

**Minutes
For the 395th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, September 16th, 2009
4:00pm, Mountain View Room, Young Student Center**

I. Call to Order 4:05pm

II. Roll Call

Excused: Senator Wanda Swiger

III. Secretary's Report

Motion: To accept the minutes for the 393rd meeting of the Keene State College Senate

Senator Hanrahan - page 5 after Amendment to the motion it should read as follows: Senator Hanrahan explained this is a Fitchburg State *model*.

Vote: Senate voted to accept the minutes as written

Motion: To accept the minutes for the 394th meeting of the Keene State College Senate

Vote: Senate voted to accept the minutes as written

IV. Courtesy Period

Senator Clemmenson reported the following:

Pumpkin Lobotomy - October 16th

Midnight Madness – October 23rd

Senator Timney advised the Integrative Studies program is having a fall workshop on Monday for those teaching critical thinking in the ISP classes. Helen Frink and Senator Timney will be running the workshop from 8:00am – 9:45am. You can contact Pete Nielsen, Ann Rancourt or Sue Castriotta.

Senator Warder reported the planning council is holding a pre proposal workshop to help anyone who wants to write a strategic initiative this fall. It will take place on October 2 from 8:00am-11:00am in the Hale conference room.

V. Subcommittee Reports

• **Executive Committee**

Senator Stroup explained that one at-large position remains on the Senate. There is one vacancy in the Sciences but Dean Leversee has informed us that it has been filled momentarily. The first appendix also provides a list of Executive Committee members elected last year.

Senator Stroup reported that a Senate representative to Honors Program Director Search is needed and Senators should contact him to volunteer to work with the chair of this committee, Dr. Mallon.

An Ad Hoc committee will be created to look at the weekly campus calendar.

The Academic Standards Committee was charged with the scheduled three-year revisiting of the 20 credit course registration policy.

Senator Stroup advised in our college catalog, we do not have an upper level course requirement that states a certain number of 300 and 400 level classes students are required to take. Many colleges have something about this in their academic policies. We need to have the Standards Committee examine the issue and make a recommendation to the Senate.

The Academic Standards Committee was charged with making a recommendation as to continuing awarding of Associates Degrees at the College in terms of our Mission and new Academic Plan. On one hand, a legacy as some of the earlier parts of the college's mission, identity and a time when there was no active community college presence in the Monadnock region in the way that we have now. The question is should we be offering these now? Is this our business? Is this consistent with our mission? The Senate should be considering this and make a recommendation to the board. The SEC is charging the Standards Committee to examine the issue and make a recommendation to the Senate this year.

Senator Smith stated she has a professional interest in this because they offer a Chemical Dependency associate degree. Can she play a role on the ASC or make recommendations to the ASC during this discussion?

Senator Jean advised anytime they have or discuss a topic in the ASC, they always bring in people pertinent to that topic.

Senator Stroup - In terms of communication and following up with curricular matters on the actions the Senate takes are on paper and go directly through the Provost Office or to the President's Office as necessary. We are going to continue to make sure that communication with the Provost's Office as well as the campus of Senate action is as clear and as immediate as possible. The Academic Affairs website could host such online discussions.

Senator Stroup noted that if a new proposal is received that re-presents the + and – grade change proposal from last year that it could be heard by the Senate under our bylaws. Discussion ensued, including Senator Jean pointing out the need for clear communication especially around surveys taken as part of the ASC's procedure last year. Senator Stroup pointed out that the Senate is a representative body and not required in any of the bylaws to take a survey about everything they are going to vote on. Many people weighed in and the Standards Committee did a good job to solicit those responses from Student Assembly as well as from faculty. Senator Denehy stated his concern that we spent a fair amount of time on this issue, it was good work and well done. Senator Duggan stated she supported that statement. She would like to see the change pass, but believes it is too soon to put all that time and effort into the same issue again. We seem to have many other pressing issues that deal with raising academic standards. Further discussion would depend upon whether a new proposal is forthcoming.

- **Academic Overview Committee**

Senator O'Brien informed that Biology and English are the two programs up for review this year. Both departments are on schedule and eager to get the process moving ahead. Next year is Theatre and Dance, Physics, Geology and Health Sciences. They will be in touch with their chairs very soon to remind them of that.

Senator Stroup reported English has written their self-study. By the end of this week, they will forward a list of potential outside reviewers.

- **Curriculum Committee**

Senator Gianno reported they had a meeting on September 9th with members already assigned to the committee and everyone was present. They subsequently have two new members, Lynn Rust and Hannah Hayes. The meeting was brief and they talked about what they would be doing this year. They established a calendar of meetings for the fall semester. The meeting for September 23rd says possibly, but, thinking with the curriculum deadlines being something good to expedite, they may have the meeting sooner and invite people who are concerned with this issue so they can settle that as soon as possible for this year and next year. Everyone on the SCC please take notice of that.

Coming over from last spring, there was one proposal from Chemistry to add a course for the ISP program. INCHEM 201 Forensic Science was discussed this last spring and there was a concern about some sections of Chemistry 100 having fewer sections and the people who had been teaching the Chemistry 100 sections being moved to teach this new INCHEM 201. Would this lessen the number of seats available for students in programs that required the CHEM.100? They were assured that there would be plenty of seats for students that required the Chem100. They voted on it and it was 5-0-0-0.

Motion: The SCC moves that the INCHEM 201 course proposal be approved by the Senate.

Vote: The Senate voted to approve the motion.

Senator Stroup questioned that next week is not a change for this year but looking ahead for next year.

Senator Gianni stated it is possible in terms of courses including maybe this year, but that is something to determine. Programs would be for next year.

Senator Stroup asked what the deadline is for departments to get materials to School Curriculum Committees.

Senator Gianni advised it is October 7th.

Senator Stroup stated the Executive Committee will have to get a call back out to faculty for the at-large position. It worked out that the newly elected member had been from Arts and Humanities and we did not have a member from each school on the committee. We might have to do some adjustments. We will see what happens and will be in communication about that. The work that will be coming through the schools is very important and will be soon. By the time the proposals move on we will have full membership in the committee.

Senator Stroup reported there is no report from Standards.

He did want to meet with members of the Standards Committee to discuss chairing or organizing that committee and being at their next meeting.

I. New Business

II. Adjournment 5:02

**Minutes
For the 396th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, October 21st, 2009
4:00pm, Mountain View Room, Young Student Center**

I. Call to Order 4:03pm

II. Roll Call

Excused: Senator McDonald and Senator Duggan

III. Secretary's Report

Motion: To accept the revised minutes for the 395th meeting of the Keene State College Senate

Vote: The Senate voted to accept the minutes as written

IV. Courtesy Period

Senator Stroup reported the following:

- The Centennial Symposium - *From Local to Global* – November 4-6, 2009

President Giles-Gee announced the following:

- The Budget Open Forum will be held on October 30, from 3:00pm - 4:30pm in the Redfern. She will be addressing all issues and rumors concerning the budget.
- The first of several forums on the Keene State College symbols have occurred. The forums will include members of faculty, staff and students. Forums are exploring creating a standard for logos. If you have any questions, please email her.
- Keene State College was one of five employers to receive a statewide award from the New Hampshire Labor Department. Keene State was acknowledged as an employer with good standards for employing those with disabilities. There were forty-one nominees statewide and Keene State College was the only higher education institution nominated.

Senator Cerilli mentioned the following:

- KSC Theatre and Dance – The play Eleemosynary, by Lee Blessing is showing October 20-24 at 7:30 p.m., with 2 p.m. and 7:30 p.m. shows on the 24th, in the Wright Theatre.

Senator Clemmenson stated the following:

- Midnight Madness will be this Friday, October 23 and doors open at 10:30pm.

V. Subcommittee Reports

• Executive Committee

Senator Stroup reported the following:

- Another call to fill the at-large position will be sent out.
- We now have full representation from all the schools. Senator Harfenist is joining the Senate and Standards Committee. He is the second member representing the Sciences.

Motion: The SEC made the motion to nominate Senator Mark Timney to serve as Parliamentarian

Vote: The Senate voted to approve the motion

- Senator Stoup will be representing the Senate on the Honors Director Search.
- The SEC is creating two Ad Hoc Committees
 1. Excellence in the Liberal Arts and the Major – Mark Timney will be chairing that group
 2. Review of Class Schedule/Creation of an All Campus Meeting TimeA discussion regarding the clarifying the charge of each committee and the process for recommendations followed. And recommendations for these committees will come to the Senate through the appropriate subcommittee(s).
- Senator Stroup stated there was discussion at the last Senate meeting about the possibility of a new proposal coming forward from the ISP. There is no proposal as of yet and so there is nothing to report at this time. A discussion regarding which subcommittee is charged with reviewing changes to the ISP followed. At this time it appears that the SEC would take the lead role in determining which subcommittee(s) would consider revisions to the ISP.

• Academic Overview Committee

Tom O'Brien reported the following:

- Senator Graham Warder has been elected as Vice-Chair of AOC
- English and Biology programs are up for review. The Biology external reviewers will be here next Monday and Tuesday.
- The AOC will be discussing amendments to procedures as the months move on. One important suggestion made by Senator Antonucci was recommending to Department Chairs that they begin consideration of external reviewers well in advance of the beginning of the next school year. With four reviews mandated, this might expedite the scheduling process next year. He is in the process of contacting all four for next year of recommending that change.
- Full membership for the AOC will be critical next year for the review process.
- Senator Schmidl-Gagne has agreed to join them to see if they need to make any changes to the schedule changes to facilitate the Sustainable Product Design and Innovation, Architecture and Safety Programs.

• Academic Standards Committee

Senator Sally Jean reported the following:

- The ASC has met three times since the last Senate meeting.
- They discussed the three charges to the ASC
 1. 20 credit registration policy
 2. Upper-Level course requirements
 3. Consideration of Associate Degree Program
- An email was sent out to all Department Chairs for their input on the following:
How may 20 credit semesters are in their majors?
How many 300 and 400 level courses do they have for your major not including the ISP?
Does your program have an associate degree?

