

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Tuesday, September 6, 2022**

Present: E. Koegl, W. Caniano, C. Eliot, E. Koegl, C. Riordan, J. Santangelo, s. Sobel, C. Shahani-Denning, K. Wallace, P. Welch

Absent: A. Pantry

A. The minutes of the April 25, 2022 were unanimously approved.

B. Chair's Report

Action Items

1. Prof. Caniano presented for action the 2023-2024 Academic Calendar. Evan Koegl, Registrar and Director of Academic Records, reported that this calendar mimics the 2017-2018 academic calendar that was approved several years ago. The only exception to that is just like the last couple of years practice, the fall break happens on Thursday, October 12 and Friday, October 13 as opposed to Columbus Day due to it being a big recruiting day and a big visit day and it is beneficial if the campuses is lively. In addition, there are several conversion days the week of Thanksgiving break to compensate. There was a discussion on the new spring calendar about breaks and whether there was discussion on moving the break back a week or so. The Academic Calendar Committee made a recommendation to move that break but when it was brought to senate, it was pushed back. Director Koegl reported that he is happy to open it up for discussion again. Prof. Santangelo reported that in this proposed spring calendar Monday/Wednesday sections have one more class meeting time than do Tuesday/Thursday sections. Director Koegl explained that the problem is the meeting minutes for the Monday/ Wednesday/ Friday schedule are needed and it happen sometimes that there's an extra class on a given day. It was decided to draft some language to alert faculty of this. The item was passed unanimously.

Information Items

Prof. Caniano reported that the following information items were tabled last spring to allow Provost Riordan a chance to review them:

- Recommendation on Alternate Registration Pins
- Adjunct Recognition Policy
- 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

They will be presented for action at the next SEC meeting.

C. Committee Reports

1. Prof. Santangelo reported that the committee will be meeting with Jessica Eads, Vice President for Enrollment Management, on September 9th to talk about enrollment issues as well as the decrease in the GPA requirement for maintaining Hofstra award and merit-based aid, specifically why it did not go through the shared governance process. She also reported that the committee will be revisiting the language for the Completion Ratio RE: Probation Standards.
2. Caroline Schreiner reported for Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported he is waiting on participants' information to schedule our first meeting, at which we will plan our agenda for the semester. If SEC has anything to delegate to GAAC, to let him know.
3. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee has its first meeting on Friday, September 23. The committee will be bringing forward a proposal from last semester about developing chair leadership training workshops, which include both a request for clarification and publication of the organizational and reporting structure of the university, which is very opaque to a lot of people, as well as a proposal for some leadership training for faculty.

The committee will also discuss:

- what the role of the P&B committee is in strategic planning going forward now that the vision project has been completed.
 - retention strategies
 - had meetings with Vice President Eads last year after data on census was received
 - financial and budget information that the committee will receive to gain a clearer understanding of the university's situation so that P&B can play a meaningful role
4. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee will be meeting next Friday and will work out their agenda for the year. The committee intends to review the Faculty Policy Series.
 5. There was no report from the Student Affairs Committee.

The meeting was adjourned at 2:24 p.m.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, October 3, 2022

Present: W. Caniano, C. Eliot, E. A. Pantry, C. Riordan, J. Santangelo, C. Shahani-Denning,
 K. Wallace, P. Welch

A. The minutes of the September 6, 2022 were unanimously approved.

B. Chairs Report

Prof. Caniano reported that the faculty leadership group met with the provost to discuss a new Human Resources system in place for hiring.

Prof. Caniano reported that the new draft of the Course and Teacher Ratings (CTR) draft report from the Blue-Ribbon Committee and link to a Qualtrics survey. If you haven't already done so, please review the report and fill out the survey.

Prof. Caniano reported that three staff members have left the mailroom causing delivery to slow down significantly. They are in process of hiring for two of the three jobs.

Action Items

1. Prof. Caniano presented for action a recommendation on Alternate Registration Pins. Christopher Eliot, chair of the Graduate Academic Affairs Committee, reported that this came out of a situation where different programs have different views about whether registration pins are helpful or oppressive. In consultation with a lot of others, the committee decided that the blanket requirement for them to be removed, but the departments or units be able to opt into that. Ideally, on an annual basis with the "yes" or "no" process. To the extent possible, it should be communicated to students and everybody else in the bulletin pages for a school.

The second bullet point:

departments be able to opt in to using PINs through an annual "yes or no" process;

was amended to:

departments be able to opt in to using PINs through a "yes or no" process and set the default to the previous year's choice;

The item passed as amended.

2. Prof. Caniano presented for action the Adjunct Recognition Policy. Patricia Welch, chair of the Faculty Affairs Committee reported that there is a long history about the idea of having an adjunct recognition system. This was raised by faculty members about five or six years ago and it passed the Senate at that time. It went to the provost's office but it was rather late in the year so there was a decision to hold off on it at that point. At the end of the senate term 2020-2021, some adjunct and full-time faculty members contacted the FAC and asked if they can work on revisiting this issue. Adjuncts play a very important role at the university, and we want to recognize their teaching as well, so a subcommittee of the FAC worked last year to come up with a recognition system. One whereby students are not requested to vote for adjuncts and full timers at the outset, but that the division of adjuncts and full-time faculty would be done on the backend, after the votes came in. A discussion followed.

3. Prof. Caniano presented for action revisions to the Study Abroad Policy. Jessica Santangelo, chair of the Undergraduate Academic Affairs Committee, reported that there were concerns that the way the language is currently written that some students would be able to take a large chunk of their coursework abroad, as opposed to on campus, so the committee was charged with tightening up the language. Prof. Welch reported that the process as provided in the attachment is very close to the system as it already is established. Students must get approval or preapproval for any courses that they take while abroad. However, most universities outside of the United States do not set calendars as far in advance as American universities do. So quite often they must choose multiple and occasionally an entire roster of new classes and then via e-mail get preapproval for them. Nobody goes abroad without their advisors having a good idea of the sort of program that they will be taking. Students are also required to have their transcripts sent back to the to the United States. She noted that if some students did not have the possibility of studying abroad more than the one year, they may transfer away from Hofstra, and we might lose them in terms of retention data. A discussion followed and there was some concern with the following bullet point:

- *Students may study abroad for a maximum of three (3) semesters. However, students may not enroll in three consecutive fall/spring semesters abroad;*

The SEC decided to move the revisions to the policy to the full Senate to discuss. The item passed unanimously.

