

Minutes
for the 423rd Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, October 10, 2012
4 p.m., Mountain View Room, Student Center

[SD12/13-11]

I. Call to Order 4:04pm

II. Roll Call

Absent: Senator Fleeger and Senator Brown

III. Secretary's Report

Senator Stanish - We have minutes from both the 419th meeting which was April 11th of last academic year as well as the 422nd meeting that was held on September 12th.

Motion: To accept the minutes of the 419th meeting of the Keene State College Senate.

Discussion: Senator Blatchly - Cheryl and I had a brief conversation and 6 out of about 18,000 words were wrong and I wanted to put that into context. On page 12 of the minutes in the 3rd paragraph discussing the music report I make a statement according to the minutes - the *correct* state of affairs and it should be the *current* state of affairs. The second one we did check with the tape and between pages 13 and 14 I made a rather mysterious statement according to the minutes, *replacement is just department floor rules* and I have no idea what that means. It turns out what I said was *the cart before the horse*.

Senator Welsh - As transcripts go this is an excellent one. The conversation flows, the meaning is clear and it's nicely done.

Vote: Motion carries as amended

Motion: To accept the minutes of the 422nd meeting of the Keene State College Senate.

Vote: Motion carries

IV. Courtesy Period

Provost Treadwell - I just wanted to provide an announcement regarding the 18 credit policy. As all of you might recall since the beginning of the academic year I have been reviewing the policy implemented by our office this summer that would require a fee charge for 19 credits and above for our students. I have been reviewing communication regarding this policy and have also met with our student governance group and had a number of conversations with individual students. The reason I raise it here is I think it is important for the College Senate to know first and I will follow up tomorrow with communication to the entire campus. A couple of key elements, the policy itself is intended to encourage that our students do not enroll in 5 courses. As we moved to a 4 credit curriculum, as some of you will recall a number of our conversations centered around the ability to go deeper in fewer number of courses and have the academic engagement we would expect in a college environment. On that merit alone I think the policy is sound and it holds our academic principles. However, I don't believe that my office communicated effectively to all of our students and to our faculty regarding this policy and the intention for the fees to begin being collected in the spring semester of 2013. I made the following motion yesterday to our Cabinet which is that full time matriculated enrollment for undergraduate students as defined as a course load of 12 to 20 credits, students enrolled in 21 or more credits will pay a per credit overload charge determined by their residency status. I will continue to review a campus policy of an overload charge implemented at the 19th credit hour, working with the campus community and Cabinet to finalize any policy change before the end of this academic year. I have blocked implementation of

the financial penalty for this year. It will not be implemented 1/2 way through. The Cabinet approved this request but that does not mean that I in anyway disagree with the intention behind the policy. I will be working very actively with the faculty and Deans who understand our holistic forum and where we may have barriers to student's success where they needed to take 20 credits. It will be a lot of work that we need to engage in the fall semester and into the spring but I will make a policy recommendation in the spring semester for the benefit of our students. My thanks to you for inviting me in sharing what was difficult for many of our students and that they had made plans not accounting on the additional \$880.00 to be collected beginning in the spring semester. I respect and appreciate that and I regret about the other communication and I take responsibility for it. So now we move forward and thank you for the courtesy period.

Senator Schmidl-Gagne - I just wanted to announce and encourage everyone to announce in their classes and whatever forums that you have that we have a voter registration table for students on Friday from 11:00am - 1:00pm in the Student Center. I know that people have lots of questions about our students and whether or not they are eligible to vote and how that will happen. We have the City Clerk here who has the most up to date information; although I am guessing that Professor Weed could probably help us out there to. They will work directly with our students and help if the student wants to get registered. They will help the students get registered so please encourage students to use that service or to go directly to the City Clerk's office. The City Clerk is ready and very much wanting to help our students register to vote.

Senator Sapeta - This Friday between 12:00pm and 4:00pm the new TDS Center will be open officially for business and there will be a dedication ceremony at 2:00pm. You are all welcome to attend and I would like to see you there to share the joy of having a new building and being able to teach there.

I. Subcommittee Reports

- **Executive Committee**

Senator Stanish - I will try to summarize our meeting notes that you have in your packet. Our first order of business is that Chuck Weed has agreed to serve as a Parliamentarian for us. He is at least available for the fall semester and hopes he can go into the spring semester. We thank Chuck for being here and as part of our bylaws the Parliamentarian does need to be approved by the whole Senate.

