Meeting Minutes
Graduate Academic Affairs Committee
September 19, 2022 (online, 1 PM)

Present members and adviser: Christopher Eliot (Chair), Ivan Cardona, Stephen Hernandez, Daniel Miller, Comila Shahani-Denning (Provost's Office), Monica Florio (Graduate Admission)

The minutes of April 20, 2021 were approved unanimously.

1 Welcome

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

2 Bylaws Committee work on Academic Affairs committees

Participants offered that much of recent GAAC agenda has been redundant on UAAC's work, but also that the graduate population is growing, graduate issues might receive inadequate attention if rolled together with undergraduate, and that graduate students' academic lives can be quite different from undergraduate.

3 Setting agenda

Some possible topics raised to us:

1. Graduate student support

   - career service distribution (beyond Zarb)
   - facilitating interprofessional connections/experiences
   - writing center
   - orientation and new student programs
   - after-hours academic-services access
   - after-hours food-service access

2. Graduate student tuition compensation
3. Others?

The committee asked about the status of the Writing Center's service of graduate students, insofar as graduate students are referred to it, and possibly even required to use its services.

The committee suggested that graduate students could benefit from attention to graduate students' engagement, e.g.:

   a. ongoing programming for graduate students;
   b. opportunities for interaction with graduate students from other programs;
   c. integrating students into the campus community.

In terms of services that support graduate students' academic work, the committee noted that, for example, Hagedorn Hall no longer has food service, creating challenges for graduate students on campus from 4:30 to 8:30 PM, and also no longer has librarians for academic support. Chris and Ivan agree to look into Writing Center issues. Steve and Dan agree to look into continuing Graduate Student Support.

Chris will look into the concerns expressed about graduate student financial support. Monica reports that there is an ongoing conversation examining graduate scholarships.

Ivan asks about exploring increased cooperation and coordination among graduate programs.

4   New business

No new business was introduced.

The meeting adjourned at 1:55 PM.

Meeting Minutes
Graduate Academic Affairs Committee
October 18, 2022 (online via Zoom, 3:00 PM)

Present members and adviser: Christopher Eliot (Chair), Ivan Cardona, Stephen Hernandez, Daniel Miller, Comila Shahani-Denning (Provost's Office), Suzanne Pike (Provost's Office), Evan Koegl (Registrar), Monica Florio (Graduate Admission)

The minutes of September 19, 2022 were approved unanimously.

1 Announcements

  a. GAAC recommendation to make alternate registration PINs optional passed.
  b. FPS 11 and 11G went to Full Faculty and then were returned to committee.
  c. The Senate Bylaws Review Committee is meeting weekly to review Faculty Statutes and Senate Bylaws.
  d. The Provost's Office is reorganizing with respect to its student success efforts.
  e. The Provost's Office is convening a Classroom Strategic Planning committee.

2 Faculty Policy Series 11G

FPS 11G passed at Senate, but was remitted to GAAC prior to October 17 Full Faculty meeting. There are three new issues:

  1. Replacing "academic honesty/dishonesty" language with "academic integrity";
  2. Add an ITS representative for Appeals meeting when required. Communication from UAAC:

> IV. C. If resolution is not achieved, the Provost will appoint an Ad hoc Board of Appeals and schedule a hearing in seven business days. This hearing will be held within 21 business days, at the earliest date possible in the academic calendar. The Ad hoc Board of Appeals will consist of three (3) voting members chosen from the Honor Board, including one (1) student, one (1) academic administrator, and one (1) faculty member. In addition, the Ad hoc Board of Appeals will contain four (4) non-voting members including a representative from the Provost's office (who chairs the Ad hoc Board of Appeals), Student Affairs, the Dean's office in the school or college where the alleged violation was said to have occurred, and the department (normally the Department Chair) where the alleged violation was said to have occurred. **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.**

> UAAC had briefly discussed suggested amendments that we plan to discuss at our next meeting:

- Indicate "HU-supported" technology
- Include Ed Tech and IT in the language
- Include "at least one representative from" in the language

3. Questions from Dan Seabold (HCLAS Acting Dean):

> As written, I think it's not clear whether what is being referred to is the belated discovery of a student's infraction that occurred years earlier, when he or she was enrolled in a course, or an infraction that occurred after the course was taken (e.g., giving another student an answer key). I think the language "Will receive an Honor Code Violation" is odd, and suggests that the determination that a violation occurred is not subject to review.

> I wonder if it wouldn't be cleaner to break out this case into a separate item, say III.D in FPS #11, to explain more clearly what's going on. But if I am the only person who sees a problem here, then leave it be.