4. Prof. Caniano presented for action revisions to Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University and Faculty Policy Series #11G - Procedures for Handling Violations of the Honor Code by Graduate Students at Hofstra University. A friendly amendment was made to remove “In extreme cases” from the following sentence in both documents:

In extreme cases, such penalties may include being prohibited acceptance into any further degree programs at Hofstra University.

C. Committee Reports

1. Prof. Santangelo reported that the committee will be meeting on Friday to review Faculty Policy Series #11 as well the calculations for Latin Honors about transfer credits. The committee will also:
 - discuss a potential merger between the UAAC and the GAAC
 - finalize language on the Completion Ratio and Academic Probation, which was passed in May, but sent back to the committee.
 - discuss course repeat option
 - discuss what role the UAAC could potentially have in looking at the number of credits required for degrees
2. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported the committee is looking into a situation with Writing Center support for graduate students. It is a little opaque and there are disagreements about how it actually works. The Writing Center seems designated for undergraduate students, but certain graduate programs require their students to use it.

Prof. Eliot reported that the committee is gather concerns from faculty that they have about graduate recruitment related to compensation.

There is a group looking at a broad area of “academic support and other services” for graduate students that are relevant to their life on campus and ultimately their academic well-being. Some of the issues may get sent over to the Student Affairs Committee.

3. Prof. Wallace, chair of the Planning and Budget Committee, reported and update on the issue brought up at Senate regarding electric vehicle charging stations. The committee has referred the issue to the Environmental Priorities Committee, which had a meeting with Joseph Barkwill, Vice President for Facilities and Operations who is dealing with the issue by installing some additional spaces as well as considering policy proposals. EPC also sent over a sprinkler proposal which she has forwarded to Vice President Barkwill and Prof. Caniano.

Prof. Wallace reported that once the census data is out, Rich Apollo, Associate Provost for Budget and Planning will explain to the committee how to understand the report. The committee will also invite Cynthia Langin, Senior Associate Provost Institutional Research & Assessment to update the committee on what is happening in her office.

The committee will also discuss support for students who have recently graduated to attend conferences to present research they completed in their senior year when the conference occurs after they have graduated as well as review description of the responsibilities of the Planning and Budget committee and whether they should be playing a more robust participatory role in planning and budget processes at the University.

Prof. Wallace reported that the committee had made a proposal for developing faculty leadership workshops which they would like to ultimately send to the provost’s office through shared governance. A discussion followed.

4. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee will will continue work on a few issues that were begun last year (or earlier), including a review of digital measures, and the special leave evaluation rubric. Two ad-hoc subcommittees have been formed for these two issues. In addition, the committee will review and update items in the Faculty Policy Series, as well as revisiting the Adjunct Recognition Policy. The committee will also review the definition of the FAC in the Senate bylaws.
5. Adallis Pantry, chair of the Student Affairs Committee, reported that the committee will work on outreach to students, as many students do not know this committee exists. A mass email is being sent out to the student population. The committee is considering other forms of promotion such as putting up posters, creating an *Instagram* account, and tabling in the Student Center. The committee will also discuss the Town Hall Meeting.

The meeting was adjourned at 2:36 p.m.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, October 31, 2022**

Present: W. Caniano, C. Eliot, E. A. Pantry, C. Riordan, J. Santangelo, C. Shahani-Denning, K. Wallace, P. Welch

A. The minutes of the October 3, 2022 were unanimously approved.

B. Chairs Report

Prof. Caniano reported that an email went out from Dan Seabold, Interim Dean of HCLAS calling for volunteers for the Council at Hofstra Ensuring Student Success (CHESS) and the following subcommittees:

- First Year Experience
- Curriculum
- Advising
- Data
- Graduate Programs
- Non consumer pathways

Prof. Caniano asks that members of the Senate Executive Committee either volunteer or find someone from their committee to volunteer. He will compile a list through the faculty leadership group and will send to the provost.

Prof. Caniano reported that the provost visited Axinn Library to discuss the future of the library.

Prof. Canaino reported that the Senate and Special Committee on Education and Research Technology will be sponsoring a teaching and learning conference of January 25.

Prof. Caniano reported that documents from Board of Trustees will now be in print for review in the University Senate Office and the faculty leadership group continues to meet with the president and provost.

The provost reported that he and the president are putting together a steering committee for the strategic direction's effort over the coming academic year. A primary role will be to work with them to receive and review proposals that come in response to the Requests for Proposals (RFP's). A discussion followed.

Discussion Items

1. Prof. Caniano presented for discussion support for recently graduated students to attend conferences. Kathleen Wallace, chair of the Planning and Budget Committee, reported that Prof. Sleiman Ghorayeb, a former Senator and member of Planning and Budget for support for recently graduated students to attend a conference to present research work that they completed at Hofstra. There is already support for students prior to graduation to attend

conferences to present their research. This proposal is specifically to address a gap in the support provided to students who complete research in their senior year and who graduate before the conference acceptance and dates. The issue of timing for conference acceptance, presentation and attendance is explained well in the attached proposal. Planning and Budget wholeheartedly endorses the idea that the University should provide support in such cases. The source of funding would need to be identified and eligibility criteria and procedures would need to be developed. The committee had an extensive discussion of this proposal and unanimously recommends that Hofstra establish a program to implement such support. A discussion followed and it was decided to have P&B research what other universities do as well as understanding the scale and scope of how frequently this situation happens at Hofstra.

