

SCC Minutes- 4/4/07

Present: Nigel Malcolm, Mark Timney, Becky Dunn, Eric Palmer,
Brian Green, Linda Hadden.

Excused: Tom Richard, Ann Rancourt, Lois Merry,

Absent: Tom McGuire

NEW BUSINESS

EDUC 612 Demonstrated Certification Competence- Prefix/description change/credit change/course replacement to better support a collaborative agreement between Keene State College and Granite State College regarding special education instructors. Steve Bigaj and Len Fleischer were present to answer questions about the proposal. APPROVED 5-0-0-3 (via later email vote)

OLD BUSINESS

Curriculum Guideline Suggestions

The SCC discussed possible ways to improve the curriculum process and policies at Keene State. The committee believes the following changes, which would require changes in the Senate bylaws and administrative approval, would substantially improve a functional, yet inefficient and confusing process.

SCC Membership Terms—Appoint SCC members to a minimum of two years service on the committee and allow for more careful consideration about appointments to the SCC so it will always have three or more veteran members at all times. In recent history, the SCC has been staffed in such a way that experienced members tend to leave at the same time, leaving one or two members to show newcomers 'the ropes.'

Curriculum Specialists— Require departments to have a designated 'curriculum specialist,' a 4-year position that makes a single individual a department's point person for all curriculum proposals and submissions. These individuals would also serve on their school curriculum committees.

School CC chairs on the SCC— Make all three School CC chairs voting members of the SCC in order to improve communication between the School CCs and the SCC, better facilitate the curriculum process by improving the quality of proposals coming to the SCC, and better educate the School CC chairs and School CC members about KSC's curriculum process, among other benefits.

(NOTE: Both of the preceding suggestions would greatly enhance the curriculum process at the college because it would allow for better training and understanding of the process for the departments and individual faculty as well.)

FINAL EXAM SCHEDULE BEGINNING, FALL 2007

<u>Class Meeting Time</u>	<u>Final Exam day</u>	<u>Final Exam Time</u>
M 10:00-1:30 PM	Wednesday	10:30-12:30 PM
M 2:00-5:30 PM	Thursday	1:00-3:00 PM
M 6:00-9:30 PM	Thursday	3:30-5:30 PM
MW 8:00-9:30 AM	Wednesday	8:00-10:00 AM
MW 8:00-9:45 AM	Wednesday	8:00-10:00 AM
MW 10:00-11:30 AM	Wednesday	10:30-12:30 PM
MW 10:00-11:45 AM	Wednesday	10:30-12:30 PM
MW 12:00-1:45 PM	Wednesday	1:00-3:00 PM
MW 2:00-3:45 PM	Thursday	1:00-3:00 PM
MW 4:00-5:45 PM	Wednesday	3:30-5:30 PM
MW 6:00-7:45 PM	Wednesday	6:00-8:00 PM
MW 8:00-9:45 PM	Thursday	6:00-8:00 PM
MWF 8:00-9:10 AM	Wednesday	8:00-10:00 AM
MWF 8:00-9:50 AM	Wednesday	8:00-10:00 AM
MWF 10:00-11:10 AM	Wednesday	10:30-12:30 PM
MWF 10:00-11:50 AM	Wednesday	10:30-12:30 PM
MWF 12:00-1:10 PM	Wednesday	1:00-3:00 PM
MWF 12:00-1:30 PM	Wednesday	1:00-3:00 PM
MWF 12:00-1:50 PM	Wednesday	1:00-3:00 PM
MWF 4:00-5:50 PM	Wednesday	3:30-5:30 PM
MWF 6:00-7:50 PM	Wednesday	6:00-8:00 PM
MWF 8:00-9:50 pm	Thursday	6:00-8:00 PM
T 12:00-1:30 PM	Tuesday	1:00-3:00 PM
T 4:00-7:30 PM	Thursday	8:00-10:00 AM
TR 8:00-9:45 AM	Tuesday	8:00-10:00 AM
TR 8:00-9:30 AM	Tuesday	8:00-10:00 AM
TR 10:00-11:30 AM	Tuesday	10:30-12:30 PM
TR 10:00-11:45 AM	Tuesday	10:30-12:30 PM
TR 12:00-1:45 PM	Tuesday	1:00-3:00 PM
TR 12:00-1:30 PM	Tuesday	1:00-3:00 PM
TR 2:00-3:30 PM	Tuesday	1:00-3:00 PM
TR 2:00-3:45 PM	Tuesday	1:00-3:00 PM
TR 4:00-5:45 PM	Thursday	8:00-10:00 AM
TR 6:00-7:45 PM	Tuesday	6:00-8:00 PM
TR 8:00-9:45 PM	Thursday	10:30-12:30
W 10:00-1:30 PM	Friday	1:00-3:00 PM
W 2:00-5:30 PM	Wednesday	3:30-5:30 PM
W 6:00-9:30 PM	Wednesday	6:00-8:00 PM
WF 8:00-9:45 AM	Friday	8:00-10:00 AM

Senate Executive Committee Meeting Report
Wednesday, April 4, 2007

Present: Mel Netzhammer, Mike Welsh, Karen Stanish, Sarah Delisle, William Stroup, Gladys Johnsen

Meeting Notes

1. Posting the Senate minutes on Blackboard and response from our parliamentarian.
Robert's Rules recommends against a public posting of minutes that have not been approved by the Senate. In short, the minutes do not become a public document until the full Senate approves them. The same is true of agendas. The Senate decides on the order of business in the meeting. The agenda is not a public document until the Senate has worked its way through it.

The SEC agreed that the minutes could be put on Blackboard after they have been approved.

2. The members of the newly formed Calendar ad hoc Committee include: Anne Miller, Bob Baker, Shari Bemis, Carime Bersh, Bill Menezes, Catherine Cadieux, Brendan Denehy, Kim Schmidl-Gagne, Corinne Kowpak, Lynne Rust, Larry McDonald, Lois Merry, Pat Hitchner, and Sarah Delisle.

The committee met last Thursday, April 5th at 3:00 in Science 301. They elected Bill Menezes as chair and Kim Schmidl-Gagne as recorder. It was decided that this committee would revise the KSC Academic Calendar Guidelines before reviewing the proposed calendars. Approximately 15 issues were brought to the table and the next meeting was planned. They will submit the calendars to the Senate at the end of October, in time for the November meeting.

3. FYI! The KSC Mission/Values Revisions—Karen Stanish
4. FYI! The Fall Final Exam Schedule—Mel Netzhammer
5. The ISPC Guidelines: the committee decided to follow the process as delineated in the Senate Bylaws for academic revisions; the document first goes to the Schools' CC's, then the SCC and ASC, and then to the Senate.

6. ISP Amendment Revision Process—Karen Stanish

Original: General Education Amendment Process, 4/19/06

Any individual or department may propose an amendment to any Integrative Studies or General Education Program approved by the Senate by submitting in writing to the General Education Program Committee said amendment. If the wording of the amendment is unclear, the GEPC will return the amendment to its originator. Once the wording is clear, the GEPC will provide an advisory opinion and submit the amendment to the School Curriculum Committees at which time the amendment will follow the usual curricular approval process.

Revision: ISP, 4/4/07

The Integrative Studies Program Committee (ISPC), any faculty member(s), or academic department(s) may propose a change to the structure, principles, or policies of the Integrative Studies Program by submitting the proposed change in writing to the ISPC. The ISPC will consult with the proposal originator(s), and within three weeks of receiving the proposal, the ISPC will submit the proposal with an advisory opinion to the School Curriculum Committees.

*Minutes of the 371st Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, February 7, 2007*

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused:

Absent:

SECRETARY'S REPORT:

Motion: To accept the minutes for the 368th Meeting of the Senate of Keene State College

Senator Stroup pointed out that any of the references made to Senator Rancourt should be credited to Dr. Rancourt who is on the Curriculum Committee, but not officially a senator.

Vote: The Senate voted to accept the amended minutes as an accurate record.

Motion: To accept the minutes for the 369th Meeting of the Senate of Keene State College

Vote: The Senate voted to accept the amended minutes as an accurate record.

Motion: To accept the minutes for the 370th Meeting of the Senate of Keene State College

Vote: The Senate voted to accept the amended minutes as an accurate record.

COURTESY PERIOD:

Senator Johnsen said that on Monday, March 5 she is helping to put together the Women's Music of the Holocaust and/or Nazi Invasions to be held at 7:30 p.m. in Alumni Hall. Pianist Virginia Eskin will be conducting a workshop/luncheon. It's being sponsored by the President's Commission on the Status of Women, School of Arts & Humanities, Women's Studies, the Diversity Commission, the Music Department, and the Cohen Center for Holocaust Studies.

Senator Menezes reported on the following events taking place at the Redfern:

Wednesday, February 14-15

Thursday, February 15

Sunday, February 25

Wednesday, 2/28; Friday, 3/2,

Sunday, 3/4

Wednesday, March 7

Saturday, March 10

Dancing Across Borders @ 7:30 p.m., Wright Theatre

Faculty Artists Recital @ 7:30 p.m., Alumni Recital Hall

St. Michael's College Chorale @ 4:30 p.m., Alumni Recital Hall

USNH Greek Trilogy Project: Agamemmon @ 7:30 p.m.,

Main Theatre

Faculty Composers Recital @ 7:30 p.m., Alumni Recital Hall

Imago Theatre presents Biglittlethings @ 3 p.m.