Motion: The SEC moves that the Senate approve Chuck Weed as the Parliamentarian for 2012-2013

Discussion: Senator Stemp - One minor spelling mistake in the motion he is listed as Chuck Week.

Chuck Weed - The copy of the bylaws that I received when I first was asked to consider this - item H said that people should [see Article VI, J 6] and I am wondering if that shouldn't be [see Article VI, J 8].

Senator Stanish - We did vote to change that. We just need to make the change. Does anyone have any questions on what the Parliamentarians role is?

Senator Hays - What is the Parliamentarians role?

Senator Stanish - In the bylaws it says The Parliamentarian shall, at the request of the presiding officer, offer advice upon Senate rules, matters of procedure, and points of order and privilege. So anytime that we have a question of are we doing this properly we can review that. The Parliamentarian may, upon request of any member, rule that the gavel pass to the Vice Chair because of the trend of the debate. The Parliamentarian may be a member of the Senate. If we are in the middle of a debate and we need points of order or we need clarification we could ask the Parliamentarian procedure type questions.

Chuck Weed - I don't have Robert's Rules of Order and I should probably have that before we get into any heavy debates.

Senator Stanish - We do not have any motions today but we will get Robert's Rules of Order for you.

Vote: Motion passes

Senator Stanish - Our next order of business is back to the Senate minutes. As you saw we just approved the minutes from our September meeting and are already allowed to do that but we are enacting on this next motion. For those of you who were on the Senate last year, in April the Senate approved a motion to simply follow what is required by Robert's Rules of Order for minutes and what is required is really just a listing of the motions. However, with that in discussion we also added an amendment that any member of the college community could request a written transcript or a certain portion of the minutes and those requests are already coming. We have already found requests and we think this will be a common occurrence. In addition we have heard from a few Senators that as a Senate we do value having some sort of transcript in addition to just the motions. Given all of that we have worked a little bit to investigate in a better technology that we are starting today and we will see how it goes. The microphones in this room continue to be a challenge and we will continue to work on that but, all of that aside we are going to move forward with the motion here.

Motion: The SEC moves that the Senate Minutes format goes beyond the requirement of Robert's Rules of Order and that a complete transcript, to be approved by the Senate, be prepared for every Senate meeting (retroactive to September 2012).

Discussion: Senator Welsh - It's a fine motion and I support it completely. The only comment I would make is that my eye and my mind catches on that clause that the Senate format goes beyond what is required. I would consider a more concise and equally functional version and it might be that the Senate moves that the transcript be approved by the Senate.

Senator Stanish - We can do that and we did think of that. We wanted to acknowledge the wording in the previous motion which is why we put it in. If anyone would like to make that amendment we certainly can make that amendment.

Senator Welsh - I would like to amend the motion to read;

Amended Motion: The SEC moves that the Senate be a complete transcript, to be approved by the Senate, be prepared for every Senate meeting (retroactive to September 2012).

Discussion on amendment: Senator Martin - I tripped over that as well and that the motion as it was originally appeared in the minutes of the SEC diminished itself by saying we are doing something beyond that requirement. We can give ourselves our own requirements so for that reason I would be voting in favor of the amended motion.

Parliamentarian Weed - You are talking about something that is related to Robert's Rules of Order, shouldn't that be included in your bylaws? Is there a change in bylaw requirements and isn't that a different procedure?

Senator Schmidl-Gagne - There is no mention of the minutes in the bylaws and how they should be taken.

Senator Stanish - They would go to our bylaws by default unless we do something differently.

Senator Hanrahan - With the wording in the amendment as it is now it doesn't say anything that it is referring to the minutes. It just says a complete transcript.

Senator Stanish - You are right.

Senator Hanrahan - Should we just add that the Senate minutes be a complete transcript

Amendment to the amended Motion: The SEC moves that a complete transcript, to be approved by the Senate, be prepared for every Senate meeting (retroactive to September 2012).

Senator Stanish - Is that acceptable?