2. Prof. Caniano presented for discussion, the change in GPA requirement for undergraduate scholarships. Jessica Santangelo, chair of the Undergraduate Academic Affairs Committee, reported that she, along with the provost, Interim Senior Vice Provost Shahani-Denning, and Vice Provost Blue met about the change in scholarship GPA requirement. Prof. Santangelo felt that the UAAC should have had a voice in this decision. In speaking with Kathleen as Chair of P&B, P&B does have explicit purview over scholarships: Bylaws Section IV. h. “be responsible to the Senate for the standards and review of policies governing the awarding of scholarships, awards for service, grants for financial need, and the coordination of standards of scholarships and student aid in the several units of the University.” A discussion followed. Provost Riordan reported that he spoke with Jessica Eads, Vice President for Enrollment Management, who agreed to report out on some of the data that they are beginning to collect to get an understanding if the change is effective and how. The Provost reported that If additional changes are to be made, he will do everything within his abilities to ensure that new augmented suggestions are brought to the right senate committees in advance of enacting any changes.

Action Items

1. Prof. Caniano presented for action revisions to the Completion Ratio verbiage. Prof. Santangelo reported that this is language that was revised last academic year. At the time, members of the UAAC wanted to have a particular standard. At the full senate meeting, it was brought up that this seemed arbitrary, so the committee was asked to discuss it further. The UAAC decided to recommend removing “with a grade of B or better.” from the language. The item passed unanimously.

C. Committee Reports

1. Prof. Santangelo reported that the committee will continue to discuss the completion ratio. A request has been made that they add verbiage so that students who are on the completion ratio probation for some determined amount of time will automatically get kicked through the UAAC. The committee will also further revise Faculty Policy Series #11 to include language that should the alleged violation involve Hofstra-supported technology (e.g., Blackboard), at least one (1) representative from Education Technology and/or ITS will be present as a non-voting member. The committee will also work on revising language for the calculations for Latin Honors about transfer credits. The committee will also discuss streamlining the Course Repeat option as well as the Writing Proficiency Exam.

2. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that he suggests that FPS #11 & 11G be sent to the Honor Board for their consideration because when both policies were circulated, there was some concern about implementation. He brought it back to the GAAC for clarification, and it turns out there was a deep misunderstanding about the language specifically about what we do when there are infractions discovered after a student graduates. There was some miscommunication deep enough that he feels the Honor Board should weigh in on how to approach the situation of students who have already graduated. The committee will continue to investigate support for graduate students within the Writing Center, as well as support for graduate students in the more general sense. One issue that was brought up included lack of study space for graduate students, especially afterhours.
3. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee spent most of its time at the last meeting reviewing census reports. The committee is also beginning to review all the strategic planning information that was received from Jean Peden-Christodoulou, Senior Advisor and Chief of Staff to the President, and will be discussing it going forward. The committee also had a brief discussion on a report provided by the library subcommittee.
4. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee had a lively discussion on the Adjunct Recognition Policy. The discussion included a general sense that this is student driven, and that it wouldn't be good if we removed this student driven award. At its next meeting, the committee will review the special leave rubric, digital measures, as well as various Faculty Policy Series. the definition of the FAC in the Senate bylaws.
5. Adallis Pantry, chair of the Student Affairs Committee, reported that the committee discussed an event they are cosponsoring with multicultural clubs on campus bring held Thursday, November 3 at 6:00 p.m. Ms. Pantry reported that she will be meeting with the Student Government Association to discuss their involvement in the Town Hall Meeting which will be held on Wednesday, November 16 during common hour.

The meeting was adjourned at 2:19 p.m.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, November 21, 2022

Present: J. Bartolotta, W. Caniano, C. Eliot, M. Kase, C. Riordan, J. Santangelo, C. Shahani-Denning, K. Wallace, P. Welch

A. The minutes of the October 31, 2022 were unanimously approved.

B. Chairs Report

Prof. Caniano reported that all the volunteers and recommendations for the Council at Hofstra Ensuring Student Success (CHESS), have been submitted.

Action Items

1. Prof. Caniano presented for action the LMS recommendation from the Special Committee on Education and Research Technology. Mitch Kase, Director of Educational & Research Technology Services, reported that this proposal is to move from *Blackboard* to *Canvas* and the report presented references and cites the qualitative data that was collected from the surveys sent to faculty who participated in the pilot and the student data that was collected. The committee, chaired by Joseph Bartolotta, also ran two additional focus groups afterwards.

Director Kase gave a summary of the migration plan. Existing courses in Blackboard Learn will be migrated by Canvas per their proposal. Canvas and Blackboard (both Learn and Ultra) abide by a set of open standards developed by 1EdTech (a non-profit consortium that sets standards for educational technology) which allows information to be moved from one LMS to another. We should not expect the transition to be completely smooth, as differences in the LMS will need to be accommodated, but faculty should rest assured that they should not have to do full-scale rebuilding of their Blackboard Learn courses. Even the content of exam and quiz questions should move from one platform to the other intact. Faculty should expect to perform some quality control to make sure all things are in their right places, but, again, they should not have to rebuild courses from nothing.

It was decided to present this to the University Senate and Full Faculty as an information item, as it has already been sent to the provost's office as a recommendation. And that Director Kase will again summarize the migration plan at both meetings.

2. Prof. Caniano presented for action, revisions to Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University and Faculty Policy Series #11G - Procedures for Handling Violations of the Honor Code by Graduate Students at Hofstra University. Jessica Santangelo, chair of the Undergraduate Academic Affairs Committee, reported that the revisions are for issues where there are appeals that involve some sort of technology. It would be handy to have a representative from Educational Technology or ITS present. A friendly amendment was made to change "(e.g., *Blackboard*)," to "(e.g., *a Learning Management System*),"

The additional language passed as amended:

Should the alleged violation involve Hofstra-supported technology (e.g., a Learning Management System), at least one (1) representative from Education Technology and/or ITS will be present as a non-voting member.