President Giles-Gee extended an invitation to the senators to attend the re-enactment of the city's decision to found the Normal School which later became Keene State College. It will take place in the Mabel Brown Room on Friday, February 9 @ 7 p.m.

She also announced a joint sponsorship of political candidates with the Greater Keene Chamber of Commerce.

Senator Kowpak said posters were distributed yesterday around campus to celebrate Black History Month. There will be five different events and she suggested that faculty encourage their students to attend.

President Giles-Gee asked Senator Kowpak to talk briefly about the Pondsides III Living and Learning Center. Senator Kowpak said they are hoping to build on what Kim Schmidl-Gagne and her colleagues in Residential Life were able to accomplish in mini-houses with some degree of success. The suite-style living arrangement not only has very adequate bedroom space, but each student has a common living room so there's lots of opportunity for group work; there's a seminar room; and there's a room large enough to accommodate guest speakers, etc. Their hope is that there will be faculty-design programs as well as student-interest based programs.

REPORTS OF COMMITTEES:

ACADEMIC STANDARDS COMMITTEE:

Motion: By Senator Menezes to approve the proposed language requirement for students with majors in the School of Arts and Humanities [SD 06/07-71]

Vote: The Senate voted by a majority to approve the proposal.

Motion: By Senator Menezes to approve the revised policy on the Transfer of Credits for Military Service [SD 06/07-71a]

Vote: The Senate voted unanimously to approve the proposal.

CURRICULUM COMMITTEE:

Senator Timney reviewed the minutes of the January 24th SCC meeting [SD 06/07-72].

Motion: By Senator Timney to approve SD 06/07-73 ~ Modern Language ~ 4-Credit Conversion Plan: French Major

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-74 ~ Modern Language ~ 4-Credit Conversion Plan: Spanish Major

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-75 ~ Modern Language ~ 4-Credit Conversion Plan: German Minor

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-76 ~ BA in Physical Science ~ Program Deletion

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-77 ~ Computer Mathematics ~ 4-Credit Program

Vote: The Senate voted unanimously to approve the proposal.

Senator Timney reviewed the minutes of the January 31st SCC meeting [SD 06/07-78].

Motion: By Senator Timney to approve SD 06/07-79 ~ ENST 4-Credit Program

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-80 ~ BA in Music ~ Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-81 ~ BM Music Performance ~ Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-82 ~ BM Music Education ~ Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-83 ~ ML ~ Redesign of the Language Requirement for A & H Students

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-84 ~ Health Science ~ Program Change

Vote: The Senate voted unanimously to approve the proposal.

Senator Timney announced that the members of the SCC elected Senator Dunn as their chair for AY 2007/08.

ACADEMIC OVERVIEW COMMITTEE:

Senator Patterson commented that President Giles-Gee is a much better actress than she has led us to believe.

He said the AOC has three reports that are in their final stages ~ Journalism, Communication, and Philosophy. Both the self-studies and external reviews are completed. They hope to have the subcommittee reports completed by mid-semester.

He reminded the senators that the AOC business will be suspended for AY 2007/08 due to the workings of the Integrative Studies Program and the move to 4 credits. The Committee wants to continue to work and their plan is to examine the scope of the AOC and hopefully find a way to restructure it or rethink it to make it a little more efficient, particularly with regard to the co-curricular academic support services such as Library, Registrar, Writing Center, Aspire ~ programs which would probably like to have some sort of cyclical review and are now under the rubric of the AOC which they've always felt wasn't quite the right fit. They are going to try to develop a better plan and they've got this semester and all of next year to do it.

Senator Netzhammer added that the Programs and Services Committee of the USNH has approved our request for a waiver.

EXECUTIVE COMMITTEE:

Senator Johnsen reviewed the minutes that were included in the packet.

With regard to the expressed concern over *academic regalia* Senator DeLisle said she met with the student senators to discuss this issue and they felt at this time it was not necessary to come up with an official policy. They would like to hear comments from the other senators and are certainly willing to talk to the student body, more as an FYI as opposed to dictating what they can and cannot wear since it does not seem to have reached that point.

Senator Welsh said they had the same issues at another institution where he taught so he made a phone call asking what the policy was and it is as follows: as long as an organization is sanctioned by the college, students may present additions to the formal wear as long as these additions are not pinned to the gown or change the gown in any way because they are rentals. Their policy is a very loose one that protects gowns.

Senator Kowpak said our gowns are what they call "throwaways" so they are not rented. Students may keep them as a souvenir.

Dr. Rancourt said that KSC asks students to do a lot outside of class. We encourage students to study abroad; we encourage students to do service learning; we encourage students to participate in civic engagement. Why not come up with a way to represent these activities. If students are rewarded for excellence in the classroom, and this is an institution that rewards students for doing things outside of the classroom, beyond their in-class learning, why not find a way to represent that.

Senator Rust suggested that these "other" activities be written into the Commencement program so that they can be acknowledged more formally.

Senator Kowpak said she does not believe that there is anything written about appropriate regalia; the reason this is an issue at this point is that it has been difficult for staff to be consistent and they feel that their responsibility is to ensure that they're performing their jobs and providing students with the appropriate information that leads to a ceremony that represents the appropriate decorum that the College expects.

Senator Schmidl-Gagne said what she is hearing is that we should have a policy, one with guidelines to offer students, as well as practical suggestions. Even though Senator DeLisle said at this time she didn't feel it was necessary, it sounds like we might need one ~ not one that is so restrictive, but one that provides some guidelines and perhaps some resources about what is appropriate and not appropriate for the variety of activities in which students can participate.

Motion: By Senator Welsh to approve the revised Integrative Studies Transfer Policy including the following editorial corrections [SD 06/07-70]

Number 6 ~ period after ITW, deleting *regardless of whether the student takes the course before or during their enrollment at KSC.*

Number 7 ~ period after IQL, deleting *regardless of whether the student takes the course before or during their enrollment at KSC.*

Vote: The Senate voted to accept the revised Integrative Studies Transfer Policy.

Senator Netzhammer said they have had a number of meetings to discuss what the final exam schedule should look like since currently there is not one to accommodate the 4-credit move. He presented three options to the senators for their discussion.

A major consideration was moving Reading Day to the final Friday of the semester and among those who spoke the general consensus was that it should remain on Monday of exam week.

Senator Netzhammer noted that if the priority is to leave Reading Day on Monday, then Option 3 is our only choice.

NEW BUSINESS:

Senator Menezes reminded the Senate Executive Committee that the ASC needs to introduce the calendar for AY 2008/09 so that they don't find themselves in the same situation as this year ~ having to produce a calendar within a three-week period. They are hoping to have some campus-wide discussions before constructing it.

ADJOURNMENT: The Senate voted to adjourn at 5:30 p.m.

Senate Executive Committee Meeting Report
Wednesday, March 7, 2007 @ 4:30 in Science 301

Present: Mel Netzhammer, Mike Welsh, Karen Stanish, Sarah DeLisle, William Stroup, Gladys Johnsen

Meeting Notes:

1. NCATE report—John Couture
2. The SEC voted to appoint Ann Atkinson as the formal Parliamentarian of the Senate for 2007-2008 year.
3. Senators at-large election report—Karen Stanish
4. Four-Credit Final Exam Schedule Proposal—Mel Netzhammer (Senate document # 86)
The SEC brings the following motion to the Senate:

TO: Gladys Johnsen
FROM: Mel Netzhammer
SUBJECT: Classroom Availability

Given transition issues related to the four-credit conversion and the necessity of creating a course schedule in a timely manner, I would move that the College Senate discuss the attached briefing on 4-Credit Time Block Issues for the purpose of providing feedback to the Provost and President.

5. The ISPC Guidelines—Pete Nielson and Ann Rancourt (Senate document # 87)
The SEC decided to bring this document to the Senate for explanation and discussion.

We voted on the attached policies and I am now forwarding them to the SEC. The ISPC requests that the SEC follow whatever action is appropriate to bring the attached policies to a vote in the Senate to have these policies officially endorsed as the policies that govern the Integrative Studies Program. (Pete Nielson's email)

6. Graduation Regalia report—Sarah Delisle

Submitted by Gladys Johnsen, Chair

- KSC = Diversity?
- KSC = Technology?

National Council for the Accreditation of Teacher Education

What is NCATE?

The National Council for the Accreditation of Teacher Education (NCATE) is the profession's mechanism to help establish high quality teacher preparation. Through the process of professional accreditation of schools, colleges and departments of education, NCATE works to make a difference in the quality of teaching and teacher preparation today, tomorrow, and for the next century. NCATE's performance-based system of accreditation fosters competent classroom teachers and other educators who work to improve the education of all P-12 students. NCATE believes every student deserves a caring, competent, and highly qualified teacher.

NCATE was founded in 1954. Five groups were instrumental in the creation of NCATE: the American Association of Colleges for Teacher Education (AACTE), the National Association of State Directors of Teacher Education and Certification (NASDTEC), the National Education Association (NEA), the Council of Chief State School Officers (CCSSO), and the National School Boards Association (NSBA). When NCATE was founded as an independent accrediting body, it replaced AACTE as the agency responsible for accreditation in teacher education. These groups represented the field at large at that time. They recognized the need for a strong, independent, quality assurance mechanism composed of all key stakeholders in education. Currently NCATE accredits 632 colleges of education with 78 more seeking NCATE accreditation.

