

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.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, October 2, 2023

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

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

B. Chairs Report

Prof. Eliot convened the meeting by reporting that President Poser will be attending the October 9 Senate meeting to establish a line of communication with her especially as we are moving into a university-wide period of strategic planning and working together to improve the university. It seems to be valuable to establish mutual creditability and a sense of trust between faculty leadership, the senate, and the president.

Prof. Eliot reported that he and Caroline Schreiner have been working on communications. Calendar invitations for future meetings have gone out to all of the senators-at-large of the standing committees. Although their attendance is not required, it is valuable for them to know when the meetings occur and will be on the distribution list for the agendas going forward. In terms of communication from the elected senators to their constituents, there hasn't been a way for senators to let other faculty know what's going on at the Senate level, so he and Ms. Schreiner have set up a *Canvas* site where the various senators will be included as "teachers" and the faculty members will be included as "students." The chair of the SEC, and the Senior Support Specialist of the University Senate will serve as administrators for the site. The site will be divided up into various sections by school. Faculty members will therefore be able to be reached by their elected senator as the teacher of their section. Ms. Schreiner is working on implementing this. In addition, it has come up that the various special and subcommittees are in various states of activity and organization and well-being so he will be trying to assess the state of those various committees and see what the SEC needs to do to make sure they are working well.

C. Action Items

1. Prof. Eliot presented for action, revisions to the Athletic Policy Committee bylaws. Jayne Ellinger, Faculty Athletic Representative, and chair of the committee reported that it was pretty evident that a lot of the language in the bylaws, particularly that described people's positions has changed drastically over this year both within the academic support community and within the Department of Athletics. She reported that one of the biggest changes that impacted the configuration of the committee was the formerly titled positions of Vice President for Student Affairs and Vice President for Enrollment Services are now designated as the singular position of Senior Vice President for Enrollment, Engagement and Success. Of the thirteen members of the committee, a certain number are designated as voting members and others are advisory. Jessica Eads, Senior Vice President for Student Enrollment, Engagement & Success, or her designate shall serve as a voting member. The APC thought that a representative from within athletics academic advisement would best

serve the committee. Rachel Peel-McAndrew, Senior Associate Athletic Director for Student Athlete Success often comes to every meeting already to advise on academic affairs that happen within our student athletes, so the committee thought it made a lot of sense to add whoever serves in this position be a permanent member. Another change that happened over the years was the Vice Athletic Director position. That Individual used to be in charge of everything that was financial as well as overseeing daily operations. Over the last couple of years, the administration hired a specific individual to handle the financial affairs of athletics, allowing for the Athletic Director to handle more of the general affairs. Therefore, the committee voted on adding the Senior Associate Director of Athletics for Finance and Administration as an advisory non-voting member. A discussion followed and the following amendments were made:

In the first paragraph,

The sentence:

The Special Committee on Athletic Policy shall consist of thirteen members:

was amended to:

*The Special Committee on Athletic Policy shall consist of thirteen **voting** members:*

Alumni Senate was changed to *Alumni Organization*

The bylaw revisions were approved as amended.

2. Prof. Eliot presented for action, revisions to the Study Abroad Policy. Jessica Santangelo, chair of the Undergraduate Academic Affairs Committee, reported that the committee is recommending to add the sentence “Check with the Study Abroad Office and Financial Aid about the applicability of your financial aid package to your study abroad program.” to the bulletin language. It was a friendly suggestion made at a past Senate meeting because sometimes financial aid doesn’t transfer well when a student is studying abroad. A discussion followed and the following amendments were made:

The paragraph:

A student who takes a course abroad that has not been pre-approved must do so immediately upon completion of the semester abroad. Course(s) that are not approved prior to the program start date may not be accepted for transfer credit by Hofstra University. Financial aid may not be applicable. Check with the Study Abroad Office and Financial Aid about the applicability of your financial aid package to your study abroad program.

was amended to:

*A student who takes a course abroad that has not been pre-approved must **seek approval** immediately upon completion of the semester abroad. Course(s) that are not approved prior to the program start date **may or** may not be accepted for transfer credit by Hofstra University. Financial aid may not be applicable. **Students should** check with the Study Abroad Office and Financial Aid about the applicability of **their** financial aid package to **the** study abroad program.*

3. Prof. Eliot presented for action, revisions to the probation notification timeline. Li Huang, chair of the Graduate Academic Affairs Committee, reported that last year, Evan Koegl, Registrar and Director of Academic Records, brought up an issue that the Physician

Assistant program has courses that run into the January month which impact the student's Fall term and overall GPA. Due to the language of the bulletin, they are stuck determining Graduate probation in time to send a notification by the third week of January. For most programs, that timeline is reasonable. But in the PA program, one of their students will receive grades that put them above the 3.0, but at the time we determined and notified they were below that threshold. The committee revised the document, and it was passed by the Senate, but a concern was raised at the faculty meeting that the end of the grading period as defined by the CBA is in December, so the item was sent back to the GAAC. The new language is 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 of January following the fall semester and by the end of June following the spring semester.

D. Discussion Item

Prof. Eliot presented for discussion, the canvas site for Senate outreach which was mentioned earlier at this meeting. Since the students, staff and chairperson have their own way of communicating with their constituent's, the site will be used for faculty elected senators. A discussion followed regarding the medical school and the law school and whether to include them on the site. It was decided that Prof. Eliot will reach out to those elected senators, for their feedback on how to proceed. It was also decided to create a summary after each senate meeting for senators to use when reaching out to faculty.