3. Prof. Caniano presented for action, revisions to Latin Honors designations for transfer students. Prof. Santangelo reported that the issue came up that the way the language is currently written could penalize transfer students, therefore the committee, with the help of Evan Koegl, Registrar and Director of Academic Records, decided to simplify it and recalculate latin honors for students who completed at least 60 hours in residence at Hofstra, and only the coursework at Hofstra is considered when conferring Latin Honors. A discussion followed and the item passed unanimously.

Discussion Item:

Prof. Caniano presented for discussion revisions to Faculty Statute VII – The University Senate. He reported that the revisions are being made to clean up the Senate’s language to make clearer what the purview of the Senate is and come into compliance with what other peer institutions are doing, specifically moving the provost to an ex-officio member, rather than the President of the Senate. A discussion followed.

C. Committee Reports

1. Prof. Santangelo reported that the committee met on November 11 and approved language for FPS #11, previously approved by GAAC for FPS 11G, to include an EdTech/IT representative at Ad Hoc Appeals Board Hearings when an academic integrity violation involves technology which was presented earlier. The committee is then considering further revisions to FPS #11 at its next meeting regarding what happens in the case of a violation after the student has completed the course or graduated and has drafted language to include on course syllabi regarding legal implications associated with students selling/distributing copyrighted products (e.g., materials created by an instructor).

The committee further approved language for Latin Honors designations for transfer students and is re-drafting language for the bulletin regarding Study Abroad policies.

Upcoming on the agenda include:

- Including in the Completion Ratio Probation language a mechanism to refer students to the Academic Review Committee (ARC)
- Streamlining the Course Repeat option
- Reviewing the Writing Proficiency Exam
- Discussing the requirement that student’s pay for transcripts
- Addressing the mid-semester drop/add mismatch in timing
- Reviewing rules for allowing courses to count for multiple courses of study
- Reviewing the number of credits required for degrees
- Reviewing course designations

2. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that he is meeting with faculty from the Writing Studies and Rhetoric Department about rethinking the Writing Center and encouraging them to support graduate students more than they do.
3. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee is waiting to speak with the provost about financial information that would come to the committee. The committee has looked at the census now twice, and will be meeting with Cynthia Langin, Senior Associate Provost for Institutional Research and Assessments at its next meeting. The committee also continues to gather information and has reached out to chairs about how many students (mostly undergraduates) who are doing research and would be interested in attending a conference either while they are a current student, or shortly after they graduate, after having done research their senior year.
4. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee had a preliminary discussion on some of the items in the Faculty Policy Series that they have been working on revising. The committee is also working on a more robust rubric for the Special Leave applications.

The meeting was adjourned at 2:10 p.m.

**MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, February 6, 2023**

Present: W. Caniano, C. Eliot, E. Koegl, C. Riordan, J. Santangelo, C. Shahani-Denning, S. Sobel, K. Wallace, P. Welch

A. The minutes of the November 21, 2022 were unanimously approved.

B. Chairs Report

Prof. Caniano reported that there is a new timeline for appointments, reappointments, promotion, and tenure, which typically start on September 1. The proposed dates are spelled out in Appendix A of the Collective Bargaining Agreement (CBA).

Prof. Caniano reported that he attended a meeting of the Non-Consumer Pathways Subcommittee of the Council at Hofstra Ensuring Student Success (CHESS) on March 2. Prof. Wallace expressed as the chair of the Planning and Budget Committee; she would like to be appointed to the Data Subcommittee.

There was a discussion on the Dean's search for Hofstra College of Liberal Arts and Science (HCLAS). Provost Riordan reminded everyone that the next candidate will be here on Wednesday, February 8, and the last two on Monday, February 13 and Friday, February 17.

Prof. Caniano reported that the University is working on improvements around campus, including a project to reimagine the future of the Student Center and Axinn Library. The library experts are presenting next week, and the Senate Executive Committee has a meeting with them on Wednesday, February 15 at 3:45.

Action Items

1. Prof. Caniano presented for action revisions to the Summer 2023 academic calendar. Evan Koegl, Registrar and Director of Academic Records, reported that the end date of the 4-week session in SSI was moved from June 21, 2023 to June 22, 2023. This revision was in response to the addition of the Juneteenth holiday to the calendar, which put the calendar out of meeting minute compliance for the 4-week sessions. The adjustment corrects the minute deficiency for the MTWR meeting pattern, but not the MTW meeting pattern. Both meeting patterns are unpopular with most courses running in a non-standard or asynchronous format during the 4-week meeting or in the more well used 5-week pattern. If faculty want to run classes in the deficient meeting pattern, they will need to either add additional meetings, add online instruction, or adjust the meeting length of the course to make up the deficiency. The Registrar's Office will be in touch with faculty members to ensure compliance through one of these methods and have let the deans know for their summer course planning, which is in-process, that this is the proposed adjustment. A discussion followed and the item passed unanimously.

Director Koegl reported that the Academic Calendar Committee will be discussing different ways to avoid using conversion days as discussed at the last faculty meeting in December. A discussion followed about starting the academic calendar before Labor Day.

Discussion Items:

1. Prof. Caniano presented for discussion refreshments for Senate meetings. It was decided that to conserve the University Senate budget for more events such as the recent Teaching and Learning Conference, refreshments will no longer be served at SEC & Senate meetings. A discussion followed on where to hold full Senate meetings aside from the University Club Board Room.
2. Prof. Caniano presented for discussion the spring 2023 senator election schedule. It was decided to hold the elections early to prepare for transition of committee chairs. Nomination ballots will go out through *Qualtrics* on Monday, February 13 and run through Friday, February 24. SCREAN will meet briefly at 9am on Monday, February 27 to review the election slates and elections will run Monday, February 27 – Friday, March 10. This way, new senators, whose official start dates will be September 1, 2023, will be able to attend the March 13 Senate meeting.
3. Prof. Caniano presented for discussion the Student Affairs Committee. Adallis Pantry is taking a semester off and has stepped down as chair, and the committee has not been meeting. A discussion followed on getting the Student Government Association (SGA) more involved with the Senate. The President of SGA is an ex-officio member of the Senate but has not attended meetings.

