planning and Budget Committee, reported that the committee has met twice to develop its list of questions for Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer, Jennifer Mone, Vice President for Legal Affairs and General Counsel and Interim Provost Lenaghan when they meet on Friday, March 11 to review financials and the budget. Nate Rigel, a Senator-at-large on P&B gave the committee an update on the committee looking at grants and indirect costs chaired by Sofia Kakoulidis, Associate Provost for Research and Sponsored Programs. She also reported that she attended a meeting of the Special Committee on Education and Research Technology, to discuss connecting them with the new Provost-level Classroom Committee
5. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee received updates from its subcommittees:  
the subcommittee for digital measures is conducting surveys of chairs  
the subcommittee working on a recognition system for part time and other accomplishments presented their proposal

Prof. Welch also reported that the committee moved to a discussion of perhaps changing something about the way in which applications are submitted for the Special Leaves as there were a few cases where leave applications were submitted properly but somehow fell through the cracks and were not submitted to the FAC in time.

The meeting was adjourned at 1:39 p.m.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, April 4, 2022**

Present: E. Blue, K. Boston-Hill, L. Campbell, W. Caniano, C. Eliot, K. Wallace, P. Welch

Absent: J. Lenaghan, C. Shahani-Denning

A. The minutes of the March 7, 2022 were unanimously approved.

**B. Chair's Report**  
**Information Item**

1. Prof. Caniano presented for action, a survey from the Environmental Priorities Committee. Kristopher Lotier, chair of the EPC, reported that the goal of this survey is to gauge campus-wide interest in certain kinds of sustainability, and to make sense of which initiatives we are already pursuing members of the campus community are already aware of. Once this is passed by the Senate, it will most likely be deployed in the fall.

**C. Committee Reports**

1. Prof. Boston-Hill reported that the committee met at the beginning of the month to continue working on language on Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University dealing with students who have had posted exams and papers online. They have sent a copy to the GAAC as well for their review. The committee is also waiting on feedback from the Honor Code Committee so they can be thorough with this.
2. Caroline Schreiner reported for Lila Campbell, chair of the Student Affairs Committee, reported that the committee met with the public safety team for a second meeting and have begun the process of making a game plan for a 3–5-year plan to continue the work of Senator at Large Mercedes Jasterzenski regarding the night shuttle.
3. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that at its next meeting, the committee will look at what the UAAC has done with FPS #11, and revise FPS #11G.
4. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee has met with Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer, Jennifer Mone, Vice President for Legal Affairs and General Counsel and Interim Provost Lenaghan to talk about the university's finances and budget. Vice President Hennessy described to the committee the budget process which they develop a projected budget in starting in October and then invite proposals from VPs for their different areas and then develop a preliminary budget to determine whatever the tuition will be by March. The final budget is adopted by June. In terms of reporting right now enrollment and tuition revenue is down for spring 2022 but they will come in without a deficit mostly because at the moment we have some savings with personnel as there are a number of jobs that are posted, but they haven't been filled. They have also seen some dips in second- and third-year students, as well as a decline in students in the residence halls.

Prof. Wallace reported that the committee is thinking about formulating some ideas for faculty development – having some seminars or workshops for opportunities for faculty to become more familiar with how the university works.

5. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee discussed a special leave application that was submitted late. Considering this, the committee will begin to discuss the special leave application process. The committee will also look at designing a slightly more fleshed out rubric for special leaves.

**D. New Business**

Prof. Caniano reported that he would like to have a working group review all governance documents and is looking for volunteers to serve on this group. A discussion followed.

The meeting was adjourned at 1:28 p.m.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING**  
**Monday, April 25, 2022**

Present: K. Boston-Hill, L. Campbell, W. Caniano, C. Eliot, E. Koegl, J. Lenaghan, C. Shahani-Denning, K. Wallace, P. Welch

A. The minutes of the April 4, 2022 were unanimously approved.

**B. Chair's Report**

Prof. Caniano convened the meeting by reporting that the Special Committee on Recruitment, Elections, and Nominations (SCREAN) bylaw review subcommittee met and are reviewing the senate structures of what they consider similar schools to Hofstra. They will also review how the senate structure is at the other schools in the Colonial Academic Alliance (CAA) and see what improvements we can make to ours.

Prof. Caniano reported that faculty leadership will be meeting on Wednesday with the Vice Presidents.

**C. Action Items**

1. Prof. Caniano presented for action revisions to the Completion Ratio RE: Probation Standards. Evan Koegl, Registrar and Director of Academic Records, reported that this item had come up through the Undergraduate Academic Affairs Committee. The reason it was brought to the UAAC in the first place was because there has been this strange pocket of students every term who are high performing academically, but because of past performance will get caught into completion ratio probation standards. It becomes very hard for them to extricate themselves from that probation as we are now limiting the number of credits they can take in a future term. He noted that these are students who are getting on Provost's and Dean's Lists and are doing as well as they can with the limited number of credits that they're taking. It is also a very small group of students, typically no more than 9-10 students in the last couple of terms. The committee recommends that a modification is made to the requirements that it should only apply to students who fail to complete all coursework within a term as well as fall below the required credit percentages. A discussion followed, and the item was passed unanimously.