The KSC NCATE Accreditation Review:

Keene State has been involved in a lengthy process of program assessment for our upcoming NCATE accreditation visit. Individual programs have gone through program reviews through their Specialty Professional Associations (SPA's), and we are preparing for our NCATE on-site visit on March 24 -28, 2007. This on-site visit will include a 6-member NCATE Board of Examiners Team (consisting of educational professionals from around the country) and a New Hampshire Department of Education representative. During this review, the team will be looking at documentation and interviewing administrators, faculty, staff students, alumni and cooperating professionals in the area to validate that we meet the NCATE standards that we presented in our NCATE Institutional Report.

EDUC

The NCATE Standards:

NCATE has 7 areas from which they assess institutions of teacher education. They are:

- Conceptual Framework – The shared vision of the teacher education unit
- Standard 1: Candidate Knowledge, Skills & Dispositions
- Standard 2: Assessment System and Unit Evaluation
- Standard 3: Field Experiences & Clinical Practice
- Standard 4: Diversity
- Standard 5: Faculty Qualifications, Performance & Development
- Standard 6: Unit Governance & Resources

Red

VI 29
SI 17
N 27
NI 12
NC 15

78% give final exam
91% in office more than 4 hrs
SD 06/07-86
on reading day
Four-Credit Final Exam Schedule

Option 1

Maintain the same schedule during finals week as during the rest of the semester. Faculty will provide a meaningful experience for students (exam, oral presentations, critiques, etc.) during the regularly scheduled meeting times. Faculty would have the option of using only one class period or more during that week, depending on the activity scheduled during the week. (Faculty teaching classes that meet three times weekly would have the option of using the 2-hour time block for an examination.)

Reading day is moved to the final Friday of the semester.

Option 2

The final exam schedule is based on the class meeting schedule used throughout the semester. The start time for final exams will be the same as the start time of the regular class meeting. The day of the week for the final exam will be based on the following model:

- a. For classes that meet once a week, the final exam is held during the regular weekly class meeting time
- b. For classes that meet twice a week, use the following:
 - i. For M/W classes, the exam will be held Monday at the regular class meeting time. Please note that final exams run for a full 2 hours.
 - ii. For W/F classes, the exam will be held Wednesday at the regular class meeting time. Please note that final exams run for a full 2 hours.
 - iii. For M/F classes, the exam will be held Friday at the regular class meeting time. Please note that final exams run for a full 2 hours.
 - iv. For T/R classes, the exam for classes that begin at 8 a.m., 12, 4 and 8 p.m. will be held Tuesday at the regular class meeting time. Exams for classes that begin at 10, 2 and 6 will be held on Thursday during the regular class meeting time.
- c. For classes that meet three times a week, use the following:
 - i. If the regular class meeting time is scheduled to begin at noon or earlier, the final exam will be held Monday (i.e. if the class meets MWF at 8:00 am, the final exam day will be Monday 8:00 am.) Please note that final exams run for a full 2 hours.
 - ii. If the regular class meeting time is scheduled to begin **AFTER** noon, the final exam will be held Wednesday (i.e. if the class meets M/W/F at 4:00, the final exam day will be Wednesday at 4:00.) Please note that final exams run for a full 2 hours.

Reading Day is moved to the final Friday of the semester.

Option 3 23

Develop an exam schedule that maintains reading day on the Monday of exam week and provides 2-hour time blocks with 30 minutes between exams or 2½-hour time blocks with 30 minutes between exams.

Notes

*As with current policy, students who have more than two exams on a single day would have the option to move one to another day.

*In discussions regarding the final exam schedule, deadlines for submission of grades has come up a number of times. That discussion is moving forward separate from this issue.

ACADEMIC OVERVIEW COMMITTEE MEETING
February 28, 2007

Present: Matt Henry, Carime Bersh, Wayne Hartz, KJ McCrann, Ellen Moynihan, Dan Patterson, Kristen Porter-Utley, Kim Schmidl-Gagne, Margaret Smith, Beatriz Torres, Barbara Ware

General Information

1. The library will have hard copies of the external reviews and faculty comments
2. Meeting Schedule:
 - Wednesday, March 7th at 4:30pm in Student Center 307: Discussion will center around the questions we would like to ask the Directors of the Co-Curricular programs. If you can not attend the meeting please forward your suggestions for questions to Dan.
 - Wednesday, March 28th at 4:30pm in Student Center 307: Agenda should include discussion of the Journalism, Philosophy, and Communication reports.

Reports from Subcommittees:

1. Journalism (Barbara, Margaret and Ellen): The self study has been reviewed, a tour of the facility has been completed and we have the external report. A summary report is currently being prepared.
2. Philosophy and Communication (Dan and Saran): Saran has prepared a summary report which has been distributed to committee members. Please review and send all comments to Saran. Dan is working on the summary report for communication. Once both summary reports are completed, they will be combined.
3. Social Science: Self Study is on its way. Discussion of how the timing of the remainder of the program review would work out.
4. Chemistry: Self Study is in progress. Discussion of how the timing of the remainder of the program review would workout.

Other:

1. Greg's comments on the co-curricular review process: Greg proposed the following motion to accept a provisional definition of the scope of AOC program review: "The scope of AOC will include those curricular programs based on credit. A standing committee will review other programs and the reviews will be based on the professional standards for those programs."
2. Other programs and Directors:
 - Library: Irene Herold, x82736, iherold, Director
 - Continuing Education: Bob Baker, x82338, bbaker, Director
 - Center for Writing: Dr. Phyllis Benay, x82398, pbenay, Director
 - Math Center: Eileen Phillips, x82387, ephillips, Director
 - Elliot Center (Academic and Career Advising): Anne Miller, x82335, Assistant Vice President
 - National and International Exchange: Marche Brown, x82379, mbrown, Director
 - ASPIRE: Alan Glotzer, x82322, aglotzer, Director
 - Office of Disability Services: Jane Warner, x82354, jwarner, Director

- Multicultural Programs: There is currently no director. The website link connects to Dr. Corinne Kowpak's email address, there were also directions to contact the Committee on campus through Candy Wiggum or Susan Theberge.

3. Under the proposal from Greg Holocaust Studies, Women's Studies, Interdisciplinary Studies, Individualized Studies, American Studies and General Education would be reviewed as curricular programs by the AOC.

Kim Schmidt-Gagne

Keene State College
Office Residential Life and Dining Services
29 Butler Court
Keene, New Hampshire 03431
PH (603) 358-8994
FX (603) 358-2754
kgagne@keene.edu

"Of course not Harry! Don't you see? Voldemort himself created his worst enemy, just as tyrants everywhere do! Have you any idea how much tyrants fear the people they oppress? All of them realize that, one day, amongst their many victims, there is sure to be one who rises against them and strikes back." -A. Dumbledore

ACADEMIC OVERVIEW COMMITTEE MEETING
March 7, 2007

Present: Dan Patterson, Beatriz Torres, Matt Henry, Kristen Porter-Utley, Wayne Hartz, Kim Schmidl-Gagne

General Information

1. Next meeting is scheduled for Wednesday, March 28th at 4:30pm in Student Center 307. Agenda should include a discussion of the Journalism, Philosophy and Communication reports.

Reports from Subcommittees

1. Chemistry: We have the self study. Kristen will contact external reviews for chemistry from list provided in the self-study. Kristen will also be in touch with the department to arrange dates and with the Provosts office to arrange travel for external reviewers.
2. Journalism, Philosophy and Communication: Summary should be ready for review on 3/28 and the current plan is to have it approved and sent to the Senate for the 4/11 meeting.

Other: Discussion centered on creating a questionnaire to present to the directors of co-curricular programs to assist the AOC in better understanding the current assessment tools being utilized, the usefulness of those tools and how the information gathered from their assessment process is disseminated to the campus. Our goal is to improve the AOC assessment process for those programs. AOC members are to review the questions listed below and submit feedback to Dan/Kim by the 23rd of March. Dan will draft a cover letter to the directors to be sent with the questions. We hope to have written responses to the questions back from the directors by April 6th and invite them to a discussion on April 25th.

Suggested Questions:

- In the past, your program has been assessed by the AOC. Please provide feedback on the process effectiveness and outcome.
- Other than the AOC review does your program qualitatively and quantitatively assessed its performance? If so please provide information regarding the process and any professional organizations/standards/accreditations that guide you in this process. How well do those standards assess your program?
- Are there assessment committees within your programs?
- What aspects of your program are considered for assessment?
- How is your program related to academic programs (credit bearing classes)?
- What are the non-academic roles of your program?
- How are faculty/staff assessed on the effectiveness of their performance?
- To whom does your program report your assessment?
- How often do assessments take place?
- Please share some demographic information about your program (personnel, resources, technology utilized).
- Are there parts of your program that everyone should know about but you feel they do not?
- Are there other items you would like to share with the AOC regarding your department or your assessment processes?

Kim Schmidl-Gagne

ACADEMIC STANDARDS COMMITTEE REPORT

The Committee met March 7, 2007.