C. Committee Reports

1. Prof. Santangelo reported that the committee will be bringing revised language to the Study Abroad Policy, and the Completion Ratio to the next SEC meeting. The committee has also considered friendly amendments suggested by the Provost to Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University, replacing “academic honesty/dishonesty” language with “academic integrity.” In addition, the committee will continue to discuss the Writing Proficiency Exam, and reviewing the number of credits required for degrees, as there is some variation across programs.
2. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee is expecting a report from the Suzanne Pike, Associate Provost for Academic Support and Study Abroad and the Honor Board about two aspects of Faculty Policy Series #11G - One being procedure and penalties for infractions occurring or discovered after a student's graduation, and the other is trying to make sure that 11G adequately covers AI-assisted writing. The committee is also actively reviewing procedures and guidelines for dissertations and defenses. Right now, the committee is reviewing what other institutions do. The committee will also continue discussions on Writing Center services for graduate students, having just heard back from the Writing Center some of their ideas on how to better assist graduate students. The committee also received an item from Director Koegl about the timeline for notifying students about probationary status, especially in the Physician Assistant program.
3. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee is planning to finish reviewing information from departments about students attending

conferences in connection with the research that they've done. The committee is also waiting for follow up with the provost regarding financial information. The committee is interested in learning more about the international student climate generally, and INTO Hofstra, specifically so they plan to invite Jessica Eads and Frank Gaughan to present at one of their meetings. The committee is still trying to schedule a meeting with Cynthia Langin, Senior Associate Provost for Institutional Research and Assessments, as well as a meeting with Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer at some point during the spring.

4. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee reviewed the Special Leave applications over the January break and sent their recommendations to the provost's office. This semester, the committee will continue to work on updating some of the Faculty Policy Series as well the adjunct recognition policy. A discussion followed on the methodology of identifying those instructors who are worthy of this recognition.

D. New Business

There was a brief discussion on updating Faculty Policy Series #49 - Course and Teacher Ratings (CTRs)

D. Adjournment

The meeting was adjourned at 3:47 p.m.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, March 6, 2023

Present: L. Cambell, W. Caniano, C. Eliot, C. Riordan, J. Santangelo, C. Shahani-Denning, S. Sobel, K. Wallace, P. Welch

A. The minutes of the February 6, 2023 were unanimously approved.

B. Chairs Report

Prof. Caniano reported the following:

- meetings for shared governance representatives to interview the prospective deans for the School of Health Professions and Human Services will be held on March 10, 13, 16 and 17.
 - Provost Riordan reported that a HOF-FAC went out announcing that from 1:00 p.m. – 2:15 p.m. on the same dates, each candidate will present their vision for the future of HPHS and take questions during an open session to which all members of the Hofstra community are welcome
- the Board of Trustees met on February 28.
- there were 92 letters of intent for RFPs involving over 200 faculty
- the Thirteenth Presidential Conference: The Barack Obama Presidency – Hope and Change will take place April 19-21
- applications are down 3% from this time last year, mostly for international students
- renovation of the library exterior is set to begin
- Mitch Kase, Director of Educational & Research Technology Services, has offered to give the senate a pilot of a senate *Canvas* site

Action Items

1. Prof. Caniano presented for action revisions to the study abroad program. Jessica Santangelo, chair of the Undergraduate Academic Affairs Committee, reported that there is nothing in the bulletin specifically about study abroad programs, so Suzanne Pike, Associate Provost for Academic Support and Study Abroad, Kristin Weingartner, Vice Dean for Student Academic Affairs & First Year Programs, and others pulled all the language from various places together, and the committee reviewed several iterations and created the document. No policy changes were made, they just consolidated the information so that students have one place to go find all the information they need and made sure the intent was clear. The item passed unanimously.
2. Prof. Caniano presented for action revisions to the completion ratio. Prof. Santangelo reported that the revisions to the policy were to include a mechanism to refer students to the Academic Review Committee (ARC) to appeal dismissal from the university for a low completion ratio. A discussion followed and the item passed unanimously.

Discussion Item:

1. Prof. Caniano presented for discussion the Special Committee on Environmental Health and Safety Committee. He reported that many of the sub and special committees very rarely report back to the SEC and it has become problematic as we try to get these committee to meet regularly. The broad question is about committee reporting. Should we add some of the chairs as non-voting members of the SEC? According to the Faculty Statute VII. D. 9., “A special committee is defined as a permanent committee appointed by the Senate or one of its standing committees.” It was suggested to make the EHSC a standing committee. However, what a standing committee ultimately means in practice is membership of the Chair on the SEC and then often associated release time may not be particularly what people want so much as reporting and more visibility and some things that are orthogonal to being a standing committee per se. It was suggested to start with a visual of the current structure of where standing, sub and special committees fall within the Senate and who they report to, and then discuss the priorities of these committees and ways to create more visibility.

Provost Riordan reported that by the end of the semester a search for an Environmental Health and Safety Officer should be done. He noted that this officer will report directly to his office, so the individual, who is a member of the EHSC, will have direct contact with him. He advocates having these special committees report to the SEC, and the SEC can report to him.

