

Meeting Minutes

Graduate Academic Affairs Committee

Sep 22, 2023 (online via Zoom, 11:00 AM)

Present members, guests, and adviser: Li Huang (Chair), Ivan Cardona, Carina Loscaizo, Chris Zhang, Michael Dores, Patricia Sarcona, Brian Galli, Hazel-Ann Domiano, Zunayeed N Alam, Comila Shahani-Denning (Provost's Office), Monica Florio (Graduate Admission), Evan Koegl (Registrar)

The minutes of Apr 14, 2023 were approved unanimously.

1. Introduction of the Committee members and the roles of GAAC.

The meeting commenced with the introduction of committee members and a brief overview of the roles and responsibilities of the Graduate Academic Affairs Committee (GAAC).

2. Committee members discussed several remaining items from the previous semester.

a. **Faculty Policy Series 11 and 11G**

Committee members reached a consensus to continue collaborative work on unifying Faculty Policy Series 11 and 11G. A shared document will be distributed to committee members for further collaboration.

b. **Probation Notification Timeline**

Registrar Evan Koegl proposed language changes, which were unanimously approved by all committee members. The revised language reads as follows:

“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 **end third-week** of January following the fall semester and by the **end third-week** of June following the spring semester.”

c. **New grading scheme for Doctor of Nursing Practice programs**

Concerns were raised regarding the alignment of the new grading scheme with broader university system standards. Further clarifications are required. Patricia Sarcona will follow up with Renee McLeod-Sordjan to explore possible modifications to the proposal. The discussion will continue in the next meeting.

d. **Dissertations and defenses**

Committee members expressed interest in understanding the rationale and objectives behind investigating dissertation and defense procedures at Hofstra and peer institutions. A discussion regarding the potential proposal of a general university policy for dissertations and defenses will continue in the next meeting. Comila Shahani-Denning will provide additional background information on this item.

3. New business

No new business was introduced. The meeting adjourned at 11:59 AM.

Graduate Academic Affairs Committee Meeting Minutes

Date: Oct 6, 2023 (online via Zoom, 11:00 AM)

Present members, guests, and adviser: Li Huang (Chair), Michael Dores, Stephen Hernandez, Brian Galli, Carolyn McCummings, Zunayeed N Alam, Umera Fatima Riyaz, Comila Shahani-Denning (Provost's Office), Evan Koegl (Registrar), Suzanne Pike (Provost's Office)

Approval: The minutes of Sep 22, 2023, were unanimously approved.

1. Chair's Report:

The Probation Notification Timeline Proposal has been approved during the SEC meeting.

2. Discussion of Agenda Items:

- a. **Faculty Policy Series 11 and 11G:** Suzanne Pike from the Provost Office will assist in streamlining a unified version of FPS 11 for GAAC's further edits.
- b. **New Grading Scheme for Doctor of Nursing Practice Programs:** Patricia Sarcona will invite Renee McLeod-Sordjan to the next meeting to provide an explanation of their new proposal.
- c. **Dissertations and Defenses:** In response to R2, Comila Shahani-Denning suggested conducting research on best practices for Dissertations and Defenses at peer universities. GAAC may propose a university-level policy for Dissertations and Defenses. Stephen Hernandez volunteered to conduct research and share the information with the committee at the next meeting.
- d. **GA/TA Studentships:** Brian Galli raised concerns about limited GA/TA opportunities for graduate students. He and Umera Fatima Riyaz will form a subcommittee to research this topic.
- e. **Communication to International Graduate Students:** Zunayeed N Alam expressed concerns regarding the English Placement Test requirement. Many international graduate students were under the assumption that they had received a waiver for English tests during admission but were later asked to take the English language placement test when they joined the program. Comila Shahani-Denning suggested seeking clarifications from the Graduate Admission Office and INTO. Monica Florio may provide some information in the next meeting.
- f. **AI Policy for Graduate Students:** The University AI Task Force has drafted recommendations to the Provost Office regarding AI use ([link](#)). The Provost Office has recommended language about AI use on syllabi ([link](#)). Considering that these are all recommendations, the GAAC committee discussed whether to develop an AI use policy for graduate students. Carolyn McCummings will research AI policies at other institutions, and the discussion will continue in the next meeting.

3. New Business:

No new business was introduced.

Adjournment: The meeting adjourned at 11:59 AM.

Graduate Academic Affairs Committee Meeting Minutes

Date: Nov 3, 2023 (online via Zoom, 11:00 AM)

Present members, guests, and adviser: Li Huang (Chair), Michael Dores, Stephen Hernandez, Brian Galli, Carolyn McCummings, Zunayeed N Alam, Umera Fatima Riyaz, Carina Loscaizo, Patricia Sarcona, Megh Raval (Student Guest), Comila Shahani-Denning (Provost's Office), Evan Koegl (Registrar), Suzanne Pike (Provost's Office), Monica Florio (Graduate Admission)

Approval: The minutes of Oct 6, 2023, were unanimously approved.

1. Chair's Report:

The Probation Notification Timeline Proposal has been approved during the Full Faculty meeting.

2. Discussion of Agenda Items:

a. **Faculty Policy Series 11 and 11G:** The new merged version of Faculty Policy Series 11 received unanimous approval.

b. **New Grading Scheme for Doctor of Nursing Practice Programs:** Renee McLeod-Sordjan will be invited to attend the next GAAC meeting to provide an explanation of their new proposal.

c. **Dissertations and Defenses:** Stephen Hernandez has conducted initial research and will focus his efforts on the peer institutions from the list provided by the Provost Office.

d. **GA/TA Studentships:** Brian Galli has conducted preliminary research on the GA/TA policy at peer institutions. Graduate student Megh Raval has made suggestions to enhance the accessibility of GA information on the university website.

e. **Communication to International Graduate Students about the English Language Test:** Monica Florio from Graduate Admissions shared that the university is currently exploring potential improvements in communication with graduate students.

f. **AI Policy for Graduate Students:** Carolyn McCummings has conducted preliminary research on AI policies at other institutions. GAAC will review the Hofstra AI Policy drafted by the AI Task Force at a later time.

3. New Business:

Monica Florio shared that the university will now require deposits for all graduate admissions. GAAC may need to discuss potential bulletin language changes.

Adjournment: The meeting adjourned at 12:05 AM.

Graduate Academic Affairs Committee Meeting Minutes

Date: Dec 8, 2023 (online via Zoom, 11:00 AM)

Present members, guests, and adviser: Li Huang (Chair), Michael Does, Carina Loscaizo, Patricia Sarcona, Comila Shahani-Denning (Provost's Office), Evan Koegl (Registrar), Suzanne Pike (Provost's Office), Monica Florio (Graduate Admission)

Approval: The minutes of Nov 3, 2023, were unanimously approved.

1. Chair's Report:

The Faculty Policy Series 11 is currently under UAAC's review.

2. Discussion of Agenda Items:

a. **Support of student travel to conference to present research:** The GAAC approved the edited version of the proposal and forwarded it to P&B.

b. **New Grading Scheme for Doctor of Nursing Practice Programs:** This proposal has been tabled due to Renee McLeod-Sordjan's unavailability at the GAAC meeting.

c. **Dissertations and Defenses:** The GAAC extensively discussed and edited the draft of the Thesis/Dissertation and Defense Policy for Graduate Students. Finalization of this proposal is slated for the next meeting.

d. **Graduate Program Review Guideline:** The GAAC explored the potential creation of a general guideline for graduate programs to periodically review their programs.

3. New Business:

The Chair requested new ideas for the upcoming semester's agenda.

Adjournment: The meeting adjourned at 11:59 AM.