Present were Senators, Bemis, Timmer, Kowpak, Atkinson, Menezes, Rust, and Sadzewicz

We reviewed the following proposal from the Psychology Department "Our gate change, which raised the required GPA in our entrance courses from 2.0 to 2.5, was approved last year (Nov 2005), The change, however, did not make the 2006-2007 catalog publication. We are also requiring a C minimum for those courses used to get into the major (PSYC 101, PSYC 251, and either PSYC 242 or PSYC 253)."

The committee agreed that KSC Senate did approve the raising of the minimum to 2.5, however it was in February 2006 and that could explain why the change did not get into the catalogue. This has now been forwarded to Tom Richard for inclusion in the catalogue.

The Committee was unanimous of not moving forward, until further clarification, the request to require of a minimum grade of C "to get into the major (PSYC 101, PSYC 251, and either PSYC 242 or PSYC 253)." The reasons were:

- a) A minimum of "C" appears in contradict the requirement of a 2.5 GPA for entrance to the major.
- b) These courses must be taken in sequence and students cannot register for the next course in the sequence until they know their final grade, which conflicts with the online registration process, and then frustrates students as they attempt add or drop courses at the beginning of the semester.

*Minutes of the 368th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, November 8, 2006*

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: C. Kowpak

Absent: S. Green

SECRETARY'S REPORT:

Motion: To accept the minutes for the 367th Meeting of the Senate of Keene State College

Vote: The Senate voted to accept the minutes as an accurate record.

COURTESY PERIOD:

President Giles-Gee brought to the attention of the Senate the reorganization of the Executive Division (President's Office, College Relations, Advancement, Human Resources). Currently (save for the President's Office) all of the directors who report to the President are interim appointments. The President has taken this opportunity to bring these people together to discuss some opportunities for reorganization. Julie Dickson provided models of organizations from colleges similar to KSC. Typically College Relations and Advancement report to one person. It was important that whatever decision was made that it maintain the integrity of College Relations and Advancement and that it serve the needs of the institution at this time. Dr. Giles-Gee is recommending a combination of the two positions into one to be titled Vice President for Advancement. The charge would be to advance the Institution in ways that would include such things as media marketing, fundraising, and working with alumni. First, however, it has to be approved by the Chancellor, the Board's Human Resources Subcommittee, the Executive Committee of the Board, and finally the full Board.

Senator Menezes reported on the following events taking place at the Redfern:

Wednesday, November 8	Faculty Artists Recital @ 7:30 p.m., Alumni Recital Hall
Tuesday, November 14	KSC Guitar Orchestra @ 7:30 p.m., Alumni Recital Hall
Wednesday, November 15-18	Lillian Hellman "Children's Hour" @ 7:30 p.m., Main Theatre
Wednesday, November 29	KSC Chamber Orchestra @ 7:30 p.m., Alumni Recital Hall
Friday, December 1	KSC Chamber Singers and Concert Choir
Wednesday, December 6	KSC Jazz Ensemble
Friday, December 8	KSC Concert Band

REPORTS OF COMMITTEES:

CURRICULUM COMMITTEE:

Senator Timney reviewed the minutes of the October 25th SCC meeting.

Motion: By Senator Timney to approve SD 06/07-24 ~ Math Elementary Education Degree (new program)

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-25 ~ Criminal Justice Minor (new program)

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-26 ~ Individualized Major ~ 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-27 ~ Computer Science 4-Credit Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-28 ~ Sociology 4-Credit Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-29 ~ Anthropology 4-Credit (Minor) Proposal

Vote: The Senate voted unanimously to approve the proposal.

Senator Timney reviewed the minutes of the November 1st SCC meeting.

Motion: By Senator Timney to approve SD 06/07-30 ~ Safety 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

SAFE 491, SAFE 597, and SAFE 697 will be forwarded to the ASC for their review.

Motion: By Senator Timney to approve SD 06/07-31 ~ A.S. Technical Studies 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-32 ~ Architecture 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-33 ~ Product Design 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

With regard to IS courses Senator Rancourt said the Integrative Studies Program Committee met and approved the guideline for 2006/07 which is: Students will be able to apply three IS courses to their major or minor which means they can double count three courses. If they are allied courses and are offered as IS courses, they can be double counted. If they are in the major and are offered as IS courses and they apply to the major, students can use them.

ACADEMIC STANDARDS COMMITTEE:

Senator Menezes reviewed the minutes that were included in the packet.

Motion: By Senator Menezes to approve the Music Department's proposal (SD 06/07-20) ~ that all students must pass a basic piano proficiency test and a basic aural skills test before the end of their sophomore year (a student may take this proficiency test more than once)

Vote: The Senate voted unanimously to approve the motion.

Motion: By Senator Menezes to approve SD 06/07-21 ~ the 2007/08 DRAFT calendar

Brendan Denehy said that the PAT and OS Councils have supported moving Commencement to a date that would not coincide with Mother's Day. Their hope was to have campus discussions with regard to this possibility; however, they have not taken place. He proposed instead that the 2008 Commencement remain on Sunday and that campus conversations begin with regard to changing the day for the following year.

Senator Knouff said with regard to Fall Break, he has always felt that it should be eliminated; as a faculty member he finds it entirely disruptive of the semester. The one-day breaks are especially disruptive when they fall on a Monday. He is not convinced that students need a break after X number of weeks.

With regard to having Commencement on the day following the last final ~ Senator Knouff said for faculty members who have finals on Friday and have to turn their grades in on Monday, and who have responsibilities to attend and/or present at Spring Honors Convocation, followed by Commencement the next day ~ this gives them only one day to evaluate the work of their students for final exams. He feels this is both a disservice to faculty and to students.

Senator Timmer said discussions have taken place among departments with regard to the need for grades to be submitted so quickly following finals. Why not set a deadline of the Tuesday or Wednesday following finals instead of Monday!

Senator McCrann said from what she has heard, the few students who know about the proposal to move Commencement to Saturday and Spring Honors Convocation to Friday night are not supportive because it would interfere with social activities planned with both family and peers

Senator Gibler said for students who work 6 or 7 days/week, the occasional day off is important to regroup or catch up on studies.

Senator Netzhammer said we need an approved calendar but we do not need a Commencement date today. With regard to convocations, their purpose needs to be determined ~ if it's for the purpose of the parents, then it's important to have it, for example, on Parents' Weekend when the parents are here; however, if they're for the purpose of honoring the students or recognizing something else, then having them connected to when the parents are already here is not as essential. So as we begin to look at how we're using our convocations, we have the option of thinking about whether the Spring Convocation could be moved to an earlier time (one week, three weeks, etc.).

Senator Rancourt suggested having only a four-week semester break and then reconfiguring the end-of-the-year dates.

Dr. Giles-Gee said she supports the recommendation from Brendan Denehy as chair of the PAT Council to take more time for campus discussions. This will allow for further consideration of the impact of the change on all of the offices. With regard to Fall Break ~ there is increased sensitivity by all employees who must be on campus and therefore cannot participate in the break with faculty and students. The communication from them about how they feel as part of this community is very negative.

Amended Motion: By Senator Knouff to accept the draft calendar as presented with an amendment to move Commencement from May 10 to May 11, Spring Honors Convocation from May 9 to May 10 @ 4 p.m., and residence hall closings from May 9 to May 10 @ 12 p.m.

Senator McGuire offered as a friendly amendment that "we approve with the understanding that Commencement weekend changes will become a part of a larger conversation in the future."

Senator Stanish suggested rephrasing the Amended Motion to read as follows:

To accept the draft calendar as presented with the exception that the month of May would be changed back to the month of May as suggested on the non-draft calendar

Amended Motion: By Senator Knouff to accept the draft calendar as presented with the exception that the month of May would be changed back to the month of May as suggested on the non-draft calendar and that the suggestion of Commencement weekend changes will become a part of a larger conversation in the future

Vote: The Senate voted to accept the amended motion and therefore to approve the 2007/08 calendar.

EXECUTIVE COMMITTEE:

Senator Johnsen reviewed the minutes that were included in the packet.

Senator Netzhammer said that as they began to look at classroom availability under the 4-credit model, they discovered that if you factor out courses that meet in labs and the 63 lab spaces, there are 109 classrooms and 925 classes that need to be scheduled into them.

They have produced 4 options as follows:

Option 1: Stay with approved time blocks and recognize there will be 0 flexibility in the schedule they put together.

Option 2: Eliminate the 2-day/week possibility for MWF mornings which then allows us to use a contracted time block on MWF mornings, freeing up Block 3 to add an additional MWF time block and thus giving us 109 additional seats in prime time.

Option 3: Move the campus meeting time from T/R at noon to Fridays at 2 p.m. This would allow another additional 109 seats in prime time.

Option 4: Use both Options 2 and 3.

Senator Netzhammer said that we are looking to put something in place for next year, not for perpetuity, so that departments can schedule their courses for Fall 2007.

(Doors of the DC close @ 7 p.m.)

Motion: By Senator Timney that we provide a recommendation by a show of hands on each of the options as presented in SD 06/07-16

Vote: The Senate voted unanimously to accept the motion.