See FPS 11G (Senate version), attached.
Proposal: Instead of the amendments to 11 III.A.2 and 11G II.B.4, add the following as 11 III.D and 11G III.E:

> Violations involving previous course offerings (including violations that occur after graduation) remain Honor Code Violations. **In cases of violations occurring after a course is completed,** a range of penalties may be considered by the appropriate department chairperson in consultation with the academic dean and Provost. Such penalties may include being prohibited acceptance into any further degree programs at Hofstra University.

3   Graduate student focus group data

Comila did one focus group with graduate students. From the sample of 6–8 students: Strengths they cited were close involvement with faculty, flexible teaching modalities, et al. Building community is difficult and the community they see is just within their program, so that's especially challenging for international students. They pay club fees but don't get anything back for that. They also mention funding, public safety, places to study, limited places to hang out, limited printing facilities. Some remarked a that a student in one school suggested they have no idea what the other schools are doing.
   Steve mentions that common spaces have been eliminated in Hagedorn.

4   Graduate Student Workgroup draft report

It is suggested that more places places on campus be identified for graduate students to study.

5   Graduate student academic and professional support services

Steve Hernandez remarked that the graduate program directors meeting raised a number of suggestions about socializing among the programs.

Daniel Miller remarked that the graduate students don't have places to hang out or to study. Limited lounge space. Professors lack time to dedicate to graduate students. In the sciences, there's a mentor/apprentice model for graduate students, and professors need time to make that work.

Ivan Cardona remarked that he did two focus groups with two graduate programs: (1) about why some students choose other colleges and universities (very revealing) and (2) about integration with Hofstra life.

6   Hofstra Writing Center and graduate student writing support

Official Hofstra documents clearly suggest that the Writing Center supports graduate students. What are some ways it could support graduate students better?

It could have personnel experienced in working with dissertations and theses. And it could support applications for fellowships like Fulbright and Marshall and grant applications.

7   New business

No new business was introduced.

The meeting adjourned at time.

Meeting Minutes
Graduate Academic Affairs Committee
December 12, 2022 (online, 9 AM)

Present members and adviser: Christopher Eliot (Chair), Ivan Cardona, Stephen Hernandez, Daniel Miller, Renee McLeod-Sordjan, Comila Shahani-Denning (Provost's Office), Suzanne Pike (Provost's Office), Evan Koegl (Registrar), Monica Florio (Graduate Admission)

The minutes of October 18, 2022 were approved unanimously.

1 FPS 11G language for AI?

The committee was concerned whether FPS 11G adequately and appropriately covers AI-assisted writing. GAAC has referred this question to the Honor Board for their input

2 Writing Center services for graduate students

Graduate writing includes:

- course papers for graduate courses,

- theses and dissertations,

- fellowship applications,

- journal articles.

And some graduate students are English-language learners.
he committee hopes to hear from the Writing Center about their plans to serve these functions.

3 Dissertation committee-formation and defense-planning procedures

his issue came from a Chair's Caucus meetings. Hofstra's defenses are typically closed, while now more standard to have open meetings. Sometimes meetings are closed de facto and not by rule. Should they be open? Should public posting of a defense be required?
Some students, in forming committees, will invite outside readers who are graduates from their program. Is there a problem with outside readers not being sufficiently independent

he committee will look at current practices, and also practices of peer institutions.
Hofstra policies in the *Bulletin* are here:

- https://bulletin.hofstra.edu/content.php?catoid=120&navoid=19412#doctoral%20programs

- https://bulletin.hofstra.edu/content.php?catoid=120&navoid=19412#grad%20programs

4 New business
No new business was introduced.

The meeting adjourned at 9:25 AM.

Meeting Minutes
Graduate Academic Affairs Committee
March 6, 2023 (online via Zoom, 3 PM)

Present members and adviser: Christopher Eliot (Chair), Ivan Cardona, Stephen Hernandez, Li Huang, Daniel Miller, Renee McLeod-Sordjan, Comila Shahani-Denning (Provost's Office), Suzanne Pike (Provost's Office), Evan Koegl (Registrar), Monica Florio (Graduate Admission)

 he minutes of December 12, 2022 were approved unanimously.

1   FPS 11G

1. UAAC changes to FPS 11: The committee approved of these changes.
2. Honor Board recommendations concerning FPS 11G: The committee informally approves of many of the proposed changes from the Honor Board, but has some disagreement about whether procedures and possible penalties should be specified for post-graduation infractions. We will incorporate the Honor Board updates into a new draft of 11G, for a future vote, and at that time make a decision about what to include, if anything, about post-graduation situations. The committee also offered some new, suggested wording-changes that will be incorporated into the final draft.
3. UAAC asks about unifying 11 and 11G. The committee has not had a chance to consider whether they support doing that.