C. Committee Reports

1. Prof. Santangelo reported that the committee met on March 3, and discussed the review of the number of credits required for degrees. Given that the provost indicated at the last Senate meeting that several efforts are underway to address this issue (Provost’s Office, CHESS Curriculum subcommittee, SGA, UAAC), the UAAC agreed to table this discussion until the Chair discusses this with the provost at the current SEC meeting. A slight discussion followed. Provost Riordan reported that he would like to have a meeting with these groups within the next month to move this conversation forward and has asked Elfreda Blue, Vice Provost for Undergraduate Studies to schedule this meeting. He noted that SGA is understandably very focused on the 18th credit and have looked at all of our peers in terms of when they provide credit hours and many of them are 12 – 17 and 12 – 18 as a full-time student. There was at least one peer institution an undergraduate student would pay the same tuition rate for anything beyond twelve credit hours. He reported

Prof. Santangelo reported that committee approved changes to Faculty Policy Series #11 - Procedures for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University (regarding academic honesty vs academic integrity. Prof. Santangelo sent these to GAAC to ensure that FPS 11 and 11G align and requested a discussion with GAAC regarding combining FPS 11 and 11G into one document.

Prof. Santangelo reported that committee had a lengthy discussion about the course repeat option. They have been asked to review that policy, perhaps automating for students. They are gathering more information about the number of students who use the course repeat option and how many courses they repeat. Discussion will continue at the next meeting on Friday, April 7.

2. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee received feedback from the UAAC on FPS #11. A long memo was sent to the Honor Board laying out what the committee saw the problems as being with FPS #11G and questions that needed to be asked and they've given a lengthy response that the committee will need to work through. The committee also expressed to the Writing Center what they thought graduate student needs were, and received a response the committee will need to look through.

Prof Eliot reported that an issue was raised by Evan Koegl, Registrar and Director of Academic Records, that the bulletin specifies that students placed on academic probation will be sent a letter by the office of Academic Records informing them of the of their probationary status by the third week of January. However, in the Physician Assistant program, they have courses that run into the January month which impact the students fall term and overall GPA. His office is therefore stuck then determining the graduate probation in time to send a notification of third week of January and asks the committee to look into moving the timeline.

Prof Eliot reported that some committee members have studied some dissertation and defense practices at peer institutions and will be reporting to the full committee on what they found at its next meeting. The committee is meeting at 3pm.

3. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee is meeting on March 17 with Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer, Jennifer Mone, Vice President for Legal Affairs and General Counsel and Provost Riordan. They plan to meet with Cynthia Langin, Senior Associate Provost for Institutional Research and Assessments, and have a joint meeting on April 28 with the UAAC with Jessica Eads, Vice President for Student Enrollment, Engagement and Success and Frank Gaughan, Academic Director for INTO, to discuss enrollment (specifically international students and INTO.) Prof. Wallace reported that the committee is finishing up a proposal about support for undergraduate students who do research and going to conferences.
4. Caroline Schreiner reported for Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee met on March 3 mostly to discuss the work of the Blue-Ribbon Committee on CTRs and proposed changes to FPS #49. S. Stavros Valenti, Vice Provost for Accreditation and Assessment, had been scheduled to meet with the FAC committee in the fall, but due to unavoidable issues, related to another FAC issue, their time with him was much abbreviated. He walked them through the work of the committee, the new instrument, and the proposed way it might be administered. He also spoke about how the 2-step process of the current on-line administration (which is the result of an emergency MOU during the pandemic) might suppress participation though on-line CTRs are lower in general compared to in-person administration. The committee had questions about various aspects of the proposed instrument (mainly the combining of certain elements) and of the proposed implementation, though there seems to be fairly strong consensus that the instrument is better, and we will be moving to on-line administration of CTRs. There was some concern that there are two things at stake here, both of which needs to go through shared governance. Since the next full faculty member is in May, which makes changes to FPS #49 unlikely this semester,

The committee also discussed Faculty Policy Series #43 - Hofstra University Harassment Policy. Due to an incident in the fall, it became clear that those covered under Appendix A of the policy have no right of appeal. At present, appendix A also covers adjuncts. This reflects a time when there was bias against adjuncts. In recent years, the senate has tried to address bias against adjuncts and others in the FPS. (In fact, FPS #43 was revised last year to cover the unique role of chairs.) Two subcommittees were formed to address these issues, and the FAC, together with the Union, will be hosting a faculty forum on zoom on March 29 at noon to discuss the proposed CTR instrument and administration. A discussion followed on FPS #49.

D. New Business

1. Prof. Santangelo reported that she has been getting a lot of questions on how the RFP process and the vision work we did last year mesh together and wondering about how all the information that was gathered during all those focus groups and the surveys that went out is being utilized to select proposals from the RFP process. Comila Shahani-Denning, Senior Vice Provost for Academic Affairs reported that in terms of the committee work, we are not going back to the vision project but to the proposals that were submitted based on the criteria that they established in the RFP request. Provost Riordan reported that the connection between the vision project and the RFP process is really two elements. The sum (but not all) of the 13 subcategories of call for proposals within the RFP, were learnings from the vision exercise, and globally there are a couple of aspects from the vision exercise on building programs that are distinctively “Hofstra.” And what “distinctively Hofstra” means.

Prof. Santangelo reported that faculty are asking if or how a clear vision statement will be constructed and distributed once the proposals are selected. Provost Riordan reported that there should be a little distance between the RFP process and rewriting a university vision statement because they are parallel efforts, but the RFP process is not intimately woven into how we are going to revise the institutional vision mission statement. A discussion followed.

2. Prof. Santangelo reported that there is an issue with the way invitations to the anniversary dinner are written. She was addressed as “Miss Santangelo.” A discussion followed.