Straw Poll:

Option 1:	For: <u>6</u>	Against: <u>15</u>	Abstentions: <u>0</u>
Option 2:	For: <u>2</u>	Against: <u>19</u>	Abstentions: <u>0</u>
Option 3:	For: <u>17</u>	Against: <u>4</u>	Abstentions: <u>0</u>
Option 4:	For: <u>1</u>	Against: <u>20</u>	Abstentions: <u>0</u>

ACADEMIC OVERVIEW COMMITTEE:

Senator Knouff reviewed the minutes that were included in the packet.

Motion: By Senator Knouff to approve the AOC Subcommittee Report on the Physical Education Department Program Review [SD 06/07-19]

Vote: The Senate voted unanimously to approve the report.

NEW BUSINESS: None

ADJOURNMENT: The Senate voted to adjourn at 7:07 p.m.

*Minutes of the 369th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, December 6, 2006*

CALL TO ORDER: 4:35 p.m.

Senator Johnsen welcomed two new senators ~ Lynne Rust (OS representative) and Justin Sadzewicz (student representative)

ROLL CALL:

Excused: K.J. McCrann, M. Netzhammer

SECRETARY'S REPORT: Minutes will be available for the February 7, 2007 meeting.

COURTESY PERIOD:

Senator Hadden reported that she is on the Council for a Sustainable Future and to save paper they are encouraging faculty to agree to accept double-sided research papers. Most of the printers on campus have the capability to default to double-sided printing. They would also encourage a minimum size of margins.

Senator Menezes reported on the following events taking place at the Redfern:

Wednesday, December 6	KSC Jazz Ensemble (sold out)
Friday, December 8	KSC Concert Band @ 7:30 p.m.

Senator Moynihan announced that the Adjunct Association settled their contract.

REPORTS OF COMMITTEES:

ACADEMIC STANDARDS COMMITTEE:

Senator Menezes reviewed the minutes that were included in the packet.

Motion: By Senator Menezes to approve the three honors courses in Technology, Design & Safety ~ SAFE 491, SAFE 597, and SAFE 697 ~ [SD 06/07-38]

Vote: The Senate voted unanimously to approve the motion.

Motion: By Senator Menezes to eliminate Paragraph 2 in the Transfer Policy [Credits received at institutions accredited by an association listed in the Director of the Council of Post-Secondary Accreditation, if completed with a grade of C or higher and if documented by the catalog and course description)

Vote: The Senate voted unanimously to approve the motion.

Motion: By Senator Menezes to accept all baccalaureate military credit and to award four elective credits to students with 12 consecutive months of service in the Armed Forces as evidenced by a DD214 (similar to an official transcript)

Barbara Berntsen said that this is standard within the University System. Approving this would align us with our sister institutions and it's just an honoring for what these students have done. An estimate is that it would involve only 1-2 students each academic year.

Senator Palmer said that it is his understanding that most of the southern colleges accept online courses and military duty for college credit. There's a lot of training during a 12-month period and 4 credits awarded for this training is very reasonable.

Senator Kowpak said that there's another proposal that deals with applying transfer credits for training programs in which a student has participated. As Senator Green suggested this is just for the mere fact of being in the military.

Senator Knouff said that it is his understanding that we would be awarding honorific credits, not academic credits. He said he finds it problematic for this to be an academic policy granted for honorific purposes. It opens the door for discussion in terms of any other thing that should be honored should we give it academic credit. He said he would suggest that the Senate think very seriously about doing this.

Senator Timney said he would be in favor of this solely on the fact that what is learned during that 12-month period is certainly equivalent to 4 credits of coursework. He would like to see it awarded, not as an honorific, but in recognition of the training and of the actual participation in military science/leadership science.

President Giles-Gee said she sees two separate motions that need to be considered as such.

Motion: By Senator Green to approve the recommendation as is

Senator Rancourt said it should be thought of as 4 elective credits of military service learning, not 4 credits of honorarium for serving in the military.

Motion 1: By Senator Stanish to accept all baccalaureate military credits as evidenced by a DD214

Motion 2: By Senator Stanish to award 4 elective credits to students with 12 consecutive months of service in the Armed Forces as evidenced by a DD214

Motion: By Senator Knouff that we table this and return it to the ASC and allow them to disentangle the two and then rewrite it

Vote: The Senate voted unanimously to return the proposal to the ASC.

Motion: By Senator Menezes to approve the recommendation that assessment of non-college learning and credits-earned-by-examination policies in the KSC Undergraduate Catalog all appear on the same page or pages as the Transfer of Credit Policy

Motion: By Senator Menezes to accept in transfer International Baccalaureate credits and diplomas

Vote: The Senate voted by a majority to accept the motion.

Motion: By Senator Menezes to move the start of SSI 2007 from 5/14/07 to 5/21/07 [SD 06/07-38e].

Senator Rancourt said that the proposal has been removed for consideration by Continuing Education.

CURRICULUM COMMITTEE:

Senator Timney reviewed the minutes of the November 15th SCC meeting.

Motion: By Senator Timney to approve SD 06/07-41 ~ Math 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-42 ~ Education 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-43 ~ Women's Studies 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-44 ~ TAD 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Senator Timney reviewed the minutes of the November 29th SCC meeting.

Motion: By Senator Timney to approve SD 06/07-45 ~ General Science 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-46 ~ Music 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-47 ~ Holocaust 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-48 ~ Chemistry 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-49 ~ Political Science 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-50 ~ Social Science 4-Credit Curriculum Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-51 ~ English IS Course Proposals and Minor Curriculum Changes

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-52 ~ American Studies IS Course Proposals and Minor Curriculum Changes

Senator Long said there is a substantive revision to the American Studies curriculum. They're adding a mid-level course (AMST 350) which is replacing a whole range of choices for that course ~ they're instituting a sequence of courses in American Studies.

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-53 ~ History IS Course Proposals and Minor Curriculum Changes

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-54 ~ Integrative Studies ITW & IQL Course Proposals

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-55 ~ Art 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-56 ~ Physics 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-57 ~ Physical Education 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-58 ~ Health Sciences 4-Credit Program Redesign

Vote: The Senate voted unanimously to approve the proposal.

Senator Rancourt said she applauds the faculty who sit on the SCC; they have done an incredible service to their colleagues and to the institution. The amount of work that they have managed to do is truly astounding.

Senator Timney said if it were not for Tom Richard the curriculum process at this college would be terrible. He basically teaches the SCC how to do its job. He offers helpful suggestions to the departments to accomplish what they have set out to do. Senator Timney said they are all in his debt.

ACADEMIC OVERVIEW COMMITTEE:

Senator Knouff reviewed the minutes that were included in the packet.

Senator Smith asked for special recognition for Senator Knouff because he was phenomenal as chair of the AOC. Dan Patterson will be replacing him for Spring Semester 2007.

Senator Knouff said the AOC has set up a Blackboard site in order to have electronic archives. He also said he'd like to recognize Kim Schmidl-Gagne for her work.

EXECUTIVE COMMITTEE:

Senator Johnsen reviewed the minutes that were included in the packet.

NEW BUSINESS:

Senator Timmer reminded senators that they will be asked by the ASC to approve the IS Program: AP and Transfer Credits at the December 13, 2006 meeting. A draft was distributed earlier in today's meeting.

ADJOURNMENT: The Senate voted to adjourn at 6:08 p.m.

Senate Executive Committee Meeting Report
Wednesday, January 31, 2007 @ 4:30 in Science 301

Present: Mel Netzhammer, Mike Welsh, Karen Stanish, Sarah DeLisle, William Stroup, Gladys Johnsen, and guest Corinne Kowpak.

Meeting Notes

1. Dr. Kowpak spoke to the SEC on behalf of the Commencement Committee. There has been discussion of what is proper commencement regalia; the SEC asked Senator DeLisle to meet with the other student senators to discuss this issue and determine if an "official" policy is to be made, and if so, what would that policy be.
2. Melinda Mosier, Interim Director of Advancement, sent a request for a Senate representative to serve on the College's Fundraising Priority Setting Committee and Kim Schmidl-Gagne has agreed to do this.
3. The ML Program Proposal which had been approved by the SCC was forwarded to the ASC and will be included in Senator Menezes' report.
4. **FYI only:** Provost/VPAA Netzhammer presented the following revisions to the Academic Honesty Policy (which was forwarded to the senators on Feb. 1st). His revisions are as follows:

A couple of years ago the College Senate approved a major revision to the Academic Honesty policy. After a short period of use, we realized the policy could be better organized and that it needed to be updated. Gordon Leversee and Kim Schmidl-Gagne started this process last year and delivered the latest version earlier this month. The new version incorporates three changes:

- a. Language updated to reflect new title of VPAA and other editing for grammar and style.
- b. Clearer organization of sections and inclusion of a Table of Contents.
- c. Process for inclusion of actions and decisions into the student judicial database (a request at the approval of the original policy, but only now possible with implementation of the PAVE database in Student Affairs).

As agreed at the Senate Executive Committee Meeting on January 31, 2007, this is a communication to the Senate membership as an information item, since it is a reorganization of the policy previously approved by the Senate.

5. **FYI only:** A calendar change necessitated by the convergence of several events on the same day (Mel Netzhammer).
 - Parent-Family Weekend is now on September 28th, changed from October 20th.
 - Homecoming is now on October 20th, changed from October 27th. This coincides with Keene's Pumpkin Fest.
 - The Children's Literature Festival is on October 27th; this was not changed.