Motion: The ASC would like to make the motion to accept the changes to the catalog language in the Minor section as follows:

A minor is a coherent set of courses (normally 20-24 credits) in a discipline or related disciplines other than the major. The major includes, but is not limited to, required components such as option and specialization. Courses used to complete major requirements may also be used to complete requirements for the minor.

- A discussion regarding the overlap between major and minor courses and the number of credits that would be allowed to count for each followed the motion. It was determined that the motion would not result in Minors needing to be rewritten. The ASC determined that departments have full control over major minor requirements and the SCC will approve changes.
- Discussion then moved to issues of academic integrity issues. The Senate considered the appropriateness of a situation where a student may only need to take one or two additional courses to complete a minor. Several senators felt that students should not be penalized for their choice of minor by needing to take additional courses and should be allowed to “double dip.” Concern was also expressed around students in “high credit majors.” Allowing students to take advantage of requirement overlaps would allow more students to complete minors.

Motion: Senator Stroup made the motion to close the debate

Vote: The Senate voted to approve the motion

Friendly Amendment: A minor is a coherent set of courses (normally 20-24 credits) in a discipline or related disciplines other than the major. The major includes, but is not limited to, required components such as option and specialization. Courses used to complete major requirements may also be used to complete requirements for the minor *as determined by each program*.

Motion: Senator Stroup made the motion to call the question

Vote: The Senate voted to approve the motion

Motion: Senator Stroup made the motion to accept the change in wording as stated in the friendly amendment

Vote: The Senate voted to approve the motion

Motion: Senator Stroup made the motion to accept the motion by the ASC as amended in the friendly amendment

Vote: The Senate voted to approve the motion

- Senator Jean stated the ASC would report at a later date on the Associate Degree program because discussions are still taking place.

Motion: The ASC moves that the proposed Health Science admission language be approved by the Senate

- A discussion regarding the forgiveness program followed. It was stated that a grade C or higher is only in that one course. The GPA could be other courses, so if a student failed with a C/D besides 101, they could retake the course and do well. A piece of background is that we have this admissions policy for all of our options and this is a forth option that we are proposing that is coming up. Therefore, this would be consistent with our policy that is already in all of the other three options. This would be for the forth option.

Vote: The Senate voted to approve the motion

Motion: The ASC moves that the proposed Secondary Education Masters degree program admission language be approved by the Senate

Vote: The Senate voted to approve the motion

- Senator Jean reported they tabled issues regarding the 20-credit registration and students taking over 16 credits must have an advisor’s signature because they needed to have more discussion.

- **Curriculum Committee**

Senator Gianni reported the following:

- The SCC presented as information to the Senate that they voted and approved changes to the language concerning deadlines and reflected in their minutes. The SCC looked at the possibility of having the February Senate meeting be the final Senate meeting for approval of program changes for the May 1 catalog. They discussed having two deadlines for course proposals not associated with a program change. They did not address any proposal for a new program because that follows SAPC deadlines and that is much more of a process.

- The SCC also considered changes to the language regarding the deactivation of courses. The statement in their notes “Currently, the three year rule states that courses that have not been offered in three years must be deleted from the catalog” is incorrect. As it stands now in the guidelines, it rather says it would be deactivated, but does not explain what would happen or how it would be reactivated. They changed the language at the next SCC meeting.

Motion: The SCC moves that the IAMU 218 course proposal be approved by the Senate

- A question concerning ISP courses not having the same number as another course arose. Rosemary responded that there is now “replacement” option on the course proposal form and replacement implies deletion so by just checking replacement that covers both.

Vote: The Senate voted to approve the motion

- Senator Gianno reported that they are still working on the Theatre and Dance program change and will vote on that at their next meeting.

Motion: The SCC moves that the following revisions (see below) to the Senate Bylaws, bringing them into line with the guidelines, be approved by the Senate

Senate legislation passed during an academic year takes effect on the first day of classes of the following fall semester. Curriculum changes to academic programs and associated courses will take effect at the beginning of the fall semester following and end of the catalog revision cycle (February to February) in which they are approved. Course changes that do not require program revisions will have a more flexible schedule (see Curriculum Guidelines). Immediate implementation of a motion may be achieved and shall require a separate vote passed by a two-thirds majority of those present at the next Senate meeting. The above provisions shall not apply to amendments of the Senate Bylaws under the provisions of Article XI.

- A discussion followed regarding the timing of updating the online version of the catalog. There would be more than one time of year where the course listing in the catalog could be changed. There are certain things such as program changes, which apply to students as they come in for their entire four years that go into the part of the catalog that we call the “Academic Guide.” Information must be available in the May 1st catalog that we release online for incoming students because that is the catalog year that will control their program requirements unless they choose to change that for their entire time they are here. Courses do not have that same kind of requirement, so the ability to put them into the master schedule as they are developed, does not have the same kind of impact. We will let that student take that course whatever year they came in and not just in the year they came into the catalog. There is no reason to connect it to the catalog year, so that piece is updated on continual bases either quarterly or semesterly to be able to accommodate the Senate and get it into the system more rapidly.
- Follow up question regarding effective dates of a program that offers summer courses. It was determined that a program that has already been through the curriculum process and approved for fall, cannot be offered in the summer because summer is considered part of the previous year and not the beginning of a new year. If a course is not a requirement for the program, then as soon as it is approved, it is available and can be used in the summer.

Motion: Senator Stroup made the motion to close debate

Vote: The Senate voted to approve the motion

Motion: Senator Stroup made the motion to call the question

Vote: The Senate voted to approve the motion

Vote: The Senate voted against the motion of revisions to Senate Bylaws

VI. New Business

Motion: Senator Jean made the motion that the approved change in language in the minor be implemented immediately. Senator Stroup explained that the motion is being made and the vote will take place at the next Senate meeting.

- A question arose regarding the tools in place to gage the quality of minors. It was determined that both the AOC and SCC are charged with reviewing programs. The Excellence in the Liberal Arts Ad Hoc committee will also consider this question.
- It was noted that prefixes especially in ISP and Honors we currently use are incredibly complex, time consuming and question the ethics of the prefixes. This should be moved to the SCC to study if there are other ways of doing this. Students are constantly confused and cannot locate them, students from out of town that take summer courses cannot make head or tails of the prefixes and find the courses they need. This will be taken in by the SEC for further discussion.

Submitted by Cheryl Martin 11/16/09

**Minutes
For the 397th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, November 18th, 2009
4:00pm, Mountain View Room, Young Student Center**

I. Call to Order 4:05pm

II. Roll Call

Excused: Senator Jean, Senator Duggan, Senator O'Brien, Senator Clemmenson and Provost Netzhammer

III. Secretary's Report

Motion: To accept the minutes for the 396th meeting of the Keene State College Senate

Discussion: Page 4 Senator Graham Warder has been elected as *Vice* Chair of the AOC.

Senate meeting on October 21st meeting adjourned at 5:41pm.

Vote: The Senate voted to accept the minutes as corrected

IV. Courtesy Period

President Giles-Gee announced the following:

- The Centennial Harvest Festival took place last Friday night and she wanted to congratulate Amanda Warman and her team for a wonderful evening of activities.
- This week we hosted the Commissioner of Resource and Economic Development for the State of NH, George Bald. He is thrilled with what we are doing here and we hope to bring him back to campus.
- We are working with Fred Kocher who is head of the High Tech Council of NH. He also works on Forum of the Future with Tom Horgan who is the President of NH College and University Council. We will probably be collaborating with them on an event to happen at Keene State College for the whole Monadnock Region on our economic development and other issues in March of next year.
- Last night we hosted faculty, staff and students with new city councilors, the Mayor and other city officers for our annual city-college dinner. We discussed two topics, H1N1 and Economic Development. We talked about Biodiesel, Consortium, ARCAM and the Expo.
- With the ending of the Centennial activities, she wanted to thank all that participated and sat on committees to make the last year and half a wonderful success.

Senator Cerilli mentioned the following:

- The Threepenny Opera, by Bertolt Brecht & Kurt Weill will be held Wednesday, 11/18/09 - Saturday, 11/21/09 starting at 7:30 p.m. at The Redfern Arts Center

V. Subcommittee Reports

• **Executive Committee**

Senator Stroup reported the following:

- Faculty Senators should note we do have a 3 year at-large seat that remains available
- The Integrative Studies Program committee has been in touch with the SEC concerning two proposals.
 1. The revised mission statement of the Integrative Studies program
 2. Revision to the perspectives outcomesThese have been sent back to the beginning of the curriculum process, which is to Department Chairs for advisory opinions within the departments.
- Senator Stroup opened the floor for discussion on the motion approved from the ASC to change the definition of a minor within catalog language at last months meeting. The motion was for immediate implementation.

Discussion: None of the minor programs currently has a statement about any course overlap. We need to consider that the minor programs may need some time for review in order to include statements about course overlap. If implemented immediately this could have unintended consequences for some minor programs. If voted against immediate implementation it would become effective in next fall's catalog. If approved for catalog language, implementation of this motion whether immediate or not, would be communicated to all Chairs to look at the language in the minor requirements.

Motion: Senator Stroup called the question to the motion of immediate implementation of the approved motion amending the language to the minor

Vote: The Senate voted against the motion

- Senator Stoup mentioned the change to the bylaws in terms of the effective date for actions of the SCC. There was a vote last month to revisit this again at the next Senate meeting. The motion is stated below:

Motion: The SCC moves that the following revisions (see below) to the Senate Bylaws, bringing them into line with the guidelines, be approved by the Senate

Senate legislation passed during an academic year takes effect on the first day of classes of the following fall semester. Curriculum changes to academic programs and associated courses will take effect at the beginning of the fall semester following and end of the catalog revision cycle (February to February) in which they are approved. Course changes that do not require program revisions will have a more flexible schedule (see Curriculum Guidelines). Immediate implementation of a motion may be achieved and shall require a separate vote passed by a two-thirds majority of those present at the next Senate meeting. The above provisions shall not apply to amendments of the Senate Bylaws under the provisions of Article XI.