2   Writing Center support for graduate work

The committee had been interested to assess whether the Writing Center is equipped to support graduate student writing activities like theses, dissertations, grant proposals, and research articles. The committee reviewed an email from Andrea Efthymiou, Director of Hofstra Writing Center. It described the ways the Writing Center has actively been serving graduate students and also the efforts the Writing Center has been making to hire graduate students to serve as writing assistants for other graduate students, to expand their support. The committee was satisfied with these ongoing efforts, and will also keep an eye on the Writing Center's ongoing progress in serving graduate students.

The committee also suggested that the Writing Center's services could be promoted more vigorously to graduate students.

3   Notifications timeline for graduate probation

Registrar Evan Koegl proposed new Bulletin language to accommodate programs with exceptional course and grading timelines. In the Graduate Bulletin section, "Basic Regulations Governing Graduate Programs," it is proposed to replace:

15. All students placed on academic probation will be sent a letter by the Office of Academic Records informing them of their probationary status by the third week of January following the fall semester and by the third week of June following the spring semester.

with

15. All students placed on academic probation will be sent a letter by the Office of Academic Records informing them of their probationary status within three weeks of the end of the grading period for the fall and spring terms.

The committee unanimously endorsed this change.

4   Dissertation and defense procedures

Committee members have student procedures at peer institutions. They will report on findings at an upcoming meeting.

5   New business

No new business was introduced.

The meeting adjourned at 4 PM.

Meeting Minutes
Graduate Academic Affairs Committee
March 29, 2023 (online via Zoom, 3:30)

Present members, guests, and adviser: Christopher Eliot (Chair), Stephen Hernandez, Renee McLeod-Sordjan, Li Huang, Comila Shahani-Denning (Provost's Office), Suzanne Pike (Provost's Office), Evan Koegl (Registrar), Jacklyn Kuehn (SHPHS, guest), Kaushik Sengupta (Zarb, guest)

The minutes of March 6, 2023 were approved unanimously.

1 Graduate PIN process

On November 22, 2022, upon review of the recommendation of the University Senate and the comments of the Provost, the President approved the revisions to Alternate Registration PINs:

> The Graduate Academic Affairs Committee recommends that:
>
> - the blanket requirement for Alternate Registration PINs be removed;
>
> - departments be able to opt in to using PINs through an "yes or no" process; and set the default to the previous year's choice
>
> - to the extent possible, a department's PIN requirement be codified in each school's Bulletin pages, like "The following departments require advising every term: …."

The following issues have recently come to light:

a. Programs within a department that has opted into PINs have expressed interest in not requiring PINs for their students.

b. Registrar Evan Koegl writes:

> Zarb was under the impression the change in policy would allow them to continue to opt out students after an initial advising session, despite requiring PINs for the department. This had been their practice under the pre-policy model, but since we moved to a policy that requires opting in or out by department by bulletin year, they were no longer able to do this. We want to discuss with the group whether alternative advising models like this should be allowed and if it needs to be incorporated into the policy.

To assist the committee, Jacklyn T. Kuehn (Senior Associate Dean, School of Health Professions and Human Services) and Kaushik Sengupta (Associate Dean, Business Graduate Education) joined this part of the discussion.

The committee recommends both issues be resolved by revising the Alternate Registration PIN policy as follows:

The Graduate Academic Affairs Committee recommends that:

- programs be able to opt in to using PINs through an "yes or no" process to and set the default to the previous year's choice;
- to the extent possible, a program's PIN requirement be codified in each program's Bulletin pages, like "This program requires advising every term," or similar;
- programs that require a PIN will be able to exempt students from that requirement on a student-by-student basis, being assigned the capacity and responsibility for doing so themselves.

This update makes two necessary changes. First, it permits programs to opt in or out of using PINs, where the programs and their departments would make different choices. Second, 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. It accomplishes this latter function by moving the control of the opt-in to programs themselves.

Registrar Evan Koegl confirms that while this modification to the policy will require significant initial work by the Registrar's office and Information Technology Services, it is technically feasible. It is therefore important that this policy not keep changing, now that we have, apparently, optimized it for these needs we are now aware of.

2   Proposed grading scheme for Nursing

Renee McLeod-Sordjan (a member of this committee and Vice Dean of Hofstra Northwell School of Nursing and Physician Assistant Studies) presented to the committee on the graduate Nursing programs' interest in adopting a new grading model. For graduate training in Nursing, the new scheme would replace Hofstra's standard letter-based grade definitions with a new set of grade-like indicators of proficiency achieved.