E. Committee Reports

1. Prof. Santangelo, chair of the Undergraduate Academic Affairs Committee, reported that she should have language for the bulletin around the repeat course option by the next SEC meeting.
2. Prof Huang, chair of the Graduate Academic Affairs Committee, reported that the committee met on September 22 and approved the probation timeline presented at today's meeting, and discussed items left over from last semester including merging Faculty Policy Series 11 and 11G and hope to finalize the document by October 6. The committee also discussed the Nursing School grading scheme. Some committee members have some concerns on how to make it more aligned with the university grading standard, GAAC requested the nursing school to modify its proposal and will discuss again in the next meeting.
3. Prof. Wallace, chair of the Planning and Budget Committee, reported that the committee had a very informative and productive discussion with Cynthia Langin, Senior Associate Provost Institutional Research & Strategic Analysis. One thing in particular that they discussed was defining peer institutions and R2 peer institutions. Prof. Wallace reported that she also reached out to Joseph Barkwill, Vice President for Facilities and Operations, to schedule a meeting to discuss the Sasaki Report on the library and other things.
4. Prof. Welch, chair of the Faculty Affairs Committee, reported that the committee, met on September 15 with Felicia Winder, Associate General Counsel, to discuss some changes that

the administration would like to be added to Faculty Policy Series #43 - Hofstra University Harassment Policy so it more clearly reflects changes to New York State law. The document she used for her revisions was the document voted on at a full faculty meeting in 2022 so it incorporates the changes which protect chairs in their capacity as faculty members. The committee also discussed the proposed agenda for the year, working on Faculty Policy Series that are outdated, working with the AAUP to streamline policy series that are closely aligned with the CBA. The committee also will be engaging in a discussion of whether departmental review of tenure and promotion criteria should be more regularized, as well as working on the adjunct recognition system. The committee will also be reviewing Emritus Status for Cynthia Bell of the Music Department.

5. Lila Campbell, chair of the Student Affairs Committee, reported that she got to meet with all student senators and senators at-large. The committee has its first official meeting on Wednesday, October 4 at 1:00 p.m. She decided to hold 4 meetings a month to accommodate members schedules. She reported that she is also meeting with Vice President Eads as well as Provost Riordan this week. Ms. Campbell reported that she is fronting with four other students an EMS club on campus which they are hoping will turn into a VLS agency at some point. She reported that students have brought up issues regarding food pricing and the types of food available on campus, so the committee will also look into that.

F. New Business

There was no new business.

G. Adjournment

The meeting was adjourned at 2:25 p.m.

MINUTES OF THE SENATE EXECUTIVE COMMITTEE MEETING
Monday, October 23, 2023

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

Absent: L. Campbell, C. Riordan

A. The minutes of the October 2, 2023 meeting were unanimously approved.

B. Chairs Report

Prof. Eliot convened the meeting by reporting that the Library Committee is now working with a nearly full set of members. They did some recruiting across the areas where representation was needed. There are two outstanding seats. One in the School of Education, and one in the School of Health Professions and Human Services (the senator at-large is on maternity leave).

Prof. Eliot reported that there are two potential members for the School of Education:

- Michele Marks, from the Department of Literacy Studies
- Lauren Diaz, Department of Music
 - Is situated between the School of Education and School of Humanities, Fine and Performing Arts

Prof. Eliot reported that the Special Committee on Education and Research Technology is looking to build out their membership to a more complete committee that represents the university better. They will be revising their bylaws.

Prof. Eliot reported that the Environmental Priorities Committee created a survey that was passed by the Senate in spring 2021. At the time Janet Lenaghan, who was the Interim Provost, felt there was some “survey fatigue” among the faculty and delayed sending out the survey. It never got picked up again. The SEC decided to review the document informally before sending it to the Provost.

Prof. Eliot reported that the Planning and Budget Committee has been eager for representation of P&B on the Strategic Directions Committee. The president and provost agreed to have Kathleen Wallace, chair of the Planning and Budget Committee serve.

Prof. Eliot reported that work is continuing on the *Canvas* site for Senate communication and should have it functioning by the next SEC meeting.

C. Action Items

1. Prof. Eliot presented for action, membership for the Library Committee which was mentioned during his report. He pointed out that Michele Marx is an adjunct professor. A discussion followed about who to appoint to the committee from the School of Education and it was decided to appoint the position to Lauren Diaz, who is an Assistant Professor and may be in need of service.

D. Discussion Item

Prof. Eliot presented for discussion, a recommendation from P&B for support of student travel to conferences to present research. Prof. Wallace reported that the committee wanted to the possibility of funding for recently graduating undergraduate students who complete their research in their last semester, and whose conference presentation would take place after they have graduated. The committee received a rough summary of current practices from the provost's office. She reported that even though Provost Riordan said the awards from the Provost's Office the average award was just shy of \$500.00 per award but could go up to \$900.00, P&B suggested \$500.00 in their proposal. She suggests that the Undergraduate Academic Affairs Committee and Graduate Academic Affairs Committee take a look at the proposal before P&B does anything further with it. A discussion followed.

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