Vote: The Senate voted to approve the motion

Motion: Senator Gianno made the motion to vote for immediate implementation of the above bylaw change at the December Senate meeting

Vote: The Senate voted to approve the motion

- **Academic Overview Committee**

Senator Warder reported the following:

- They discussed possible requests from Physics and Geology for program review postponement because of potential reorganization. Physics has made a formal request and they are expecting Geology to do the same. The problem they foresee is it cascades into the following year and the potential number of reviews scheduled for AY11-12 will be 6.
- They are working on the program review schedule. One issue is how to incorporate new programs into the schedule, including the Honors program.
- They also discussed Architecture, Safety Studies, and Sustainable Product Design and Innovation split into three separate reviews. Certain concerns arose of how that fits into the schedule and with three separate reviews and outside reviewers, the financial implications of that.
- They are continuing with the Biology and English reviews. Both programs had their outside review teams come in. The visits went well and they are waiting for the outside reports.

- **Academic Standards Committee**

Senator Hanrahan reported the following:

- The ASC has two motions to bring to the floor.

Motion: Senator Hanrahan made the motion that Associate Degree programs at Keene State College will be discontinued

Discussion: This would take effect with the September 2010 catalog.

Friendly Amendment: Senator Stevenson made a friendly amendment that Associate Degree programs at Keene State College be discontinued effective academic year 2011/2012

Vote: The Senate voted to approve the motion as amended

- Senator Hanrahan stated they are not putting forth a motion on the 20-credit maximum. After much discussion and research, the ASC agrees with the current policy of 20 credits.

Motion: The ASC made the motion that the Film Studies revised admission criteria be accepted as written in the Academic Program Proposal Form submitted by the Film Studies Department October 7, 2009.

Vote: The Senate voted to approve the motion

- **Curriculum Committee**

Senator Gianno reported the following:

Motion: Senator Gianno made the motion that the revisions to the Theater and Dance major be approved by the Senate.

Discussion: Changes that would take place:

1. They are providing a choice for one of the courses in the core course list in the major. They are adding IATAD 113.
2. The dance option within the major has been split into three specialization choices. Dance Choreography and Performance Specialization, Dance Education Specialization that combines with the education major, and Dance Education Specialization dual degree where you can get a bachelor of arts and bachelor of science in education and dance. That allows for certification in teaching dance.

Discussion: The State of NH voted this year to create dance certification in education. This is new for the State of NH. At this point, Keene State College would be the only undergraduate institution in the state to offer teacher certification in dance.

Vote: The Senate voted to approve the motion

The communications major has been revised and new courses are being offered in Journalism and Philosophy. There are additions made to the communication studies option in terms of possible choices for courses.

Motion: The SCC made the motion that the revisions to the Communication major be approved by the Senate.

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IENG 307 course proposal be approved by the Senate.

Discussion: The intention is that Tenure Track Faculty will teach the above course. All ISP courses except for ITW and IQL have a cap of 38. The cap is 38 with the flexibility of making the argument of Pedagogical consideration and space.

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IENST 110 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IISOSC 310 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IIPSYC 350 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the II 185 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IIA MST 370 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IIA MST 375 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IIA MST 380 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the revisions to the II 320 course be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IIECON 380 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the revisions to the Anthropology minor be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the revisions to the Biology BA be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IIEduc 310 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the revisions to the Biology BS be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the revisions to the Philosophy minor be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the ISSOC 125 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the revisions to the Sociology minor be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the revisions to the Film Studies major be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IHENG 391 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the IHENG 392 course proposal be approved by the Senate

Vote: The Senate voted to approve the motion

Motion: The SCC made the motion that the revisions to the Writing minor be approved by the Senate

Vote: The Senate voted to approve the motion

VI. New Business

Motion: Senator Stevenson passed around a motion for consideration at the next meeting:

All Honors Program and Integrative Studies Program course prefix designations, such as; IA, IH, II, IN, IS, will be removed from all course listings and catalog copy except for IQL, ITW and HNRS designations.

With the removal of all Honors and ISP designations, except for the three exceptions noted above, the following changes to course descriptions will be made. ISP eligible courses shall have an ISP code. This code will follow the course description and prerequisites in the catalog and all course listings in order to designate which content area, IA, IH, II, IN, IS, the course applies to.

Senator Stroup mentioned he would discuss with other members of the SEC for the assignment of the motion.

VII. Adjournment 6:30pm

Submitted by Cheryl Martin 12/1/09

**Minutes
For the 398th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, December 16th, 2009
4:00pm, Mountain View Room, Young Student Center**

I. Call to Order 4:07pm

* Senator Stroup reported the Senate bylaws state a Senate meeting can take place, as long as 50% of voting members excluding vacancies are present. We have exactly 50% present for tonight's meeting.

II. Roll Call

Excused: Senator Jean, Senator Gianno, Senator Lucey, Senator Menees, Senator Stevenson, Senator Ghatak, Senator Antonucci, Senator O'Brien, Senator Clemmenson, Senator Hayes, Senator Perry and Senator Cerilli

III. Secretary's Report

Motion: To accept the minutes for the 397th meeting of the Keene State College Senate

Vote: The Senate voted to accept the minutes

IV. Courtesy Period

Senator Rust announced the following:

- Anyone interested in proposing a summer course, please contact Steve Kessler before you leave next week.

Provost Netzhammer announced the following:

- George Kuh will be on campus January 12, 2010. He is best known for the development of the NSSE (National Survey of Student Engagement) that we give our students every couple of years. He is also into high impact practices and new approaches to student learning.
- Greg Mortenson will be on campus March 5, 2010. We already have 600 people registered from our campus to attend. We are expecting a crowd because we have been getting many phone calls from community groups wanting to attend. If you plan to attend, please register so we have a sense of the numbers. We have worked with Greg to schedule an on-school time presentation from 9:30-10:30 for area schools.

V. Subcommittee Reports

• **Executive Committee**

Senator Stroup reported the following:

- There are no motions to be brought forward.
- No election yet for the one At-Large position.
- There will be a SEC meeting in addition to our regularly scheduled Executive Committee meeting in January before the next Senate meeting to understand options our options with Datatel.
- We will also have a meeting with the co-chairs of the Integrative Studies Program Committee about the documents that govern the amendment process for the Integrative studies program and the relation of ISP revisions to Senate

overview of academic policies at the college. There seems to be some confusion or difficulty finding the relevant documents as necessary from proposals going to departments regarding changing program outcomes.

- **Academic Overview Committee**

Senator Warder reported the following:

- They will be discussing TDS review split at the end of February.
- They received postponement requests for both Physics and Geology program reviews for one year. This delay has been approved.
- Because of the possibility of five reviews in an academic year, they discussed the necessity to increase the AOC from 14 to 16. Each subcommittee really needs three members. They will discuss more about this in the spring.
- They have received the external review for Biology and are expecting responses from the department soon.
- They have received the outside review for English and are expecting a response from department in early January.

- **Academic Standards Committee**

Senator Hanrahan reported the following:

- The ASC had a meeting on December 2, for the purpose to re-look at the proposal for the 20-credit course overload policy.

Motion: Senator Hanrahan made the motion that the following policy be adopted: **Course Load.** The maximum credit load for matriculated undergraduate students is 20 credits. Exceptions to this policy must be approved by the director of Academic Advising prior to registration for credit overloads. A student requesting an exception must do so in writing, including the number of credits to be attempted, specific courses, rationale and an unofficial copy of his or her academic transcript. Additional tuition will be charged for credit overloads.

Discussion: Provost Netzhammer moved to table this.

Motion: Provost Netzhammer made the motion to table the above motion until the February meeting

Vote: 8-3-2 Motion carries to table above until February meeting

- **Curriculum Committee**

Senator Merry reported the following:

Motion: The SCC made the motion that the IHENG 191 course proposal be approved by the Senate

Discussion: Senator Stroup passed the gavel to Vice Chair McDonald so that he could deliberate as Chair of English. He asked that the motion be withdrawn pending policy change or discussion with the Curriculum Committee. This proposal was for a 100 level Integrative Studies course. The English department had proposed it to say *not open to juniors and seniors* because they wanted to design it for first year students. It came up in the Curriculum Committee discussion that *you cannot be excluded* from an Integrative Studies course unless you do not meet the prerequisites.

**** The SCC rescinded the motion.**

Motion: The SCC made the motion that the IHAMST 140 course proposal be approved by the Senate.

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the IHAMST 372 course proposal be approved by the Senate.

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the ART BA be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the ART BFA be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the ART minor be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the EDUC M.Ed.: Curriculum and Instruction Option: C & I track: Professional Development be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the EDUC M.Ed.: School Counselor Option be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the deletion of the Post-Baccalaureate Teacher Certification Program: Special Education Option be approved by the Senate

Discussion: Dean Treadwell explained this motion was to complete the process of the Masters in Special Ed. This was a commitment by the education faculty and our director for graduate program last year to close the loop because this had been for post baccalaureate students to complete master's degree. We will retain the post baccalaureate undergraduate options as we do for a number of different contact areas.

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the IHENG 260 course proposal be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the IIPHYS 305 course proposal be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the Criminal Justice Studies minor be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the Health Science BS be approved by the Senate

Discussion: Professor Dunn explained that this does not any change any of the current options. This proposal is an addition of a fourth option, which has a lower number of credits than two of our three options. This will provide more flexibility and a broader based curriculum to our students.