Among the multiple rationales for the new grading scheme were that a competency-based model recognizes that proficiency is what is required for professional training in the nursing profession, rather than a degree of academic success. The School of Nursing and Physician Assistant Studies found that nursing students' interactions with faculty were enhanced by collaborative learning-model in which professional students and professional faculty work together on training and research, and they suggest that the proposed scheme fits that model better. The new status-definitions, similar to those recently adopted by some other Nursing programs nationally, would reflect more accurately what is expected of nurses in training.

Registrar Evan Koegl confirms that the proposed model is technically feasible.

The committee responded positively to the multiple rationales for the new grading scheme and invited a proposal from Nursing. Renee McLeod-Sordjan will send chair Christopher Eliot some specific language which together they will work into a proposal for new Bulletin language.

3 Projects in progress

The committee will resume considering at its next meeting two ongoing projects: the draft updates for Faculty Policy Series 11G and the committee members' research on other institutions' dissertation and defense procedures.

4 Next meeting

The committee's next meeting will be April 14 at 10:30.

5 New business

No new business was introduced.

6 Adjournment

The meeting adjourned at 4:00.

Meeting Minutes
Graduate Academic Affairs Committee
April 14, 2023 (online via Zoom, 10:30 AM)

Present members, guests, and adviser: Christopher Eliot (Chair), Ivan Cardona, Daniel Miller, Renee McLeod-Sordjan, Li Huang, Comila Shahani-Denning (Provost's Office), Suzanne Pike (Provost's Office), Evan Koegl (Registrar)

The minutes of March 29, 2023 were approved unanimously.

1 Announcements

1. The Senate passed the probation-notification timeline item from GAAC's last meeting.
2. The Senate Executive Committee will consider next week the update to the Alternate Registration PIN policy passed by GAAC at its last meeting.
3. The Statutes and Bylaws Review Committee will move revisions to Faculty Statutes VII ("The University Senate") and IX ("Faculty Meetings") to a vote at the next Full Faculty meeting, where they will require a two-thirds vote of members to recommend the changes to the Board of Trustees. The committee expects to continue its review next year with at least Faculty Statute IV ("Membership in the Faculty") and the Bylaws of the University Senate.
4. At the Senate meeting, next year's GAAC members elected Li Huang to chair this committee next year.

2 Faculty Policy Series 11 and 11G

Christopher Eliot presented to the committee a unified version of Faculty Policy Series 11 ("Procedure for Handling Violations of the Honor Code by Undergraduate Students at Hofstra University") and 11G ("Procedures for Handling Violations of the Honor Code by Graduate Students at Hofstra University"). The draft document is currently marked "11*."

A reason to consider integrating the documents is that they are very similar and are being edited by the Graduate Academic Affairs and Undergraduate Academic Affairs Committees in parallel, creating unnecessary redundancy and also potential for confusing deviation.

The proposed document uses FPS 11G as its starting point. It reconciles 11G with 11 by bringing in a few elements of 11 but preferring 11G where there they deviate. However, it also explicitly incorporates a few undergraduate-specific items from 11.

Committee members responded favorably to the suggestion that the document be integrated, but they needed time to review the individual changes before voting. So the committee will plan to revisit the suggestion next semester.

3 Proposal for new grading scheme for Doctor of Nursing Practice programs

Renee McLeod-Sordjan presented a proposal to adopt a new grading scheme for Doctor of Nursing Practice programs.

The Doctor of Nursing Practice is a terminal, clinical degree. As the nursing profession has adopted a framework of competency based education, the standard A–F grading system applies

awkwardly to the achievement of competency in several ways. The proposal offers the following replacement grades:

- NPD: Pass with Distinction (Graduate) Nursing. Passing, no quality points. NPD is equivalent to an A minus or better.

- NP: Pass (Graduate) Nursing. Passing, no quality points. NP is equivalent to a B or better.

- NCP: Conditional Pass with Recommendation (Graduate) Nursing. Passing, no quality points. Only available for first take of the course. NCP is equivalent to a B minus.

- NF: Failing (Graduate) Nursing. Failing, no quality points. No semester hour credit is received.

Christopher Eliot presented the language of the Graduate Bulletin that he thought would need to be adjusted in order to adopt this grading scheme. In discussion, committee members raised a number of difficulties for adopting these changes, in relation to broader university policies. As resolutions to these questions were not identified before the end of the meeting, no motion came to a vote. Committee members indicated an interest in continuing to consider whether there are ways to make the alternative grading scheme work.

4   Dissertations and defenses

Committee members had begun a comparative study of dissertation and defense procedures at Hofstra and peer institutions. As the previous discussion item lasted until the scheduled ending of the meeting, this discussing was put off to the following semester.

5   New business

No new business was introduced.

The meeting adjourned at 11:30 AM.