6. After discussion the committee is submitting the following motion to accept the revised Integrative Studies Transfer Policy, Senate Document SD06/07-70. (Mike Welsh)

The SEC moves to accept the revised Integrative Studies Transfer Policy as written; noting that the Provost "will bring together writing and math faculty and ISPC members in the fall semester to address ongoing concerns regarding comparability of statistics and IQL, ENG 101 and ITW, and the non-transferability of upper-level courses."

7. Provost/VPAA Netzhhammer noted that a final exam schedule was not included in the four-credit time block proposal and will discuss that at today's meeting.
8. Please note revised committee membership and meeting schedule.

Submitted by Gladys Johnsen, Chair

Academic Standards Committee Meeting

January 31, 2007

Present were: Jeffrey Timmer, Shari Bemis, Lynne Rust, Colin Abernethy, Ann Atkinson, William Menezes; Corinne Kowpak was excused. We have not been assigned a Student Senator.

We voted 6-0 to accept the Language proposal:

KEENE STATE COLLEGE

Program Change 2006-2007

DATE: January 23, 2007

SPONSORING PROGRAM AND CHAIR: MODERN LANGUAGES

DEPARTMENT; HELEN FRINK, CHAIR; hfrink@keene.edu; 358-2956

TITLE SUMMARY: Language Requirement For Students With Majors In The School Of Arts and Humanities

PROPOSED ACTION:

Description Change

EXISTING (OLD) DATA: Language Requirement

for Students with Majors in the School of Arts and Humanities

The minimal language requirement for all students with a major in American Studies, Art, Communication, English, Film Studies, French, History, Journalism, Music, Spanish, or Theatre and Dance is proficiency in a language as demonstrated by one of the following:

1. Satisfactory completion of one semester of a modern language at the intermediate level, or higher
2. Satisfactory completion of a standardized examination
3. Transfer/substitution of an appropriate modern language course at the intermediate level from another college or university

Process for Awarding Credit

- The Modern Language department test will be given in the fall during the first week of classes, and both fall and spring semesters the week before registration begins. The test cannot be repeated.
- The successful completion of the departmental examination will be reported by Modern Languages faculty to the appropriate administrative office in the Elliot Center, using the format designated by that office. No credit will be granted to the student for the successful completion of this examination.

- The departmental examination will also be used by Modern Languages faculty as an assessment and placement tool for any students who continue in their language study. Upon the successful completion of FR/GR/SP FR/GER/SP 202 or higher (typically 315 or, in the case of French and Spanish, 316),* with a grade of B or higher. All higher, all students will be granted credit for those courses in the major or minor that are preliminary to the one at which they were placed (to a maximum of 8 eight credits). The current configuration of those courses is: FR/GR/SP FR/GER/SP 201, 202.

*Typically, 315 is offered in the fall, 316 in the spring. A student who takes the departmental test during the fall semester and whose score exceeds that for 202 would, of necessity, be placed in 316.

The course or courses completed to satisfy the language requirement may be applied as appropriate to the Arts and Humanities component (B) of the General Education requirements.

Questions concerning the language requirement should be directed to the chair of the Modern Languages Department.

PROPOSED TITLE: Language Requirement for Students with Majors In The School Of Arts and Humanities

PROPOSED (NEW) REQUIREMENT DESCRIPTION:

The minimal requirement for all students with a major in American Studies, Art, Communication, English, Film Studies, History, Journalism, Music, or Theatre and Dance is one course in a foreign language, normally French, Spanish, or German. Students should complete this requirement as early in their college careers as possible. Those with two or more years of recent high school study in French, Spanish, or German must enroll in 102 or above. Those with three or more years of recent high school study should enroll in 201 or above. Individual student placements will be verified on the basis of a placement test available to students before they register. Students may also satisfy the requirement through AP or CLEP credit.

Those with near-native fluency in a language should consult Modern Languages faculty for appropriate placement.

Students may also fulfill this requirement by enrolling in a study abroad program in a non-English speaking country, provided the program has been approved by their major department in consultation with the National and International Exchange Center.

Students with documented learning disabilities should apply to the Office of Disability Services and then to the Chair of Modern Languages to seek a waiver.

101-201 level courses completed to satisfy the language requirement may be applied to the Arts and Humanities component of the Integrative Studies Program.

RATIONALE:

Arts and Humanities departments requested that the Modern Languages Department reduce the language requirement to a single course, because only one course in any given discipline counts for Arts and Humanities within the new Integrated Studies Program.

NOTE: Because there will no longer be a proficiency requirement, the "Process for Awarding Credit" stated on pages 12- 13 of the college catalog should be deleted.

The ACS also approved the following transfer of credits for Military Service:

Recommendation: To eliminate the wording "upper division" from the current military credit policy statement.

"Credits recommended at the upper division by the American Council on Education for an educational experience in the armed services. Up to 15 credit hours earned through approved DANTES Subject Standardized TESTS (DSSTs) or certain other correspondence study courses may be accepted. Guidelines for evaluation of military credit are available from the Elliot Center."

Recommended Revised Policy:

"Credits recommended by the American Council on Education for an educational experience in the armed services. Up to 15 credit hours earned through approved DANTES Subject Standardized TESTS (DSSTs) or certain other correspondence study courses may be accepted. Guidelines for evaluation of military credit are available from the Elliot Center."

*

We did not accept (6-0) the proposal to award four elective credits for 12 month of military service. We felt the rationale that other campuses are doing it as not acceptable and members of the committee would be more comfortable if there was an instrument created that the person applying could use to justify the awarding of four credits. It was sent back to Barbara Berntsen and colleagues for further clarification.

The proposal submitted was as follows.

Award 4 elective credits for Military Community Service to students with 12 consecutive-months of service in the armed forces as evidenced by the DD214.

Recommended Policy: Keene State College will award 4 elective credits for Military Community Service to students with 12 consecutive-months of service in the armed forces as evidenced by the DD214.

Rationalization: Awarding four elective-credits [for community service] to KSC students who have served 12 or more consecutive-months in the Armed Forces will bring us in line with our sister colleges Granite State College, Plymouth State University and the University

SCC Minutes- 1/24/07

Present: Mark Timney, Becky Dunn, Linda Hadden, Nigel Malcolm, Lois Merry, Brian Green, Eric Palmer (early dismissal), Tom Richard. **Excused:** Tom McGuire, Ann Rancourt.

NEW BUSINESS

Modern Language—Four-credit conversion plan: French Major, approved 7-0-0-1 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Modern Language—Four-credit conversion plan: Spanish Major, approved 7-0-0-1 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Modern Language—Four-credit conversion plan: German Minor, approved 7-0-0-1 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

B.A. in Physical Science—Program deletion, approved 7-0-0-1. ***The SCC moves that the proposal be approved by the Senate.**

Computer Mathematics—Four-Credit Program, approved 7-0-0-1 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

OTHER BUSINESS

The SCC again reaffirmed its standards for how it will count credits in the major (course outside the major, including IS courses, must be counted in major) and how these credits will be listed in the catalog. (Majors, for example, that require an IS course, or courses, that also fulfill an IS requirement will count that course toward the major, but under the listing of the credit count for the major there will be an indication that the credits for this course also count toward the IS requirement.)

The Registrar informed the SCC that he is regularly having to justify ITW courses as being equivalent to ENG 101 for students who are transferring to other institutions. The title of 'Thinking & Writing' is apparently confusing to other schools.

SCC Minutes- 1/31/07

Present: Mark Timney, Becky Dunn, Linda Hadden, Nigel Malcolm, Lois Merry, Brian Green, Eric Palmer (early dismissal), Ann Rancourt, Tom Richard. **Absent:** Tom McGuire

NEW BUSINESS

ENST- Four-credit program, approved 7-0-0-1 with revisions to be coordinated with the SCC chair.

***The SCC moves that the proposal be approved by the Senate.**

B.A. in Music- program redesign, approved 7-0-0-1 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

BM Music Education - Music Culture of the World
BM Music Performance- program redesign, approved 7-0-0-1. ***The SCC moves that the proposal be approved by the Senate.**

ML- Redesign of the language req. for A&H students, approved 7-0-0-1 with revisions to be coordinated with the SCC chair and approval of the Academic Standards Committee. ***The SCC moves that the proposal be approved by the Senate.**

Health Science- Program change (CHEM 100 will be the required chemistry course for Health Promotion & Fitness Option AND Substance Abuse/Addictions Option), approved 6-0-0-2. ***The SCC moves that the proposal be approved by the Senate.**

THE FOLLOWING ARE PRESENTED FOR INFORMATIONAL PURPOSES:

IHMU 313 Source Readings in Music, approved 7-0-0-1 with revisions.

ISECON 360 Fundamentals of Econ., approved 7-0-0-1 with revisions.

ISECON 100 Fundamentals of Economics, approved 7-0-0-1 with revisions.

ISPOSC 101 What is Politics, approved 7-0-0-1 with revisions.

ISPOSC 210 US Politics, approved 7-0-0-1.

ISPOSC 211 State & Local Politics, approved 7-0-0-1.

ISPOSC 218 Understanding US Politics thorough Literature and Film, approved 7-0-0-1.