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the name change to the Safety Studies BS be approved by the Senate

Discussion: Senator McDonald explained the current name has been around for about 50 years and is not a current reflection of the program.

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the Applied Computer Science major be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the Applied Computer Science minor be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the revisions to the Athletic Training BS be approved by the Senate

Vote: 12-0-1 Motion Carries

Motion: The SCC made the motion that the revisions to the Physical Education BS be approved by the Senate

Vote: 12-0-1 Motion Carries

Motion: The SCC made the motion that the ISPOSC 210 course proposal be approved by the Senate

Vote: 13-0-0 Motion Carries

Motion: The SCC made the motion that the ISPOSC 215 course proposal be approved by the Senate

Rationale: By dropping the ISP prefix, we hope to attract students who have professional interest in this field. We want to provide specialize content that will be useful to students who are contemplating graduate public administration programs or public service employment.

Vote: 10-0-3 Motion Carries

Motion: The SCC made the motion that the ISPOSC 220 course proposal be approved by the Senate

Vote: 14-0-0 Motion Carries

Motion: The SCC made the motion that the ISPOSC 230 course proposal be approved by the Senate

Vote: 14-0-0 The Senate voted to approve the motion

Senator McDonald advised the following course proposals presented as information have been returned for revisions: SAFE 204, 206, 605, 610, 620, 650, 695 and 699.

Provost Netzhhammer noted the following:

~Program eliminations need to go to systems

~Associate degrees that we eliminated last week and post bachelors we eliminated today need to go to SAPC and ultimately to the Programs and Services Committee of the board for approval

~New options go to the board as an information item but can raise questions

~Name changes of degrees go to the board – they have the right to determine if a name change is simply a name change or substantive change to the program in which case they may ask for a full program proposal

These all go before the System Academic program committee February 11th.

VI. New Business

There was no new business to report

VII. Adjournment 5:10pm

VIII.

Submitted by Cheryl Martin 2/08/2010

**Revised Minutes
For the 399th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, February 10th, 2009
4:00pm, Mountain View Room, Young Student Center**

I. Call to Order 4:05pm

II. Roll Call

Excused: Senator Timney, Senator Warder, and Provost Netzhhammer, Senator Lucey

Absent: Senator Rust and Senator Perry

III. Secretary's Report

Senator Schmidl-Gagne welcomed new Senators Jason Endacott and Bart Sapeta

Motion: To accept the minutes for the 398th meeting of the Keene State College Senate

Vote: The Senate voted to accept the minutes as written

IV. Courtesy Period

President Giles-Gee announced the following:

- February 19th from 12:00-1:30pm, she will hold a State of the College Address and invited all to attend
- Senator Stroup announced the following:
- Mark Kurlansky, author of this year's Keene is Reading book *Cod* will be speaking at the Colonial Theatre on March 24, 2010 at 7:00pm. This event is free and open to faculty, staff, students and community members.
- Senator Swiger announced the following:
- Next Thursday and Friday the Commission on Athletic Training Education will be here performing a site visit.

V. Subcommittee Reports

➤ Executive Committee

Senator Stroup reported the following:

- The Executive Committee has met three times since the last Senate meeting
- 1 Two main items of business are part of the Executive Committee report:
 1. *Proposal to eliminate prefixes except for IQL, ITW and HNRS designation.*

Motion: All Honors Program and Integrative Studies Program course prefix designations, such as; IA, IH, II, IN, IS, will be removed from all course listings and catalog copy except for IQL, ITW, and HNRS designations.

Discussion: Professor Stevenson explained the reasons he brought this motion forward:

- A. Many faculty and students find the prefixes confusing when it comes to advising for ISP
- B. By changing the prefix allows departments greater ownership and control of courses
- C. Increased confusion by other colleges in terms of the way our courses transfer out

- ☐ The confusion is due to the lack of quality advisors because the student to advisor ratio is up some advisors have up to 150 students.
- There was discussion that the prefixes should go after the department.
- Senator Stroup reminded everyone to keep discussion to the motion that is to eliminate and not switch prefixes.

Comments:

- Our current student body is familiar with how to search for a class
- Many faculty send their students to Academic and Career Advising to help them figure things out
- Students understand the ISP program and know where to look and how to search for classes.
- Everything is alpha and very easy from the drop down menu - search for courses
- The prefixes help facilitate our ability to provide the seats that are required
- The ITW and IQL is the only confusing feedback the Registrar's Office has received. The Registrar's Office attaches a letter to transcripts that explains the prefixes
- The ISP program is a college wide program and every student touches the ISP program in some way. The program is a leader among institutions and is important to students.

Motion: Senator Stroup made the motion after 15 minutes of discussion to close debate

Vote: Motion does not carry and discussion continued

- Students do not understand the prefixes when they have to pick out books and cross-reference topics. They become frustrated. To no avail, the bookstore has made many changes to make it easier for students.
- The past two semesters the Bookstore changed to counter service. Bookstore personnel pull the books for students and this has gone much more smoothly.
- We could attach the 999 numbers that we have in a look up table to make it easier for students
- A student stated the prefixes are not confusing but very simple to understand. The bookstore has been confusing in the past but the new changes have made it easier.

Motion: Friendly Amendment by Senator Duggan: All Honors Program and Integrative Studies Program Course prefix designations, such as; IA, IH, II, IN, IS, will be placed after department prefix designation within course listings and catalog copy except for IQL, ITW and HNRS designations.

Discussion: Students should be able to easily search for courses in the sequence and within the major at the same time. Being able to search for courses that show up in a numbered sequence alphabetically according to discipline may get students to think beyond what they need for courses in the current semester.

Datatel is very restrictive in the way codes are set up and what fields the codes can go into. It does not allow alpha to mix with numbers nor can you increase the number of characters that you can use. Before the ISP document went to the Senate, extensive conversations had taken place with the Registrar's office including the possibility of putting the Integrative Studies indicator at the end of the department name. Tom Richard stated Datatel would not recognize the last four characters to facilitate transcript audits or students in terms of finding courses.

- In the course catalog under any given discipline or department, you will find not only the courses that count only in the discipline but also all courses offered in the Integrative Studies Program.

Motion: Senator Stroup made the motion after 15 minutes of discussion to close debate

Vote: Motion carries and discussion did not continue

Vote: 2-12-6 Friendly Amendment does not carry

Vote: 0-16-4 Motion does not carry

2. *Proposal on course load*

Motion: Senator Hanrahan on behalf of the ASC at the Senate's December 16 meeting:

Course Load. The maximum credit load for matriculated undergraduate students is 20 credits. Exceptions to this policy must be approved by the director of Academic Advising prior to registration for credit overloads. A student requesting an exception must do so in writing, including the number of credits to be attempted, specific courses, rationale and an unofficial copy of his or her academic transcript. Additional tuition will be charged for credit overloads.

Discussion:

- The Student Government held an opinion table in the Student Center for 2 days
Votes: 276 - keep it, 12 - to change it, 2 - undecided.
- ☐ Based on how the students voted, it will be next to impossible for the Student Government to endorse any change to 20 credits

Senator Stroup read a statement from Dr. John Pappalardo, Chair of the Management department who was also a member of the 4-credit task force:

The management department is strongly opposed to the continuation of the policy that allows students to register for 20 credits without special permission. This policy runs counter to the spirit and intent of the college's decision to move to the 4-credit model. The 4-credit model was in part, designed to allow students to complete their entire college degree within 4 years by completing 16 credits per semester. During the college's deliberation over whether or not to adopt the 4-credit model, much of the discussions focused on improvements, pedagogy and academic rigor. There were also discussions around the practicality of the initiative given that many of our students must hold down part time jobs in order to finance their college expenses. The department believes that the college is sending both the students and the external community the wrong message by continuing this policy. We believe the college should grant special permission to students under exceptional circumstances. We would support granting exceptions to students who earn a GPA of 3.0 or better and that exception would only happen once during their four years at Keene State College.

The President of the KSCEA, Dr. Dolenc is concerned with the message that a 20-credit load is viewed as normal and does not have any kind of special provisions. There is an unprecedented commitment from the trustees in the form of a letter from Dr. Giles-Gee that will make a commitment within the next 7 years to increase the portion of courses taught by permanent faculty or full time faculty by 2/3. That ratio is now about 55%. Because the focus is on courses taught by faculty, by allowing students to do what is clearly an overload and not having any resource implications makes that task much more challenging.

All of us share a common goal, to improve the quality of programs we offer and the kinds of support we have for students. This move will transform the college in terms of bringing more fulltime faculty to the institution and giving students more support for the courses they take. Adopting this motion makes it much harder for us to achieve that by allowing students to continue to take overloads without recognizing there is a financial piece to it as well.

- Based on the financial uncertainty the state is facing and the commitment to increase full time faculty in the next seven years, this is fiscally irresponsible.
- The Standards Committee recognized that this does not have anything to do with the financial consideration. This is only allowing the student to take the course without special permission

- The administration has the ability after this to decide what they want to do financially
- The original concept of the 4-credit model was for students to go in fewer different directions to get more depth and knowledge within each class.
- Statistically, students taking 20 credits are not doing academically worse than students taking 12 or 16 credits.
- Many majors on campus require 20 credit semesters in order to finish in 4 years.
- UNH offers 20 credit semesters, where they are also a state school; many students may transfer there to get their degree.

Motion: Senator Stroup made the motion after 15 minutes of discussion to close debate

Vote: Motion does not carry and discussion continued

- We need a strict GPA cap before students are admitted into the option of taking 20 credits - if they cannot maintain the GPA; they are not allowed to continue and they should be required to have an advisors signature.
- The GPA cap is not part of the motion before us.
- When the 4 credit curriculum was passed by the Senate, the immediate need recognized by programs with the number of credits and demands for majors with students currently in the program and under the transitional Gen Ed program, it became necessary to institute a 3 year policy. It stated, for the next 3 years while students were under the old transitional Gen Ed plan, they should be able to register for 20 credits without an advisors signature. At the end of 3 years, we needed to revisit the policy.
- Approximately 500 students or 12 - 13% of the student body is currently taking 20 credits per semester
- Students enrolling in 5 courses are adding to the overall course size of the instructors who teach. It is extremely difficult and complicated for the instructor at the level of depth they want to teach, especially at 300 and 400 level courses concerning the assignments, grading, discussions and seminars.