E. Adjournment

The meeting was adjourned at 2:05p.m.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, March 27, 2023

Present: L. Cambell, W. Caniano, C. Eliot, C. Riordan, J. Santangelo, C. Shahani-Denning, S. Sobel, K. Wallace, P. Welch

A. The minutes of the March 6, 2023 were unanimously approved.

B. Chairs Report

Action Items

1. Prof. Caniano presented for action revisions to the probation notification timeline. Christopher Eliot, chair of the Graduate Academic Affairs Committee, reported that this is a minor change in accommodating the timeline for the notification of probation in particular for the Physician Assistant program, which is on a slightly different timeline. The main change is that instead of specifying that the notification goes out specifically by the third week of January following the fall semester and by the third week of June following the spring semester, the student is notified of their status within three weeks of the end of the grading period for the fall and spring terms. The item passed unanimously.
2. Prof. Caniano presented for action revisions to Faculty Statutes VII & IX. A discussion followed and it was decided to table the item until the next SEC meeting, after holding a faculty forum for feedback.
3. Prof. Caniano presented for action appointments for the new senators. The SEC decided the following:
 - Li Huang, Frank G. Zarb School of Business, will be switched from the Planning and Budget Committee, to serve on the Graduate Academic Affairs Committee
 - Brian Galli, Fred DeMatteis School of Engineering and Applied Science, was appointed to the Planning and Budget Committee
 - Holly Seirup, School of Health Professions and Human Services, was appointed to the Planning and Budget Committee
 - Carolyn McCummings, adjunct, was appointed to the Graduate Academic Affairs Committee
 - Michael Dores, School of Natural Sciences and Mathematics, was appointed to the Graduate Academic Affairs Committee

Discussion Item

1. Prof. Caniano presented for discussion, that Cornell Craig, Chief Diversity and Inclusion Officer is interested in introducing a resolution to the Senate to add “Caste” as a protected characteristic in our non-discrimination policy and harassment policy alongside categories of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status. He will be making a presentation at Monday’s Senate meeting.

C. Committee Reports

1. Prof. Santangelo reported that the committee has not met since the last SEC meeting, so there is nothing new to report.
2. Prof. Eliot, chair of the Graduate Academic Affairs Committee, reported that the committee is close to finalizing revisions to Faculty Policy Series #11G. He also reported that the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies is interesting in adopting a new grading scheme and will attend a future GAAC meeting to present on Wednesday. There are some follow ups on what was passed last year with respect to alternate pins, when the committee recommended removing the blanket requirement. There is a little bit of dissatisfaction from the Frank G. Zarb School of Business. In addition, committee members have been looking at policies and procedures for dissertation and defenses at Hofstra, and in comparison, with peer institutions.
3. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee had a constructive meeting with Catherine Hennessy, Senior Vice President for Financial Affairs and Treasurer, Jennifer Mone, Vice President for Legal Affairs and General Counsel and Provost Riordan on March 17. The committee has not met since to decide where to go next.
4. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee is holding a faculty forum on CTRs on Wednesday, via Zoom.
5. Lila Campbell, chair of the Student Affairs Committee, reported that SAC has not met but she is focusing on holding the student senator elections, and possible outreach.

D. New Business

There was no new business.

E. Adjournment

The meeting was adjourned at 1:37p.m.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, April 17, 2023

Present: L. Campbell, W. Caniano, C. Eliot, J. Santangelo, C. Shahani-Denning, S. Sobel, K. Wallace, P. Welch

A. The minutes of the March 27, 2023 were unanimously approved.

B. Chairs Report

Action Items

1. Prof. Caniano presented for action the 2024-2025 Academic Calendar and the 2025-2026 Academic Calendar. Evan Koegl, Registrar and Director of Academic Records, reported that they were fairly easy calendars for Academic Calendar Committee to pass. Labor Day falls very nicely, they were able to accommodate snow/study days in both the fall and the spring, and there are no conversion days. Both calendars are very straight forward. He did report that the committee is still discussing policies for starting classes prior to Labor Day because the next calendar they will be working on, (2026-2027) the holiday falls very late. There was a discussion about making spring break later than it is. Registrar Koegl reported that when the initial secular version of the calendar was put together, there was a very significant discussion about always placing that break at the eighth week from the start of the semester, but he says the committee can revisit the discussion. The two calendars passed unanimously.
2. Prof. Caniano presented for action revisions to the graduate alternate pin policy. Christopher Eliot, chair of Graduate Academic Affairs Committee reported that the previous policy recommended by the Graduate Academic Affairs Committee in November 2022 was approved by the President and adopted by the Registrar. After implementation, two issues have arisen, affecting multiple schools. This update makes two necessary changes:
 - it permits programs to opt into or out of using PINs. This helps where departments would at that level make one choice about whether to require PINs, but some of the programs within them would make different choices
 - it permits units to opt individual students out of the PIN requirement on an individual basis. This accommodates some units' interest in requiring or not requiring PINs for students according to the stage of their academic progress. For example, PINs may be required for first-year students or students having difficulties, but not others. The proposal accomplishes this latter function by moving the control of opting students in or out to programs themselves, against the background of a program's default

The item passed unanimously.

3. Prof. Caniano reported that the provost's office and the Senate have had a long conversation about the law school and what their membership is on the faculty. Faculty at the law school have been pushing to be chairpersons of the Senate. Topics that need to be discussed sometime in the near future include what is the role of the provost's office and how independent is the law school from the rest of the university.

He presented for action, Faculty Statutes IX. Sabrina Sobel, Secretary of the Faculty reported that Faculty Statute IX. A. was amended to have more specific language about faculty meeting times. There will be four regular meetings during the academic year, and meetings will

normally be scheduled on the fourth Monday in October, first Monday in December, fourth Monday in February, and the first Monday in May. Another change includes the language that members of the faculty and administrators may attend the open portion of faculty meetings. Others may be invited as appropriate by the Speaker of the Faculty for advice and consultation and that the Speaker of the Faculty normally will close part of each meeting to all but Faculty. The President of the University and the Provost will be invited to address the Faculty once a year, not necessarily in the same meeting.

See attachment A1 for amendments made.

Faculty Statute IX was passed as amended.