The following items will be tabled until the fall when the new Provost is in office:

- Revisions to the Study Abroad Policy
  - Revisions to Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University
  - Revisions to Faculty Policy Series #11G - Procedures for Handling Violations of the Honor Code by Graduate Students at Hofstra University
2. Prof. Caniano presented for action appointments of new senators and senators at-large to the standing committees. The following were approved:
    - Jackie Geis, Local 153/Staff was appointed to the Planning and Budget Committee as per the committee's bylaws



- Chuck Liang, Fred DeMatteis School of Engineering and Applied Science, was appointed to the Undergraduate Academic Affairs Committee. (He was already serving as a senator at-large on this committee)
- Yassar Salem, School of Health Professions and Human Services, was appointed to the Faculty Affairs Committee
- Tyler Thier, Adjunct Senator, was appointed to the Faculty Affairs Committee
- Amy Masnick, School of Natural Sciences and Mathematics was appointed to the Planning and Budget Committee

In addition, Li Huang, Frank G. Zarb School of Business, was moved from the Graduate Academic Affairs Committee to the Planning and Budget Committee. It was also noted that the Frank G. Zarb School of Business and the Lawrence Herbert School of Communication are losing one senator seat due to decrease in full faculty membership. Victor Lopez, whose term was ending, will continue to serve on the Undergraduate Academic Affairs as a Senator-at-large.

Caroline Schreiner reported that SCREAM will meet within the next week to review committee, subcommittee, and special committee membership to appoint Senators-at-large where needed. A full report will be given to the SEC at a later date.

#### **D. Discussion Items**

1. Prof. Caniano presented for discussion, honoring parting senators who have served two or more terms on the University Senate with a plaque thanking them for their time and dedication as a gift. This speaks specifically to parting senators, Sleiman Ghorayeb, Fred DeMatteis School of Engineering and Applied Science, who has served from 2013 – 2022 and Victor Lopez, who has served since 2019, but prior served from 2009 – 2018 (which a one-year break in between.) A discussion followed about setting a precedent.
2. Prof. Caniano reported that there seems to there seems to be a steep learning curve for new faculty senators when join the University Senate. They don't really know what they're supposed to be doing and what their purview is. He reported that he is thinking about possible moving the timeline of our first SEC meeting in the fall to the second week in September or thereabouts, to allow for the new senators (or even all the senators) attend a lunch at the University Club to familiarize the new senators with the shared governance process and discuss possible agenda items for the year. The idea is to build a strong community and orient people. Prof. Caniano reported that if there are no objections, he will work on this and follow up with the SEC. This is also something that can be refined over the years.

#### **E. Committee Reports**

1. Lila Campbell, chair of the Student Affairs Committee, reported that the committee is working on creating a continuous meeting schedule with Public Safety.
2. Prof. Boston-Hill reported that the committee completed revisions to Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at

Hofstra University dealing with students who have had posted exams and papers online and looks forward to next year. Prof. Boston Hill also reported that he will be stepping down as chair and a new one will be elected for the fall semester.

3. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee worked on Faculty Policy Series #11G - Procedures for Handling Violations of the Honor Code by Graduate Students at Hofstra University and were reconciling language with the UAAC.
4. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee is meeting this week with Joseph Barkwill, Vice President for Facilities and Operations. She also reported that the committee has requested more budget information from Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer and Janet Lenaghan, Interim Provost. Once this information is received, she will be meeting with Interim Provost Lenaghan to discuss. Prof. Caniano requested the committee ask Vice President Barkwill to report on the renovations in Hagedorn Hall to accommodate the Physical Therapy Department.
5. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee had a productive discussion with student senators on the revised registration schedule and will most likely recommend we move to a Sunday-Wednesday schedule, as well as earlier registration times for graduate students, particularly for the spring semester when it is also part of recruitment. The committee also discussed special leave applications and formed two subcommittees to look at the workflow process primarily and hope to have a meeting before the end of the semester.

#### **F. New Business**

1. Prof. Caniano reported on an issue with *Navigate* that Karyn Valerius, chair of the Chairs' Caucus, brought up. Janet Lenaghan, Interim Provost reported that very preliminary they are thinking about how to get more faculty to weigh in on whether or not it makes sense to use *Degreeworks*. Prof. Caniano reported that the Special Committee on Education and Research Technology will look into the issue.
2. Evan Koegl, Registrar and Director of Academic Records presented for action the 2022-2023 Academic Calendar which was just approved by the Academic Calendar Committee. The SEC requested that the committee discuss and memorialize the reasons for starting after Labor Day when the Calendar Committee reconvenes in the Fall 2022 term since questions were raised about the practice.

The meeting was adjourned at 2:48 p.m.