Motion: Senator Stroup made the motion after 15 minutes of discussion to close debate

Vote: Motion carries and discussion did not continue

Motion: Senator Stroup made the motion to call the question on the motion

****Ballot vote requested

Vote: 15-5-0 Motion carries

Senator Gianni made a general comment concerning the Sec Minutes. Senate document [SD 09/10-19] The Executive Committee met on January 27th with the co-coordinators of the Integrative Studies Program and the Associate Vice President of Student Affairs to go over documents related to the ISP and the curriculum process at KSC.

Senator Gianni read the following from the Senate Bylaws:

Article VII

A. The Executive Committee shall consist of the Chair, Vice Chair, and Secretary of the Senate, the Provost, the President of the Student Body, and one additional member elected by the Senate. The duties of the Executive Committee shall be to set and publicize the agenda for meetings of the Senate, establish membership of all Senate committees, recommend to the President the membership of Presidential committees and other College committees, establish ad hoc committees (as necessary), consider proposals concerning academic freedom and responsibility, consider appeals of elections conducted by the Senate, declare a seat vacant due to excessive absences, and consider proposals which do not fall under the purview of other standing committees.

B. The Curriculum Committee The SCC oversees the College's undergraduate and graduate curriculum. This includes working with the School Curriculum Committees and the Integrated Studies Program Committee to ensure that the process of curriculum revision is professional and uniform across schools.

Senator Gianni explained the SCC has expressed concerns in the past about the powers of the SCC being infringed upon by the SEC and they feel this has fallen on deaf ears. She mentioned that she is again protesting the basic taking over the powers of the SCC by the SEC.

Senator Stroup thanked Senator Gianni for raising this and with him prior to the meeting. He explained that in terms of the relation of the ISPC to the curriculum process, the intention was to point out a need that many members of the SEC had recognized there were a number of issues of confusion. For example, proposed revisions of the mission statement as well as some of the proposed outcomes connected to the Integrative Studies program. There was also a question about policies in terms of 200 level courses and their relation to foundation classes not passed by the Senate. After looking at the documents together this seemed to be crucial to work out especially in light of the first motion we talked about tonight with prefixes. Between that and the question about

curriculum, it was decided for the SEC to meet with the co-chairs of the ISPC. He appreciated her point and in retrospect wished the Chair of the SCC had been a part of that meeting. He wanted to reiterate that they strongly pointed out to the Co-Chairs of the ISPC the need for those proposals to be on the curriculum forms as they go through the entire curriculum process coming to the Senate floor through the SCC.

☐ **Academic Overview Committee**

Senator O'Brien reported the following:

- Pat Halloran has resigned from the committee for personal reasons. Maria Dintino may represent the PAT council but has requested her term begin in the fall. The PAT Council has requested that Ann Miller share information and she has agreed to do so.
- Minor changes have been made to the Biology review and forwarded to the Chair of the department and Dean. The AOC is awaiting their response.
- The English review is in progress and Chair Barbara Ware has reported they are meeting next week. They have interviews and questions for the English department before they continue.

☐ **Academic Standards Committee**

Senator Jean reported the following:

They have three charges from the beginning of the year.

1. To keep the 20 credits – this was just voted on
2. Minors – this has been taken care of
3. Upper level credits for Majors

- Provost Netzhammer came to the January 27 meeting to address questions concerning upper level course requirements. Please refer to meeting notes for questions/responses.
- Many schools have upper level course requirements
- The ASC is looking into this in more detail. They will ask department chairs to speak with them to discuss their requirements.
- A motion on this should come forward before the end of the semester
- It is difficult to distinguish between the 100, 200, 300 and 400 course levels
- We could set a credit requirement between upper and lower level courses

☐ **Curriculum Committee**

Senator Gianno reported the following:

Motion: The SCC made the motion that the Master of Science in Safety & Occupational Health Applied Sciences degree be approved by the Senate

Discussion:

- There are no additional resources going toward the addition of this new degree program
- We should not be creating a master program without tenure track lines

Dean Treadwell reported the following:

There are two important points regarding the current program. Our undergraduate program is unique in the nation and is one of only eleven similar programs affiliated with an OSHA Education Training Center. Keene State College has been recognized as a center of excellence in delivering professional development opportunities for safety and health professionals. Our current undergraduate tenure track faculty, have leadership and instructional contribution offered to that center in Manchester, NH and has been part of our contribution since 1992.

In that center, we deliver curriculum for professional development for current professionals engaged in occupational safety and health. Our undergraduate faculty as this proposal identifies, will serve our department chair or program coordinator in a leadership role as far as the curriculum, hiring and directing faculty who will deliver those courses in the Master's degree program.

The second element of support to this is that we have system and professional support from the Graduate Studies office, which will work in coordination with marketing and recruitment as we move forward with the masters' degrees.

The other issue clarified with the committee, is that over the next three years there are commitments in the staffing plan to add tenure track lines to that program. She has raised this issue with department chairs and discussed in the Academic Affairs council because it is appropriate for the size of the undergraduate program. All courses delivered in the master's program will use an adult blended learning model. Faculty commitment will focus on the research and the Liberal Arts commitments for critical thinking and creative endeavor. Plans over the next three years for faculty, with the past history of support from the OSHA center and with the instructional model anticipated, she has confidence the integrity of the program will be maintained and we will have the resources to deliver this.

Through the OSHA Center affiliation, we have a number of highly qualified professionals in the field that deliver course content. We would leverage skillful adjunct faculty as we currently do in a number of areas. We would not be solely relying upon our tenure track faculty and there would be the integrity and oversight of course content.

- The SCC has the full proposal on their blackboard page
- The Master's program will expand Keene State's academic excellence
- This Master's program will focused on leadership, risk assessment and health

Vote: 16-1-1 Motion carries

Senator Gianni reported the following:

- The SCC will be working on revisions to Curriculum Guidelines to improve clarity, such as, requiring a syllabus in new course proposals.
- Susan Menees will serve as the SCC chair in 2010-2011

VI. New Business

Professor Martin's proposal: *Substitute Motion - for all courses that participate in the Integrative Studies Program, the existing system of ISP course prefixes should shift to a system of ISP course suffixes* - will be viewed by the SEC and sent to the appropriate subcommittee.

VII. Adjournment 6:15pm

Submitted by Cheryl Martin 4/5/2010

**Minutes
For the 400th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, March 10th, 2009
4:00pm, Mountain View Room, Young Student Center**

I. Call to Order 4:10pm

II. Roll Call

Absent: Senator Clemmenson

III. Secretary's Report

Motion: To accept the minutes for the 399th meeting of the Keene State College Senate

Senator Gianni requested a notation in the minutes stating she read the Senate bylaws concerning the powers of different subcommittees.

Vote: The Senate voted to accept the minutes as amended

IV. Courtesy Period

Senator McDonald announced the following:

- Remind colleagues that self-nominations for at-large Senate seats are due to Cheryl Martin by Friday 1:00pm. Tenure Track faculty can serve on these positions and so far, we have three nominations for four seats.

Senator Stroup announced the following:

- Thanked Senator Schmidl-Gagne for organizing the series of events with Greg Mortenson last week
- Tuesday March 23rd Professor Emeritus Robin Dizard speaks in the English Department's Third Tuesday series
- Keene is Reading major event with author Mark Kurlansky, of this year's Keene is Reading book *Cod* will be speaking at the Colonial Theatre on March 24, 2010 at 7:00pm. This event is free and open to faculty, staff, students and community members.

Senator Jean announced the following:

- The State Board of Education approved Keene State College to offer Physics Certification

V. Subcommittee Reports

• Executive Committee

Senator Stroup reported the following:

- There are no motions to bring forward
- The Executive Committee reviewed seats for the Senate as well as bylaws in terms of the running and timelines for elections
- Other items listed were matters brought to the SEC and assigned to the appropriate subcommittees
- Senator Stroup did raise the question of implementation timelines for curricular matters as it relates to summer courses
- Senator Stroup received communication from Associate Provost Ann Rancourt stating that she will be reconvening the Academic Affairs Policy Committee and will need a Senate representative. The Committee will likely meet a couple of times during the rest of the semester to review current policies and recommend revisions and additions if necessary.

☐ Academic Overview Committee

Senator O'Brien reported the following:

- The English Department Review is moving along and should be ready for the April 14th meeting
- Program Review Calendar – some adjustments were made and these changes will be brought to the Senate as motions at the next meeting
- Clarification of AOC Guidelines:

From the AOC meeting of December 2, 2009 the members agreed to propose changes to the wording of the AOC Guidelines concerning the leadership positions of Chair and Vice Chair. Currently, under the heading Constitution of the AOC the following passage appears, "In order to insure some level of continuity from one year's AOC to the next year's, the committee will elect a chair and vice chair to two-year terms. AOC should strive to assure that the chair and vice chair serve staggered terms in order to retain a level of committee leadership over each two year span."

The committee believes this state's each position will be occupied by the same person for two years.

Motion: The AOC made the motion that the wording above be removed and replaced by the following

"Leadership of the AOC is comprised of a Chair and Vice Chair. To insure continuity of leadership, the AOC vice Chair automatically assumes the position of AOC Chair after one year as Vice Chair. In order to serve as Vice Chair, a Senator will have one year of prior membership on the AOC."