4. Prof. Caniano presented for action, Faculty Statute VII. It was decided that more work will be done before next week's Senate and this item will be approved.
5. Prof. Caniano presented for action, revisions to Faculty Policy Series #49 - Course and Teacher Ratings (CTRs). Patricia Welch, chair of the Faculty Affairs Committee, reported that the committee has been discussing this item and held an online forum to get feedback from faculty members. At this time, the instrument for CTRs is not being revised, only the administration of the CTRs, which are substantial which involve a compromise position that allows faculty members to choose when to open them for 10 days and then if they have not done so then they will be opened automatically by the administration. This change was largely in response to the fact that 23% of faculty members don't do CTRs at all and will give those students the opportunity to complete them, as well as gives faculty members 10 days to choose the best time for them to be done. Other changes include:
 - a paragraph added to allow for departments to use the CTRs for summative purposes
 - strengthened the language on the weightiness of the CTRs.
 - Completely eliminated Attachment 1 – Guidelines for the Administration of Course and Teacher Ratings because the administration of CTRs is now incorporated fully in the revised version

She reported that the committee will discuss revising the actual instrument in the fall semester.

A discussion followed, and amendments were made. The item passed as amended.

C. Committee Reports

There were no committee reports.

D. New Business

There was no new business.

E. Adjournment

The meeting was adjourned at 2:23p.m.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Wednesday, September 6, 2023

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

- A. After some friendly amendments, the minutes of the April 17, 2023, were unanimously approved.

B. Chairs Report

Prof. Eliot convened the meeting by reporting that a conversation was had over the summer about the possibility of a teaching and learning conference in the spring. Provost Riordan reported that he spoke with Mitchell Kase, Director of Educational & Research Technology Services, over the summer and decided to use the same format as the one held in January since it went so well. His office is very supportive of the idea. A discussion followed about what role the University Senate will have in the process.

The provost gave an update on the revisions to Faculty Statutes IV and IX, which were passed at the May faculty meeting. He reported that he thinks the changes are generally in good shape, but he has made requests for additional edits to provide clarity as well as a couple of substantive issues for the Senate and Faculty consider. However, one of the goals of the revisions is to have chair of the Senate Executive Committee preside over Senate meetings. The way the statutes are currently written, the provost or designee preside over the meetings. Therefore, at the first Senate meeting, he will designate Prof Eliot to lead the meetings going forward.

C. Discussion Items

Prof. Eliot presented for discussion, the various projects the Senate should consider and who to delegate. They include the following:

The Undergraduate Academic Affairs Committee:

- the possibility of adding an 18th credit to undergraduate full-time tuition
- variation in tutoring, situations across the different schools look very different. The UAAC would like to analyze the situation
- Prof. Eliot has also asked the UAAC to again look at FPS 11, and specifically the unified version he drafted last semester, since FPS #11 & 11G are similar.

The Graduate Academic Affairs Committee

- Procedures for dissertations and defenses
- Reviewing the Probation notification timeline, which was passed by the Senate, but an objection was raised to the phrasing at the full faculty meeting, so the item was tabled for further review by the GAAC
- The Nursing school grading scheme, raised by Renee Mcleod-Sordjan, Dean of the Hofstra Northwell School of Nursing and Physician Assistant Studies. They want to move to a progressive achievement-based grading scheme.

Planning and Budget Committee:

- Student conference funding
- Report on comparative data from R2 peer institutions

Faculty Affairs Committee:

- Look at the schedule for departments reviewing promotion and tenure criteria, whether it should something we should stipulate a schedule for. There should be a general policy that departments should review regularly.

The Special Committee on Education and Research Technology expressed some interest in looking at guidelines for Artificial Intelligence (AI) usage policies, which were circulated for inclusion in the syllabus, whether faculty wanted to use the language about not allowing AI.

Another general question that has come up has to do with data sharing more generally and whether it makes sense to have a Data Governance Policy at the institutional level that might provide both some limited access and security for appropriate access to information in the interest of shared governance. Hofstra lacks a data governance structure, so this may be something for P&B to investigate. A discussion followed.

Prof. Eliot reported that there is a continuing concern and frustrations with the system for faculty being reimbursed for travel and other things. Related to that, there were some changes last spring in how the policy works. Some faculty reported that they were not notified of these changes. However, Prof. Eliot reported that that he received notice of the changes through his department chair. There are many centralized communications, such as ones from IT that work very effectively and it may be valuable to assess whether there are other kinds of communications, especially about changes in policy that are not currently distributed centrally and universally. Frustrations also include procedural issues including not being able to get an advance on travel which makes it difficult to travel, especially junior faculty who may not have the money to fund a plane ticket and hotel. Many parties need to be involved in these conversations. A discussion followed about senators communicating with the faculty they represented and how an infrastructure needs to be created. Another discussion followed about subcommittees and special committees sharing their results with the Senate.

Prof. Eliot reported that President Poser sent a welcome back message about the strategic planning initiative the university is undertaking. There is interest from the Senate being involved in this process, not only through the Planning and Budget Committee, but on a more general sense. The issue will be raised with the Faculty Leadership Group. The provost reported that the Strategic Directions Steering Committee, the group that requested and evaluated the request for proposals (RFP) process, remains constituted and will continue to work this fall. A discussion followed.

D. Committee Reports

1. Prof Huang, chair of the Graduate Academic Affairs Committee, reported that the committee is still in the process of scheduling their first meeting but plans to email graduate directors to assess issues they may have.

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2. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee will probably be meeting next week and set their agenda. She will be bringing items discussed from this meeting.
3. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee, are continuing work on Faculty Policy Series #49 - Course and Teacher Ratings (CTRs), and reviewing Faculty Policy Series #43 - Hofstra University Harassment Policy. The committee will also be looking at whether a schedule for review of department standards for reviewing promotion and tenure criteria should be initiated.
4. Lila Campbell, chair of the Student Affairs Committee, is still working on their meeting schedule but she had a meeting yesterday about Hofstra's guest policy. An email was sent out with short notice regarding this policy which left some students blindsided. She reported that the committee is well populated this year.

E. New Business

There was no new business.

F. Adjournment

The meeting was adjourned at 1:48 p.m.