ISPOSC 220 Global Politics, approved 7-0-0-1.

ISPOSC 223 Comparative Analysis of Govt., approved 7-0-0-1.

ISPOSC 228 Understanding Global Politics thorough Literature and Film, approved 7-0-0-1.

ISPOSC 230 Foundations of Political Thought, approved 7-0-0-1.

ISPOSC 238 Understanding Political Thought thorough Literature and Film, approved 7-0-0-1.

ISPSYC 100 Topics in Psych, approved 6-0-1-1.

IAART 111 Intro to Art, approved 5-0-1-2 with revisions.

IAART 101 Foundations of Design, approved 5-0-1-2 with revisions.

IAART 125 Drawing I, approved 5-0-1-2 with revisions.

INCHEM 103 Fundamentals of Chemistry, approved 5-0-1-2.

INCHEM 100 Intro to Chemistry, approved 5-0-1-2.

INCHEM 111 General Chemistry I, approved 5-0-1-2.

INPHYS 100 Inquiry into Physics, approved 5-0-1-2 with revisions.

INPHYS 141 College Physics I, approved 5-0-1-2.

INPHYS 241 University Physics I, approved 5-0-1-2.

INMET 225 Meteorology, approved 5-0-1-2.

INCS 105 Computer Science Fundamentals, rejected 5-1-0-2. (The rejection resulted because of ISPC's classification of the CS program. The ISPC does not consider CS to be a Natural Science. Therefore the dept. cannot contribute an IN course. There was considerable discussion about the ISPC's ability to make such classifications, whether it was a reasonable classification, whether or not CS, the Senate or KSC, at large, was aware of this ruling by the ISPC and whether it is fair to CS to only allow them to contribute to IS via ITW, IQL or interdisciplinary courses.)

INBIO 105 Evolution & Genetics of Sex, approved 6-0-0-2.

INBIO 100 Plants & Human Affairs, approved 6-0-0-2.

IHJRN 101 Media & Society, approved 6-0-0-2 with revisions.

IHJRN 267 Issues in Mass Media, approved 6-0-0-2 with revisions.

IHCOMM 171 Public Speaking, approved 5-0-0-3 (The final vote occurred via email on 2/2/07)

ISGEOG 100 Introduction to Geography, approved 6-0-0-2.

ISGEOG 101 World Regional Geography, approved 6-0-0-2.

ISGEOG 204 Physical Geography, approved 6-0-0-2.

ISGEOG 203 Human Cultural Mosaic, approved 6-0-0-2.

IHPHIL ~~PHIL~~ 100 Logical Argumentation, approved 6-0-0-2 with revisions.

ISSOC 260 Popular Culture, approved 6-0-0-2.

ISSOC 225 Social Problems, approved 6-0-0-2.

MGT 333 Advertising & Promotion (credit change), approved 6-0-0-2 with revisions.

MGT 435 Marketing Management (credit change), approved 6-0-0-2 with revisions.

HLSC 285 Health in Society (pre-req. change), approved 6-0-0-2.

HLSC 380 Addiction: Theory, Practice and Research (pre-req. change), approved 6-0-0-2.

Interdisciplinary Courses Presented by the ISPC Chairs

IIWS 101 Intro to Women's Studies, approved 6-0-0-2.

IIWS 290 Topics in Women's Studies, approved 6-0-0-2.

IICJS 101 Intro to Criminal Justice Studies, approved 6-0-0-2 with revisions.

IAMST 210 Intro to American Studies, approved 6-0-0-2 with revisions.

IJRN 268 Environmental Issues & Media, approved 6-0-0-2 with revisions.

IIPHYS 210 History of Science, approved 6-0-0-2 with revisions.

IIMU 243 Listening to Brazil, tentatively approved 6-0-0-2 with revisions & ISPC approval.

IIMU 251- approved 5-0-1-2 with revisions.

IIFR 240 Franco-American Women's Voices, approved 6-0-0-2 with revisions.

OTHER BUSINESS

The SCC unanimously elected Rebecca Dunn as the chair of the committee for the next academic year.

The SCC had a brief discussion with regard to the number of IS courses submitted and whether there would be a sufficient number of seats in the fall. There was discussion of a possible request from the ISPC and/or the Provost to extend the curriculum process this semester to allow faculty to offer new IS classes for Spring '08. The chair has asked for a formal request from the ISPC and/or Provost via the Senate.

There was also discussion of a possible ISPC request to the SCC for how departments might handle the writing of course outcomes for IS classes. *-withdrawn*

*Minutes of the 370th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, December 13, 2006*

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: T. McGuire, N. Malcolm, A. Atkinson, B. Menezes

Absent: E. Palmer

SECRETARY'S REPORT: Minutes will be available for the February 7, 2007 meeting.

COURTESY PERIOD:

Senator Johnsen said that there are three senators who sat on the Senate this semester and who will be leaving at the end of this meeting ~ Mark Long who has served as secretary, Greg Knouff who will be on sabbatical, and Joe Darby who will be on sabbatical.

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE: No report

ACADEMIC OVERVIEW COMMITTEE: No report

ACADEMIC STANDARDS COMMITTEE:

Motion: By Senator Timmer to approve [SD 06/07-59] ~ Integrative Studies Program:
AP and Transfer Credits

Senator Stanish said she feels that it's almost sending the message to students that it's alright to take, for example, a statistics course somewhere else, but it's not OK to take it here. They may perceive this as being unfair.

Senator Rancourt said they cannot require that students transferring into KSC only take our IS program.

Senator Netzhhammer said we have to remind ourselves that transfer students are not going to have the full KSC experience. If we say that nothing you take in general education is going to count here because we have a program that is so unique it cannot be offered elsewhere, then our transfer population would decline to 0 or it would take students an extra year to 3 semesters to complete their program. Those are the kinds of compromises that have to be made when dealing with transfer students.

Senator Kowpak said that the majority of our transfers are either internal transfers (students who have taken continuing education courses as a CE student at KSC and then moved to matriculated status) or students who are transferring in who still hold freshman status.

Amended Motion: By Senator Timney to remove AP Lit from #2 as an equivalency and to remove AP Statistics as an IQL from #3 and keep it for MATH 141 and PSYC 251

Vote: For: 2 Against: 2 Abstentions: 18

Vote: For: 7 Against: 7 Abstentions: 8

To break the tie vote Senator Johnsen voted against the original motion so it therefore does not pass.

CURRICULUM COMMITTEE:

Senator Timney reviewed the minutes of the December 5th SCC meeting. He made a correction to the minutes: under Geography in parentheses it should read ~ Chris Cusack, dept. representative.

Motion: By Senator Timney to approve SD 06/07-61 ~ Music IS Courses/Minor Changes

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-62 ~ Biology 4-Credit Program Proposal

Senator Timney corrected the SCC approval vote for Biology (4-0-1-4).

Vote: The Senate voted by a majority to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-63 ~ Geology 4-Credit Program Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-64 ~ Geography 4-Credit Program Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-65 ~ Economics 4-Credit Program Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-66 ~ Theatre and Dance IS Courses and Minor Changes

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-67 ~ Psychology 4-Credit Program Proposal

Vote: The Senate voted unanimously to approve the proposal.

Motion: By Senator Timney to approve SD 06/07-68 ~ Associate Degrees 4-Credit Program Proposal

Vote: The Senate voted unanimously to approve the proposal.

Senator Timney said the SCC will probably **not** meet during the first week of classes in January.

NEW BUSINESS: None

ADJOURNMENT: The Senate voted to adjourn at 5:30 p.m.

This is the October 4th Draft as approved by the AAC (Academic Affairs Council) this morning. Note change to AP ENG

Integrative Studies Program: AP and Transfer Credits

Regardless of any number of credits that students may transfer, all matriculated students must complete two upper-level Integrative Studies courses. To register for 300 or 400 level Integrative Studies courses, students must have completed the equivalent of both foundation courses (ITW and IQL) and a total of 28 ISP credits. Some 400 level courses may additionally require that courses in certain Perspectives areas (Fine and Performing Arts, Humanities, Social Sciences, Sciences), but not specific courses in those areas, be completed.

1. The CLEP English Exam does not equate to ITW 101.
2. AP English/Lit/Comp courses satisfy the ITW 101 requirement
3. AP Statistics satisfies the IQL 101 requirement and may satisfy requirements for other quantitative intensive courses (such as MATH 141 or PSY 251).
4. Other AP courses may be used for perspectives requirements or major core requirements.
5. English 101, or its equivalent, completed at a regionally accredited, degree granting institution with a letter grade of 'C' or better is equivalent to ITW 101 regardless of whether the students takes the course before or during their enrollment at KSC.
6. A college-based statistics course completed at a regionally accredited, degree granting institution with a letter grade of 'C' or better is equivalent to IQL 101 regardless of whether the students takes the course before or during their enrollment at KSC.
7. Transfer courses may be used to satisfy ISP requirements other than the two upper-level ISP course requirements.

SCC Meeting Minutes 12/5/06

Submitted by Mark Timney

Present: Mark Timney, Becky Dunn, Tom McGuire, Linda Hadden, Nigel Malcolm, Tom Richard.

