Minutes **[SD 12/13-6]**

for the 422nd Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, September 12th, 2012
4 p.m., Mountain View Room, Student Center

I. Call to Order 4:10pm

II. Roll Call

Absent: Senator Brown and Senator Harfenist

III. Secretary's Report

Motion: To accept the minutes of the 420th meeting of the Keene State College Senate.

Discussion: Senator Blatchly – At the end of Page 7 in the packet the word netted should be changed to Meta.

Senator Martin – After reviewing the transcripts of his comments from the last meeting he thought a number of changes would be desirable. He put forward a request that the body of the Senate reconsider as early as possible the decision that was made a year ago concerning transcription.

Vote: Motion carries as amended

Motion: To accept the minutes of the 421st meeting of the Keene State College Senate
Vote: Motion carries

Senator Stanish noted the minutes of 419th Senate Meeting will be brought forward for approval at the October meeting.

IV. Courtesy Period

President Kahn – A few days ago each campus within the University System presented a distinct vision of their campus at a Board of Trustees meeting. With the support of the Administration, President Kahn presented the kind of excellence we are striving for in our undergraduate programs as a public liberal arts college and founded on a strong foundation of multi disciplinary liberal arts going through applied learning and capstone experiences. It was worth noting and he pointed out to the Board of Trustees that we have data that shows nearly ¾ of our graduated senior students a year ago in the spring expressed they had completed some kind of capstone experience. It is unique for us to reach that kind of level without a requirement going through the campus.

The second thing President Kahn noted was the accepted report of the Change Management Task Force – a group that was convened by Chairman Dupont a year ago in response, in part, to

achieve greater administrative efficiencies within the University System and to
respond to Legislative criticism about inefficiencies in the University System.

Following a set of principles adopted by the Board of Trustee and a report from a National Higher Education consulting group, they accepted a series of principles and bylaw changes to implement these efficiencies. Parts of those efficiencies affect academic affair policies. Provost Treadwell will be working with her colleagues throughout the year to define some of the implications. They had redefined what had been the Programs and Services Committee of the University System as an Education Excellence committee that is more driven by metrics and outcomes than it is by rigidity and policy. More conversation will be led by the Provost with the campus. These are now matters of public record and President Kahn wanted to keep everyone up to date with these principles.

The Board of Trustees also approved a bi-annual budget request for the University System. All of the Presidents of the University System have been talking with the Gubernatorial Candidates about USNH 100, trying to keep public in Higher Education for New Hampshire and to restore the appropriation back to $100,000,000.00 as it was in 2010/11. The Board of Trustees adopted that and the principle that we would freeze tuition for a two year period in this next Biennium if the legislature appropriated $100,000,000.00 to the University System. This has important implications for our students and our future operating budget over the next two years.

There was one other change President Kahn mentioned and that was noted at the Opening Address it is based on principles. Representation to the legislature and direct reporting relationship to the Board of Trustees is now established for each of the Presidents. We will be much more outcome driven for our institutions goals and for the goals of the University System. We are responsible as Presidents for both the successes of our campuses and the University System.

V. Subcommittee Reports

- **Executive Committee**

Senator Stanish gave an update of items discussed at the SEC. meeting held Sept. 5th

- Parliamentarian Ann Atkinson is taking a one year leave from Keene State College. If anyone has a suggestion on someone who would like to serve in this capacity forward those names to Senator Stanish.
- Open Senate seats:
    - One student seat - Should be filled by the next Senate meeting.
    - Adjunct Faculty – Working with KSCAA to find someone to fill that seat.
    - At-Large – Has been filled by Steven Lucey
    - Several Non Senate Seats open on the AOC
- Senate Minutes – Discussions are taking place to reconsider the vote from last year's meeting and continue with transcriptions of the Senate meetings. They are looking into investing in better equipment and software.
- ISP Task Force Report – The SEC is putting together a group of people with a specific charge of the kind of action steps to bring forward suggestions to the Senate. The SEC plans to bring their plan and membership at the October Senate Meeting.
- AOC – This will be the last year that the AOC will be in existence. The program review process would still happen very much the same way in departments but would go to the Dean and/or Provost. The SEC will be meeting to have details in place before July 2013 when the AOC will no longer exist as part of the Senate.
- By-Laws – Changes that were approved last year have been updated and can be located at http://www.keene.edu/senate/

- **Curriculum Committee**

Senator Darby gave an update of items discussed at the SCC meeting held Sept 5th.