Discussion:

- The terms would stagger
- Other changes to the wording are being considered but due to low attendance, will be discussed at the next AOC meeting

Vote: 23-0-1 Motion carries

Biology Department Review - Process

- 1 Ann Miller, Senator Antonucci and Senator Smith were part of the AOC Biology Subcommittee

- o They read the Biology department self-study
- o They met with the external reviewers
- o Two weeks later they read the external reviewers report
- o They wrote their final AOC Subcommittee Biology Report according to AOC Guidelines
- o Last week - submitted the AOC Biology Subcommittee Report to the Biology Department for their response

Recommendations

Given the preceding list of strengths and limitations/challenges, the AOC Biology Subcommittee makes the following recommendations in the areas of human resources and curriculum.

Human Resources

In addition to the current search, as per the recommendation of the External Review, the AOC Biology Subcommittee endorses the hiring of an additional FTTT faculty member, for the following reasons:

- 1 The Biology department is understaffed given:
 - ✓ The importance of undergraduate research within the Biology discipline
 - ✓ The numbers of students majoring in Biology or who are required to take Biology courses for their non-Biology major
 - ✓ The current reliance on adjuncts to deliver significant portions of the Biology program
 - ✓ The need for biology majors to have more opportunities to spend time with their Biology faculty members
- 2 The current recognition system for faculty should be increased so as to provide adequate incentives for faculty to (a) support fully undergraduate research and (b) seek grants from external sources.
- 3 Both lab technician positions should be upgraded. The 75% position should be increased to 100% to provide coverage throughout the entire calendar year and the 50% position should be increased to at least 75% to ensure safety of students, the facility and the equipment.

Curriculum

- 1 Given the industry standard for laboratory and classroom experiences for a competitive preparation in Biology, we recommend that the Biology faculty be supported in redesigning the integrated lecture/lab model to bring the total hours per week to 360 *minutes*.
- 2 More support should be provided for the Department's commitment to undergraduate research. An initial step toward this goal is for the faculty to receive increased compensation for their involvement in undergraduate research. A second strategy would be for the department to develop and offer a research course. The External Review offered numerous suggestions for Biology faculty to better support student research initiatives. We recommend that these be carefully reviewed and selectively implemented.
- 3 The hurdles encountered with assessment should be addressed within the next academic year. The information that can be gained from this process will be instrumental in the department's efforts to respond effectively to the stated outcomes of this program review process.
- 4 The department web page should be redesigned. This is one avenue that would promote visibility and recognition of faculty and students involved in undergraduate research.
- 5 The climate control and air circulation problems in the science center should be addressed before the start of the 2010-11 academic year.

Discussion:

- Pages 15, 18 and 28 should read 360 *minutes*
- The Tech Support Staff is beyond the current strategic initiatives
- Even if all positions are filled the Biology Department would still be understaffed
- Data used to determine being understaffed came from the External Reviewers observations

- There are 5 Adjunct and 1 contract lecturer and they were still not able to provide electives
- Both documents indicate that the Biology faculty is academically qualified. Both documents also state there is a heavy reliance on adjunct and contract lecturers. In particular, the Biology Self Study reports that between 49%-59% of its classes are taught by non FTTT faculty during the academic year (Whittemore and Launen 34). The External Review Report explains that one of the reasons for the heavy reliance on non FTTT faculty is the result of “course reassignments and personal circumstances” which include FTTT faculty serving as Chair, Assistant Dean, and grant writers. Additionally, the Biology Department lost one staff member due to death and another half-time member was reassigned to another program. The Biology Self Study report also recognizes that their participation in the ISP program has also resulted in the reliance on adjuncts and contract lecturers because of the “insufficient number of Biology FTTT (33).”
- According to the External Reviewers, the program is not being delivered to industry standards

Substantial Disagreement between the Self Study and the External Review

1) The External Reviewers recognized that the integrated lab/lecture model used in the new 4- credit model has unfavorable “pedagogical consequences.” The reviewers recognized that the integrated 4-credit model offers *330 minutes* of class time per week, while the typical Biology curriculum of most schools follow a 3 hour lecture, 3 hour lab, which meets for *360 minutes* per week. The Reviewers stated that the 3+3 (3 hours lecture, 3 hours lab) is the standard structure among most Biology science curricula, and therefore the current 4- credit model does not support students at “industry standard. (4)”

- What is the Senate’s expectations of the AOC for reviewing these kinds program proposals
- Learning outcomes assessment appears to be missing at the lower levels - there are issues about assessing that the External Reviewers want to approach. The Biology Department will undertake this.

Motion: The AOC made the motion to accept the Biology Report as revised be approved by the Senate

Vote: 22-0-2 Motion Carries

Academic Standards Committee

Senator Jean reported the following:

- Continued discussion of setting an Upper Level Credit limits for each of the major’s
- They targeted majors that were close to 40 credits
- 40 credits for the majors include the 300 or 400 level courses and the entire program which means, majors, ISP, and electives
- Two open meetings have been scheduled for March 24th and 31st at 4:00pm in Room 309 with the flagged major’s Chair’s (or any others interested/involved faculty/staff) to express concerns and overall opinions of setting a limit of 40 credits or more
- The proposal for the Master’s Degree program for Safety and Occupational Health Applied Science, referred to the admission policy. It stated to go to the admission web site but the web site was strictly education. Standards or admission criteria specifically for the master’s program was not mentioned.
- Senator McDonald sent admission criteria and standards that will be put into their program through the catalog description. They will have their own separate application and/or modify the present graduate application. They are presently taking the word education out of the graduate application because this is not an education program.

Note: the Senate at the February 10, 2010 meeting approved this program.

Master of Science Degree:

Safety and Occupational Health Applied Science

Proposed admission requirements and standards:

- 1 Completed application form with signature.
- 2 Nonrefundable application fee.
- 3 Official score report for the *Graduate Record Exam (GRE) General Test*. Preference will be given to applicants with a performance level at or above the 50th percentile for each subtest.
- 4 Official transcripts from all prior colleges or universities attended (undergraduate and graduate). Applicants must hold a bachelor’s degree from an appropriately accredited institution of higher education with a minimum grade point average (GPA) of 2.50. Preference will be given to those with a GPA of 2.75 or higher. A GPA below 2.50 may be considered if an official score report for the *GRE* is submitted with a performance level at or above the 50th percentile for each subtest.
- 5 Essay and Personal Goals Statement.

- Three KSC Applicant Recommendation Forms (2 sides) completed by current or former supervisors, professors, etc.
- 6 Complete formal interview with KSC faculty member designated by graduate admissions.
- 7 A copy of alien registration card, if applicable. If you are an international applicant, please review the additional requirements specified under INTERNATIONAL APPLICANT.

Motion: The ASC made the motion that the admission criteria for the Safety and Occupational Health Applied Science MS program be approved by the Senate

- The application admission requirements at the level of application has been studied by the Standards Committee

Vote: 23-0-1 Motion Carries

There was a question concerning how the number 40 came about with regard to upper level credits

- The ASC charge was - should we have an upper level credit limit – 40 credits represent approximately 1/3 of the 120 credits or 1/3 of the courses for a major – it is just a starting point for discussion if we were to set any upper level course limits for a program
- What is a 100, 200, 300 or 400 level course – this needs to be part of discussions concerning standards
- A possible motion suggesting a minimum standard to become part of our college catalog may come forward for the April meeting

☐ Curriculum Committee

Senator Gianno reported the following:

- There had been a question raised through emails about offering an experimental course, IAFILM 199. IAFILM is a prefix that had never before been approved through the curriculum process. Since an experimental course does not require approval by the curriculum process, it was difficult to determine what to do about the use of an unapproved prefix. Since the Film Studies Program plans to make *Introduction to Digital Video Production* a recurring course, we decided that it would be acceptable if Film Studies put the permanent course proposal, now IAFILM 150, through the curriculum process and, with its approval, have the prefix IAFILM itself approved concomitantly so that it can be used with an experimental course number. While the program would not be able to offer IAFILM 150 until spring 2011, it could then offer IAFILM 199 next semester. The SCC will be formalizing the process for approval of new prefixes in the revision of the Curriculum Guidelines currently being undertaken.

Discussion:

- When you create a 199 that goes beyond the major and starts to impact on ISP that it crosses disciplines as part of that program whether you are making it a 199 or changing the IA to IH for example, that has to have some external oversight and create new policies for that. There is a question as to who is teaching it and why. When it branches out beyond the major the SCC must approve it.
- The course was put through the curriculum process as 150 but the number 150 could not be used until next Spring
- The Registrar deferred this to Senator Gianno because there was no prefix

The proposal to delete the Curriculum and Instruction: Initial Certification/World Educational Links Track in the Master of Education degree program was approved by the SCC

Motion: The SCC made the motion that the program deletion proposal be approved by the Senate

Vote: 24-0-0 Motion Carries

Motion: The SCC made the motion that the IAFILM 150 be approved by the Senate

Discussion:

- Is it necessary for a motion to create a prefix?
- Since IAFILM 150 is not going into effect until next spring, IAFILM could be perceived as non-existing until next spring even though we have approved it - therefore, the prefix itself was approved.
- ISPC and the Film Department proposed this
- IAFILM 199 will appear next fall and 150 will be available in the spring
- This went to the School Curriculum first

Vote: 23-0-1 Motion Carries

Motion: The SCC made the motion that the IAFILM prefix be implemented immediately approved by the Senate

Discussion:

- The vote would have to be unanimous to be implemented immediately
- The SCC took an Ad-hoc approach to this for immediate implementation
- It seems unclear why we are dealing with the 199 at all, when students have not started registering for the fall yet. We have had every opportunity to add it as IAFILM 150 for the fall.
- If the deadline was missed, why are we rushing to approve this
- The motivation behind this was the need for more seats in IA courses
- Why do we need a vote on the second motion – we approved the experimental course
- The first motion is sufficient – this is not part of our curriculum process and we do not need to rush
- This will not be part of our catalog for the fall

