

**UNIVERSITY FACULTY MEETING MINUTES  
TUESDAY, DECEMBER 3, 2019**

For attendees, please see attachment A1.

I. The minutes of the October 21, 2019 minutes were approved.

**II. Report of the Speaker of the Faculty, George Giuliani**

Prof. Giuliani convened the meeting by announcing that all faculty and staff are asked to encourage their students and clubs to attend the Annual Town Hall Meeting on Wednesday, December 4 at 10:30 a.m. in the Student Center Multipurpose Room. Town Hall represents an important opportunity for students to correspond directly with senior administration and student leaders. The focal point tomorrow will be during common hour (11:15 a.m. – 12:40 p.m.) during which time President Rabinowitz, Provost Berliner, other senior administrators and area heads are expected to participate in a question and answer session as well as discussions with students regarding all aspects of Hofstra student life. Refreshments and lunch will be served. Prior Town Hall Meetings have resulted in campus-wide changes such as establishment of the University Senate's Environmental Priorities Committee to resolve environmental issues on campus, increased hours of operation of the Wellness Center and successes in working with the University administration to improve food services on campus. The event is sponsored by the Student Affairs Committee, Student Government Association, and Planning & Budget Committee.

**III. Information on the Revised Class Schedule, Provost Herman A. Berliner**

Provost Berliner thanked the chairs' caucus for their extensive ongoing feedback and input, as well as the deans, the Faculty Affairs Committee, the Planning and Budget Committee, and Evan Koegl, Registrar, and Kaitlyn Poncet, Director of Data Warehousing Systems.

The Provost reported that while the revised class schedule is not a perfect document, it is however a tremendous improvement over what we have now. In looking at our schedule, we found a significant number of undergraduate classes where the starting time or the ending time overlapped previous or subsequent classes by only a few minutes. For years, the administration has been asked to consider a second common hour. The Provost felt that we needed a standard meeting time for faculty meetings. The new schedule provides for two seventy-five-minute common hours, one on Mondays and one continuing to be on Wednesdays. One common hour can be used to schedule department, school and university faculty meetings and, student events. The other common hour can be focused on encouraging more student/ faculty programs and events. Our schedule has over the years has become not only one with tremendous overlap, but one with in an imbalance. With the proposed new schedule changes, we are able to implement a more useful distribution of classes on Friday and in general. There is the opportunity to do more on Fridays in addition to utilizing the time for laboratory courses or for student internships. Friday, if we take full advantage, offers a framework to expand those innovative course offerings best suited for

once a week. The new schedule is based on guidelines rather than rigid rules. The Provost recommends that we undertake a comprehensive review of the present effort within the next three to five years.

#### **IV. Report of the Senate, George Giuliani (reporting for William Caniano)**

##### **Action Items**

1. Prof. Giuliani presented for action the 2020-2021 Academic Calendar. Evan Koegl, Registrar, reported that the calendar starts prior to Labor Day and that January session starts on January 4 due to when the holidays fall. The item was passed unanimously.
2. Prof. Giuliani presented for action revisions to Course and Teacher Ratings (CTRs) survey form for online and hybrid courses. Prof. Hirsch, chair of the Faculty Affairs Committee, thanked the committee for working so hard getting these changes made. She reported that the committee has reviewed the CTR instrument and modified some questions so that they are appropriate for online and hybrid delivery courses. The item passed unanimously.

#### **V. Report of the AAUP, Elisabeth Ploran**

Prof. Ploran reported that the next union meeting is on December 11 at 11:00 a.m. in the Cultural Center Theater. Discussion will include the annual report of our budget as well as conversations on some items that the AAUP is working with the administration regarding representation of chairs in cases of Title IX complaints, the order in which courses are assigned to full-time faculty, adjuncts, and administrators who teach, as well as working conditions for clinical faculty.

Prof. Ploran reported that there are currently ballots out for the AAUP's "off cycle" election on the First Vice President for Grievances. Martine Hackett, Associate Professor of Health Professions, and Aisha Wilson-Carter, Adjunct Assistant Professor of Writing Studies & Composition, are both running for the position and have each put out candidate statements. On the same ballot are revisions to the constitution and bylaws.

Prof. Ploran reminded the faculty that the union is here to assist them and to please contact her at [HofstraAAUP.President@gmail.com](mailto:HofstraAAUP.President@gmail.com), or contact any office member or unit representative they feel comfortable with.

#### **VI. Report of the Chairs' Caucus, Kathleen Wallace**

Kathleen Wallace, chair of the Chairs' Caucus, thanked the Provost, Evan Koegl and Kaitlyn Poncet for their responsiveness for all of the feedback the caucus offered. They appreciate that all issues brought up were considered.

Prof. Wallace reported that Cornell Craig, Chief Diversity and Inclusion Officer, met with the chairs to discuss some of diversity and inclusion issues and initiatives that he is undertaking.

Prof. Wallace reported that the chairs have also had discussions on the processes and effectiveness of annual evaluations, as well as with the Provost. They have suggested that some of them should be reviewed and updated.

Prof. Wallace reported that she has met with Jessica Eads, Vice President for Enrollment Management, to discuss how the scheduling is working, what is working for departments and scheduling faculty to represent their different areas at Admission events. She has also talked with Laura Martin, Director of Educational and Research Technology Services, to discuss some of the changes that are ongoing in her department.

Prof. Wallace reported that there have been a number of chairs who have participated in updates to *Workflow*, which is the computer system for making changes to the class schedule once it's in place and have been discussing when the rollout of that will be.

## **VII. New Business**

There was no new business

## **VIII. Adjournment**

The meeting was adjourned at 2:20 p.m.