1. The committee discussed an apparent discrepancy in the SCC Guidelines related to course objectives and learning outcomes - namely, the Guidelines stipulate that course proposal sponsors must include both course objectives and learning outcomes, whereas the course proposal form requires only learning outcomes. The SCC will continue to require learning outcomes only (not course objectives), in keeping with current practice, and will counsel the school curriculum committees to consider the same.

2. The committee discussed problematic language in the Guidelines related to course objectives and learning outcomes - namely, the Guidelines should do a better job in guiding faculty in how to develop objectives and outcomes. The SCC chair will draft new language and submit it to the committee for approval by the end of the current academic year.

a. The committee discussed the requirement that 'course addition' proposals (i.e., proposals for new courses) must have a syllabus appended to the proposal. The SCC will continue to enforce the requirement, but it does not have the authority to reject a proposal based on the content of the syllabus beyond the basic criteria stipulated in the Guidelines. The SCC will counsel the school curriculum committees to consider the same.

b. The committee discussed the importance of advisory opinions related to II course proposals. The SCC chair will meet with the II subcommittee (or its chair) to ensure that II course proposal sponsors are made aware of their obligations under the Guidelines.

c. The committee discussed ongoing confusion regarding the program proposal form - namely, what is the difference between a programmatic ‘change of requirements’ and a ‘program redesign’. The SCC may consider a revision of the program proposal form, effective next academic year, to eliminate the confusion.

d. The SCC chair will meet with the Academic Standards Committee chair to improve communication between the two committees related to proposals under review by both committees.

e. The committee reviewed a draft meeting schedule for the semester,

VI. New Business

Senator Darby - There was some confusion on an approved document by the Senate last year concerning time to graduation requirements. Around the graduation strategy in which all Bachelor of Arts and Science degrees are normally 120 credits which is different currently or what had been. It is normally 124 credits. Looking at the Senate documentation, the effective date for that change is noted as spring 2013. There is some confusion in the Registrar’s office. It appears that we have set up a scenario where students who matriculate in this academic year they are obligated to the 124 credits where as students that are in a cohort that matriculate in January 2013 would be held to the standard of 120 credits. That is a complicated factor to have two cohorts of students with different requirements within the same catalog year.

Provost Treadwell – I will review the transcript of the original vote and issues of the Registrar because I do agree and think it would be a terrible disadvantage and I suspect an unintended consequence for students during this academic year. After I review I will let you know what I uncover

In regard to the Academic Planning Council, I have raised this at the Chairs meeting and Faculty meeting as well on of the bylaw changes referenced by President Kahn has actually created a process by which campuses have much more autonomy with regard to program proposals and curriculum. With regard to the SCC work and within the School Curriculum Committees this year significant new program proposals would not be required to create the early notice of potential proposal and SAPC documents that has been our practice in the past. I am seeing clarity with the other Chief Academic Officers within the system regarding notification requirements by the Chief Academic Officers to the Educational Excellence committee to the system. The good news for us I believe is the autonomy and control of our curriculum internally. The challenging news is simply that it will come back to each of our committees this summer request for notice that could be presented in meetings later this year to the Educational Excellence committee this year by those actions we are taking as a campus. In exercising our privileges to our own curriculum SAPC documents should not be observed as they had in the past. Any questions you may have please direct them to me and I will make sure we attend to that. I will bring back information to our faculty at large and to this body as well with greater clarity. This is new and the motion was just approved and we are still in the process of what are steps are for each campus to give notice to the system.

President Kahn – Under the rubric of the American Democracy Project I am speaking to the University’s action of the biannual budget. We do have on September 18th a Democratic Gubernatorial Candidate Maggie Hassan coming to the campus at noon to the Lantern Room. Attendance during the turnout for our two candidates was not very strong. They have had interesting platforms but were obviously not interesting enough. This would be a great opportunity if you do spread the word to students and colleagues to hear from an important person of influence.

VII. Adjournment 4:55pm