Motion withdrawn

Motion: The SCC made the motion that the IIPE 310 be approved by the Senate

Vote: 24-0-0 Motion Carries

BA in Earth/Space Science: There has been some confusion in regard to a proposal to establish a major in Earth/Space Science. It appears that SAPC at USNH has already mostly approved the program even though it never completed the curriculum process here on campus (it was approved by the Sciences School Curriculum Committee). The Earth/Space Committee is currently requesting advisory opinions in order to put the proposal through the entire process

- When Professor Dunn was chairing the SCC a few years ago, this proposal was made by the Geology Department, sent through to the School Curriculum committee, and approved. This was two years ago. When Professor Dunn was in the SCC, she had stopped this because no attempt to submit to SAPC had been made. This is in support of the teacher education program. Senator Jean picked this up towards the end of last semester, did the intent to submit, and right after, did the whole report and it was basically approved not realizing that it had to go through the SCC before it went to SAPC. She was unaware of the sequence that had to happen.
- You need to go through the intent and our school curriculums first before the final goes to SAPC
- The SEC referred Professor Wes Martin's proposal to the SCC. The SCC discussed the proposal from Professor Wes Martin to revise the prefixes of courses that participate in the Integrative Studies Program. Prior to the meeting, the SCC was informed by President Stroup that the proposal was deemed unworkable from a technical standpoint by representatives of Datatel who had visited campus. However, that does not mean that some other technical solution would not work if there were sufficient interest in making this change.
- The committee considered various possibilities in terms of alternative configurations of course and section identification. They also discussed the controversy concerning whether this change is needed. Following Prof. Martin's request (received through an email on March 3rd), we voted (6-0-0-1) to approve the following motion: To establish an ad hoc committee to study the feasibility of all aspects of the proposal from Prof. Martin to revise course prefixes. The committee will include representatives from all affected constituencies. Their report would be due during the fall semester 2010.
- Students will be able to click on a link within the registration system that will take them to a web page that will show all ISP courses listed and organized by the department offering them as opposed to alpha by prefix
- Senator Stroup made a point of clarification explaining responsibilities of the different Senate Sub committees. Only the SEC has the ability to establish campus wide ad-hoc committees as mentioned in the Senate bylaws.
- The SEC will take under consideration the creation of an Ad-hoc committee
- It was brought to Senator Stroup's attention several weeks ago that there were some materials approved a year ago by the Arts & Humanities curriculum committee, which had not been properly forwarded to the SCC. Since then the affected department/s have been apologized to by members of that committee but he does not see as of yet that anything has come forward for discussion at the SCC level and was wondering if there was any communication about that.
- Senator Gianni stated she did not think so
- Senator Stroup requested the SCC follow up with that before their next meeting

VI. New Business

Senator Stroup reminded everyone that there are two Senate meetings scheduled in April and to keep April 21 open on their schedule. As we get closer to that time, we will be able to determine what the agenda will look like and see if we require the additional meeting.

VII. Adjournment 5:57pm

Submitted by Cheryl Martin 3/30/2010

**Minutes
For the 401st Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, April 14th, 2010
4:00pm, Mountain View Room, Young Student Center**

I. Call to Order 4:00pm

II. Roll Call

Excused: Senator Timney, Senator Warder, and Senator Rust

III. Secretary's Report

Motion: To accept the minutes for the 400th meeting of the Keene State College Senate
Vote: The Senate voted to accept the minutes as written

IV. Courtesy Period

Senator Cerilli announced the following:

- An Evening of Dance will be on Wednesday through Saturday, April 22 to 25, at 7:30 p.m. in the Main Theatre of the Redfern Arts Center

Senator Stroup announced the following:

- Dr. Michael Ferber, professor of English and Humanities at the University of New Hampshire, will present "On Poetic Fame," Keene State College's 2010 Janet Grayson Lecture in Literary Studies, on Monday, April 19, at 4 p.m. in the Mabel Brown Room, Student Center.

President Giles-Gee announced the following:

- The Board of Trustees will hold it's full board meeting at Keene State College on April 29, 2010 and all are invited to participate in the audience

Senator Clemmenson announced the following:

- The 3rd Keene State College Carnival will be next Friday from 4:00pm – 10:00pm
- Annual Chalk Talk event will be held April 29, 2010

Provost Netzhammer announced the following:

- USA Today has an article about Keene State College in the life section of their newspaper. The article is about the film restoration project that the film program has undertaken for the film, *When Lincoln Paid*. The story has gone around the world in over 500 media outlets about the restoration of this historically significant film. Larry Benaquist was interviewed on NHPR. Alumni from across the country are pouring in with praise about the story. The first viewing will be April 20th. It is one of nine silent films that Francis Ford did in which he starred as Abraham Lincoln and it is the only surviving film.

Senator Swiger announced the following:

- The KSC Athletic Trainee Society is hosting on May 1st and there will be multiple sports events. The Pepsi Grant Spring event will also hold multiple activities and all proceeds will support ovarian cancer.

V. Subcommittee Reports

• Executive Committee

Senator Stroup reported the following:

- The SCC's request for "ad hoc" committee to study proposal related to ISP suffixes: The SEC supports further conversation regarding issues related to the suffixes in the SCC; however, with the newly available lists and Datatel limitations the SEC

believes that at this point the proposal will not go forward and at this time a separate Ad Hoc Committee will not be established.

- After a discussion within the SEC Senator Stroup made the following motion regarding adjournment of the Senate
Motion: The SEC made the motion that all meetings of the Senate shall adjourn by 6pm. Any vote to keep the Senate in session beyond this time must be by ballot, requiring two-thirds majority of senators present.
Vote: 23-0-0 Motion carries

- The Ad Hoc committee for high credit majors is a challenging committee to put together and overlaps with other campus work. This will continue into next year with discussions among department Chairs.

☐ Academic Overview Committee

Senator O'Brien reported the following:

- As addressed last December, the reviews of the Geology and Physics Departments have been postponed from AY 10-11 to AY 11-12. The departments have been combined and a single review will be done in AY 11-12. This change has crowded the review schedule for AY 12-13. To alleviate this crowding the AOC has recommended the movement of the review of the Individualized Major program from AY 11-12 to AY 10-11. The committee approached Dr. Ann Rancourt about the move and she agreed on December 7, 2009 to move the program review up one year.

Motion: The AOC made the motion to move the program review of the Individualized Major from AY 11-12 to AY 10-11 be approved by the Senate

Vote: 23-0-0 Motion Carries

- As discussed in the AOC meeting notes from December, Larry MacDonald has requested the Technology, Design and Safety Program be split into three separate designations with three separate reviews. These would be Architecture, Safety Studies and Sustainable Product Design and Innovation. The AOC believes a tenth year is needed in the review cycle to accommodate two additional reviews.

Motion: The AOC made the motion that the insertion of a tenth year and changes to the Program Review Schedule be approved by the Senate

Discussion:

- Honors is not included on the chart, Senator O'Brien will research this
- If we add a year 10, this will put programs on a 10 year cycle which means there will be no flexibility for putting anything off a year
- It would make sense to have newly created programs added to year 7 or 8 of the cycle so there is flexibility
- We may want to expand the AOC membership to accommodate looking at 5 or 6 large programs going for review in any given year
- Editorially [SD 09/10-34]: Year 6 - # 37 Technology, Design and Safety (TDS) and Year 7 - #15 Safety Studies are both Safety Studies
- #37 TDS should be removed, and there should be a separate one for Safety Studies. Even though they are separated they will both happen in the same year under Sustainable Product Design & Architecture
- Year 8 - #2 should be Holocaust and Genocide Studies
- Concerning placing the Honors Program review on this document, when we revised the policies, it was to take out those things that we do not have to report to the University System. All of the programs that are reviewed here go through the review process and then reported to the University System but that would not be the case for Honors.
- Process question related to the timing of when some of our accredited programs come up. Programs like Athletic Training, which went through its accreditation review this year, if should we connect it to this review so they are not repeating something and bringing in new people beyond that. This could be a great cost savings.
- The Music review is scheduled for 2012-2013, but in October of this year, they will have a site team on campus. They have done their self-study and have all of their work completed. It seems a little odd to put them off for two years only to have them go through a similar parallel process.
- We could contact departments to see when they are going to have their accrediting teams here for their own disciplines and rework the timing into this review schedule
- This is a document we could review every year
- The Dietetic Association has standards and the report would not be similar to the AOC report that is asked for and would

not show the same type of format

- The focus was programs that have curriculum, not necessarily programs that go to the board
- It may be helpful to have reviews at the half way mark prior to National Accreditation this would allow for time to make necessary changes
- We could leave it to the departments to determine whether they want to do this as a one or two part process
- The General Science program is an interdisciplinary program that goes through the AOC process and it is not listed on the schedule
- This will be revisited on a regular basis

Vote: 23-0-0 Motion Carries

Senator Lucey read the following statement:

The AOC subcommittee would like to thank Dr. Mark Long, the author of the Self Study, as well as and the entire English department for providing a document that was exemplary in its thoroughness and thoughtful in its ability to convey the dedication the English Department demonstrates in forwarding the Mission of the College.

The subcommittee members would also like to draw attention to our increased muscle mass that was an unforeseen, yet welcome, byproduct of examining this "weighty" document.