Senator Welsh - Absolutely

Vote: Amended motion carries

Vote: Motion carries

Senator Stanish - The next item we have in our packet is that we have charged the ISP Facilitation and Discussion Team. The SEC together with the Provost had agreed that this year the SEC would put together the team and that is what we have done. You will see on senate document [SD 12/13-8] is the charge to this team as well as the committee members to this team. The motion to the Senate has already been passed that this committee would exist and we are charging the membership now. I would like to thank Senator Jean for agreeing to Chair this committee and Senator Welsh for being the other Senate representative as well as the other members of the committee. As you can see in our charge that this group would come up with different strategies in 6 different areas and bring them back to the SEC. We will then bring it back to both the Student Government and to this group for action. That is what we are looking for going forward.

Senator Blatchly - Are you looking for discussion?

Senator Stanish - Yes

Senator Blatchly - As I scan through this and sort through some things, one thing which might be an extension to the charge or it might not be is the relationship between the ISP and the Senate which I think has been a little confused at times. I don't know if you on the SEC considered that that is included in the charge as it is written down or would that be potentially an additional item to consider.

Senator Stanish - It is implicitly in with previous leadership models and before the curriculum review process as it comes out in the task force. I do want to say that it is on the radar of the SEC anyway. Whatever comes out of this group we will also be working with the relationship of ISP and the Senate and we can certainly coordinate efforts as we move forward.

Senator Stanish - The last few items in our notes are just updates and I will let you read them in the packet. In the last two items it says that Karen will set up meetings and Karen has set up meetings so those meetings are scheduled or at least in the process of being scheduled and people should check their meeting makers.

- **Academic Overview Committee**

Senator Blatchly - Very brief report. We have organized and set up subcommittees. We have members of the subcommittees as you see in the report. We are receiving materials and gathering reviewers and hope to be able to push the process forward more or less on schedule. That is pretty much what we are up to. It is a very brief report and thank you for giving me the opportunity to do that.

- **Academic Standards Committee**

Senator Stanish - The ASC has no report Senator Welsh did you want to say anything.

Senator Welsh - The ASC has no charge yet so it has not met although I will take the opportunity now to remind members that we will meet after today's meeting to elect another Chair as I will be stepping down as part of the Mike Welsh overcommitted reduction act. So members stick around it should be brief.

- **Senate Curriculum Committee**

Senator Darby - I will just summarize the senate document here. One correction, our next scheduled meeting is not next Wednesday, October 17th it's the subsequent Wednesday the 24th. I have met with a number of colleagues and committees across campus as listed here including Senator Welsh. I have received some communications including those from the Chairs in the School of Sciences and Social Sciences, met with the School of Arts & Humanities, met with Professor Antonucci who chairs the II subcommittee of ISP. I have met with Melinda Treadwell, Karen Stanish, Tom Richards and Ann Miller about curriculum policy and processes and met with members of the II subcommittee last week related to the II proposals. The rest is in the documents.

Senator Welsh - I have a question that the item in the report reminds me of an item that was in our minutes that they approved last time it was discussed last year and that was a charge composition and history of the II subcommittee. I was wondering and question when it was originated and the composition as approved by the Senate. These kinds of things came up as a result of discussion about placing in the official line for approval of curriculum proposals. I am wondering if there has been any closure or information regarding those questions.

Senator Stanish - I have done a little bit of investigating to exactly what you are speaking to and in terms of the way that the Senate had handled it in the past. In our bylaws it says that the Integrative Studies Program Committee would be part of the curriculum process. It is really up to the program committee to decide within itself how that would happen and so what they have decided is that it would be the Interdisciplinary Subcommittee that would be looking at the interest of the proposals and so we are not really violating our bylaws because it is still part of the larger Integrative Studies Program Committee. We can continue to investigate further exactly the questions that you have raised.

Provost Treadwell - I believe the ISP discussion facilitation group will specifically look at the goals and barriers in the Interdisciplinary and specific strategies supported along disciplinary goals that the Interdisciplinary program and as we have mentioned previously in this meeting. There will also be support about curriculum review processes. So I expect that the committee will give us more of that. But to reinforce the Chair, I do believe that was part of the bylaws of the original Integrative Studies Program approval process and the creation of the ITW coordinators, IQL coordinators and the II coordinators and their approval processes were part of that in keeping with bylaws of the Senate. It is time to review that and I think that is part of the charge element of this discussion team.

VI. New Business - none

VII. Adjournment 4:31pm