In general, the External Reviewer's Report acknowledged the strengths of the program as outlined in the Self-Study, including, but not limited to:

- an impressive faculty composed of serious and active scholars who are devoted to teaching and student learning
- a series of faculty hires since the last review period that added a highly desirable diversity of material coverage and methodology to program offerings
- a recent curriculum overhaul that was meant to address issues of course sequencing and multicultural breadth, in compliance with national trends, to better prepare students for post-baccalaureate study and/or careers
- corporate and individual leadership roles which the English Department and faculty members modeled such as spearheading the transition to the four-credit system or winning campus-wide awards for excellence in both teaching and scholarship
- a commitment to interdisciplinarity seen in the Department's connections with American, Women, and Holocaust Studies
- an active program of cultural events that enrich our campus and community

Challenges that the English Department face in fact stem from a number of the strengths listed above, and the AOC subcommittee recognized that many of these challenges were shared by other departments:

- air conditioning in Parker and Morrison was an issue in the 2001-2002 report, and it continues to compromise the classroom experience of faculty and students
- The exponential increase in the number of writing minors should open a discussion of the benefits of creating a Writing Option in the major. However, this would likely require the hiring of an additional faculty member and consensus within the department in terms of its long-term program goals.
- the need to review program goals and learning outcomes that reflect recent curricular changes including the adoption of the 9-credit core was a concern for the external reviewers, though Dr. Stroup, in his response to our report, noted that discussions are in fact underway
- The shift to a four-credit system and major changes to the curriculum have made imperative the need for results-oriented and varied methods of program assessment. One of the external reviewers was in fact chosen for her experience with assessment practices and implementation. The AOC subcommittee's reading of the Self-Study assured us that the English Department was in fact committed to assessment, especially in the recent creation of a department committee to oversee future assessment activities. The external reviewer's concern - if not obsession - with assessment focused on a need for documentation in the form of hard data and/or narratives. The AOC subcommittee recommends that such information be available to reviewers for the next review period ten years hence.
- The English Department and external reviewer's were equally concerned with the scheduling conflicts that arise from English majors with a second major in Education. The subcommittee was in fact misinformed as to the extent of this issue, and Dr. Stroup's response offers a corrective in stating that this affects only those students who must balance a second major in Elementary Education and Early Childhood Development. The AOC concurs with Dr. Stroup's hope for a "college-wide discussion of scheduling coordination"

- Finally, the external reviewers and AOC subcommittee hope that the English and Education departments continue to work together to obtain accreditation from the National Council for the Accreditation of Teacher Education.

Motion: The AOC made the motion that its report on the review of the English Department along with the report of the external reviewers and all comments be approved by the Senate

Discussion:

- Air conditioning in Parker and Morrison will be researched
- The adjunct teaching ratio has gone down in English from 128% to 43%. This is due to the freshman English course now separated from the English program.
- 80% of ITW courses are taught by adjuncts
- English Education in the senior year is tricky because 45% of English majors are also Education majors
- As we increase our academic standards in departments like English, the bottle neck becomes more intense for students
- Education has talked about structuring the methods courses so they are at a particular time so others know to schedule around it, but this created more anxiety because it has to happen while school is in session. That means other programs had to schedule outside of the prime time. The Teacher Education Council has taken this up for ongoing discussion.

Vote: 23-0-0 Motion Carries

☐ Academic Standards Committee

Senator Jean reported the following:

- March 24th and March 31st were open meetings to discuss minimum of 40 upper level credits per degree. Those 40 credits would include courses for the major, ISP and electives
- The main points that came out of the discussions:
 - i. Problem in not mandating #UL credits in a major
 - ii. Already a need for UL ISP, puts added burden on ISP program
 - iii. Cross-disciplinary prerequisites to allow students to take another major's UL courses
 - iv. This brings the issue of philosophically, what is an UL course
 - v. Relieves registration pressure of upper-class students taking LL courses and limits them to take UL courses to increase breadth of knowledge, but LLs can act as buffers for a semester with lots of intense/time courses
 - vi. Could be a staffing problem in trying to provide more UL classes in a major. KSC has committed itself to get more tenure track faculty
- 46% of last years graduating class had taken 40 or more UL credits

Motion: The ASC made the motion the Keene State College require a minimum of forty upper level credits (300 or 400 level) for successful completion of any baccalaureate degree. As part of this motion, we recommend that this policy take effect for students who matriculate in the fall of 2012

Discussion:

- Very few degrees or programs would require any curricular change
- This is for first year students coming in 2012
- Departments would have 22 months to complete this, nothing would be implemented that could not be followed through on
- The 46% of students were still in the transitional General Education program that did not have any UL requirements
- The degree would require 40 UL, not the program itself
- There is concern about prerequisites, the understanding with curriculum development is that you build upon earlier courses to get into a higher course
- What constitutes an upper/lower level course has been a big discussion
- There may be a abundance of upper level courses offered but the number of seats available are low
- Who is going to teach these upper level courses
- This becomes a labor allocation issue – how are we going to staff these courses

Motion: Senator Stroup made the motion to close debate

Vote: Motion does not carry

- Do we offer enough courses and seats to handle this without prerequisites or changing programs?
- The courses are already there, this would not be a huge influx of students that need to take ISP courses
- Some of the flexibility from the UL courses would come from within the majors itself
- There may be a problem with programs that have a high number of lower level credits required
- In reality, 40 credits means students taking two semesters of UL courses
- We are already doing this – we just need to state that we are doing this
- Many majors have prerequisites before you can get into any UL courses
- Departments have two years to look at this

Vote: 20-1-1 Motion carries

Senator Jean explained the following motion was brought to their attention because when a student is involved with an academic dishonesty problem there is nothing in the policy stating if the student withdraws from the class, the sanctions can be carried out.

Motion: The ASC made the motion to recommend the following clarification to the Academic Honesty Policy be implemented for Fall 2010:

The due date of any assignment/project/lab or the administration date of a quiz/exam is deemed to be the start date for alleged policy violations and a case remains pending until the matter is fully resolved. If found responsible for a Academic Honesty policy violation the sanctions (i.e., grade of F, suspension, etc.) will be applied and enforced regardless of the student's enrollment status.

Discussion:

- There is a program that a student must partake if found responsible for academic dishonesty
- This language states if you are found responsible, then what you did subsequent to that such as dropping a class, is no longer applicable
- What about the date of infraction?

Friendly Amendment:

The due date of any assignment/project/lab or the administration date of a quiz/exam/*lab or the date on which the violation is alleged to have occurred* is deemed to be the start date for alleged policy violations and a case remains pending until the matter is fully resolved. If found responsible for a Academic Honesty policy violation the sanctions (i.e., grade of F, suspension, etc.) will be applied and enforced regardless of the student's enrollment status.

Vote: 21-0-0 Motion carries as amended

- Changes in the Time Blocks are on hold for discussion. Once Senator Jean receives the different variation from Scott Strong, she will post on blackboard for everyone to see.
- Senator Swiger is the new Chair of the ASC

☐ **Curriculum Committee**

Senator Gianno reported the following:

- Curriculum guidelines are included in the packet

Motion: The SCC made the motion that the BA in Earth/Space Science be approved by the Senate

- There is no need for additional Tenure Track lines because there are no new courses

Vote: 20-0-1 Motion carries

Motion: The SCC made the motion that the revision to the BA in English be approved by the Senate

Vote: 21-0-0 Motion carries

- The committee continued its revisions of the Curriculum guidelines and they approved the final document.

- There were a lot of new courses coming through this year and information provided was minimal. Courses that are interdisciplinary go into fields that have no advisory opinions, they felt if they had a syllabus there is more information about what the course is covering
- The syllabus is provided with the proposal as information because proposals do not have a lot of information on them. The following information must be appended to the course:
 1. Course title, prefix and number
 2. Catalog description
 3. Course goals and learning outcomes
 4. Course methodology, briefly describe your approach to the course (e.g., lecture, discussion, demonstrations, etc.)
 5. Sample readings and instructional materials, and a list of reserve readings where appropriate
 6. Course topic outlines

Motion: The SCC made the motion on the following Senate By-law:

Current language

Article VI Parliamentary Rules

1. Effective Date

Senate legislation passed during an academic year takes effect on the first day of classes of the following fall semester. Curriculum changes to academic programs and associated courses will take effect the beginning of the fall semester following and end of the catalog revision cycle (February to February) in which they are approved. Course changes that do not require program revisions will have a more flexible schedule (see Curriculum Guidelines). Immediate implementation of a motion may be achieved and shall require a separate vote passed by a two-thirds majority of those present at the next Senate meeting. The above provisions shall not apply to amendments of the Senate Bylaws under the provision of Article XI.

Proposed Revision

1. Effective Date

Senate legislation passed during an academic year takes effect on the first day of classes of the following fall semester. Curriculum changes to academic programs and associated courses will take effect the beginning of the fall semester following the end of the catalog revision cycle (February to February) in which they are approved. Course changes that do not require program revisions will be implemented immediately. Immediate implementation of a motion may be achieved and shall require a separate vote passed by a two-thirds majority of those present at the next Senate meeting. The above provisions shall not apply to amendments of the Senate Bylaws under the provision of Article XI.

Vote: 21-0-0 Motion carries

VI. New Business

VII. Adjournment 6:15pm

Submitted by Cheryl Martin 5/12/10

**Minutes
For the 402nd Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, April 14th, 2010
Following the 401st Senate Meeting
Mountain View Room, Young Student Center**

II. Call to Order 6:20pm

III. Roll Call

Present: Senator Gianno, Senator Lucey, Senator Hartz, Senator Stevenson, Senator Ghatak, Senator Sapeta, Senator Welsh, Senator Swiger, Senator McDonald, Senator Harfenist, Senator Dolenc, Senator Denehy and Senator Schmidl-Gagne

ELECTION OF OFFICERS:

Chair: Larry McDonald

Vice Chair: Pete Stevenson

Secretary: Kim Schmidl-Gagne

Faculty-at-Large: Pat Dolence

Provost: Mel Netzhammer

Student: Donnie Clemmenson (running unopposed for Student Body President)

IV. Secretary's Report

V. Courtesy Period

VIII. Subcommittee Reports

IX. New Business

X. Adjournment 6:35pm

Submitted by Cheryl Martin 5/12/10