Excused: Brian Green, Eric Palmer, Lois Merry

NEW BUSINESS

Music— IS courses/minor changes (Joe Darby & Craig Sylvern, dept. representative)

The proposal was approved 6-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Biology— 4-Credit Program (Scott Strong, dept. representative)

The proposal was approved 4-0-1-~~3~~⁴ with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Geology— 4-Credit Program (Peter Nielsen, dept. representative)

The proposal was approved 6-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Geography— 4-Credit Program (Jo Beth Mullens, dept. ~~representative~~ ^{Chris Cusack})

The proposal was approved 6-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Economics— 4-Credit Program (Pat Dolen, dept. representative)

The proposal was approved 5-0-1-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Theater & Dance— ~~4-Credit Program~~ ^{IS Courses} (Dan Patterson, dept. representative)

The proposal was approved 6-0-0-3 with revisions to be coordinated with the SCC chair. **The SCC moves that the proposal be approved by the Senate.**

Psychology— 4-Credit Program (Susan Menees, dept. representative)

The proposal was approved 6-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Associate Degrees— 4-Credit Program (Ann Rancourt, dept. representative)

The proposal was approved 6-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

NEXT SCC MEETING

The SCC will likely occur the ~~first~~ week of class.

2nd

Senate Executive Committee Meeting Report

Wednesday, November 29, 2006

4:30 in Rhodes Hall, Room 153

Present: Mel Netzhammer, Mike Welsh, Karen Stanish, Sarah DeLisle, Mark Long, Gladys Johnsen and guest, Dr. Helen Giles-Gee

Following are the results of the meeting:

1. The minutes from the November and December Senate meetings will be included in the February 7th meeting.
2. Provost/VPAA said that he would check with OS for a new senator; therefore, today we welcome Lynne Rust from Continuing Education (in accordance with Article III.D. and Article V.A. paragraph two of the Senate Bylaws).
3. As Chair of the Senate, I had (unofficially) received mail from representatives of the Monadnock Committee for the Separation of Church and State. After discussion with Dr. Giles-Gee the SEC agreed that these mailings were administrative issues and not that of the KSC Senate.
4. Next year's Senate meeting times will be Wednesdays from 4:00-6:00, due to the 2007-2008 College calendar blocks.
5. Bob Baker had submitted a revised 2007 Summer Session Schedule that was then forwarded to the ASC.
6. The committee discussed a ML proposal request from Dean Fienberg and with guidance from the Senate parliamentarian, forwarded it to the SCC.
7. On April 19, 2006 (before the Integrative Studies Proposal was accepted) Senator Stanish offered to summarize the ISP Amendment Process, statement as agreed upon by the Senate. She submitted a draft of that statement including feedback from Peter Nielson, and is revising it for the January SEC meeting.
8. Provost/VPAA Netzhammer announced that he is forming an Emergency Planning Committee in preparation for any type of epidemic or disaster that would affect KSC. He requested a SEC representative, to which Senator Mike Welsh accepted.
9. Preparation for the December 6th Senate meeting and adjournment.

AOC Meeting Notes: November 15, 2006

Present: Greg Knouff, Kim Schmidl-Gagne, Saran Ghatak, Beatrice Torres, Kristen Porter-Utley, Joe Darby, Wayne Hartz, Ellen Moynihan, Barbara Ware

Updates:

- Senate: The senate reviewed the Physical Education document and approved it
- Communication and Philosophy has had the external reviewers on campus, report should be in within the month
- Journalism self study is completed and the external reviewers will be here Monday, November 27th
- Greg updated the committee on the status of the Chemistry and Social Science reports.

Items for the Committee to Explore:

- The committee discussed a number of unclear procedural guidelines
- The committee discussed at length the Scope of AOC: Should AOC review the programs of co-curricular academic support services such as the library or the Math Center. After much discussion Greg summarized the comments of the committee to suggest that a new committee be formed that would be representative of Student Affairs and Academic Affairs, and have membership from the AOC on it to review these programs. The committee would use a different set of guidelines than the AOC uses to review curricular programs (the CAS standards were suggested) and the reviews would be submitted to the AOC for approval.

AOC Meeting Notes: November 29, 2006

Present: Greg Knouff, Beatrice Torres, Ellen Moynihan, Kim Schmidl-Gagne, Saran Ghatak, Wayne Hartz, Danielle Greco, Margaret Smith

Updates

- AOC chair reported that the Provost and President sent a memo to the USNH trustees supporting the AOC and Senate decision to suspend program review for the next academic year. The Provost reported to the AOC chair that the USNH mandate for program review is that new programs must undergo review at three and seven years. After these initial reviews, the program review interval is at least once every ten years.

Discussion

- Discussion continued on the scope of AOC program evaluation. The group noted that Holocaust Studies and the ASPIRE programs were omitted from program review in the 06-07 faculty handbook listing. AOC also continued its discussion of how to conduct program review for academic support units that do not offer curricula. We discussed how curricular offerings could be defined. The chair suggested that the directors of the co-curricular programs be invited to join the AOC for a meeting to discuss where AOC is headed and gather information on how this might work or what the problems will be. AOC decided to begin this process in the spring semester.

Report of the AOC: December 6, 2006

The external reviewer for Journalism visited campus Nov. 27-28 and met with the AOC journalism subcommittee and the chair of AOC.

The AOC met Nov. 15 and Nov. 29 (see attached meeting notes). We engaged in a substantial discussion of the scope of AOC evaluation, particularly in regard to non-curricular academic support programs. We discussed options of using appropriate professional standards for evaluating these programs. The Committee decided to continue the discussion into next semester and meet with directors of various academic support programs to gather information on their views of program review.

REPORT FROM ACADEMIC STANDARDS COMMITTEE

The Committee met November 15 and November 29

Present at the November 15 meeting were Senators Gibler, Menezes, Bemis, Timmer, Kowpak, Atkinson, and Abernethy. We reviewed and discussed a series of proposals from the Academic Policy Committee regarding changes in the transfer policies and the Safety Studies request for the addition of **SAFE 491 Honors Research**, **SAFE 597 Safety and Health Research** and **SAFE 697 Adv Safety and Health Research** to the Departments new Honors Program in Safety Studies. The ASC determined that it needed more information before it could reach a conclusion in their deliberations. Senator Menezes was directed to seek more input.

Present at the November 29 meeting were Senators Menezes, Bemis, Timmer, Kowpak, Atkinson, and Abernethy. Joining them were Barbara Berntsen representing the Academic Policy Committee and Peggy Richmond and Bert Poirier from the Admission's Office to discuss the transfer policy. Bob Baker from Continuing Education also joined to discuss a proposal to change the dates of Summer Session in 2007.

Larry McDonald submitted material already approved by the Curriculum Committee and the College Senate.

The ASC approved the following by a vote of 5-0 made via email:

DATE: 08/28/06

SPONSORING PROGRAM AND CHAIR:

Department: Technology, Design & Safety

Program: Safety Studies

Chair: Larry McDonald, 603-358-2976 lmcdonal@keene.edu

PROPOSAL SPONSOR:

Chair: Larry McDonald, 603-358-2976 lmcdonal@keene.edu

TITLE SUMMARY:

SAFE 491 Honors Research

PROPOSED ACTION:

Underline proposed changes.

<u>Course Addition</u>	Number Change	Title Change	Credit Change
Description Change	Prerequisite Change	Course Deletion	Course Replacement

Other: Four Credit Transition

EXISTING (OLD) DATA:

None

PROPOSED (NEW) COURSE TITLE:

SAFE 491 Honors Research

PROPOSED (NEW) COURSE:

SAFE 491 Honors Research 4—8 Credits—Participation in ongoing programmatic research in the Safety Honors Program. Prerequisite: admission to the Safety Honors Program. Graded Pass/Fail. May be repeated up to a total of 8 credits.

Motivated Safety students may participate in an advanced program of research culminating in graduation with Honors in Safety. This program allows students to pursue supervised research or applications of safety in greater depth than provided in principal course offerings. Students electing to

participate in this program complete all requirements for the Safety major plus 4 credits of **SAFE 401 Industrial Hygiene** and 8 credits of **SAFE 491 Honors Research** during the two semesters of the senior year. These credits may be in lieu of or in addition to elective credits used to fulfill the requirements for the Safety major.

COURSE OBJECTIVES:

SAFE 491 Honors Research classes would provide research opportunities in Safety. Program admission would require majority approval by Safety program faculty.

LEARNING OUTCOMES:

Motivated Safety students may participate in an advanced program of research culminating in graduation with Honors in Safety. This program allows students to pursue supervised research or applications of safety in greater depth than provided in principal course offerings.

RATIONALE:

Past and current students have made important contributions to Safety research- initiatives with limited opportunities for recognition through college credits. This course would allow recognition of student undergraduate research efforts.

RESOURCES:

Courses would be offered when programmatic resources permit and monetary resources would be entirely dependent on external funding opportunities.

Any additional library resources would be developed in consultation with our Library Liaison. If required, outside funding would provide the necessary monetary resources.

This course would be taught by existing faculty as part of the Safety program's requirements that all research grants must include student research opportunities.

ADVISORY OPINIONS:

No other program outside of Technology, Design and Safety is affected by this course change

DATE: 08/28/06

SPONSORING PROGRAM AND CHAIR:

Department: Technology, Design & Safety

Program: Safety Studies

Chair: Larry McDonald, 603-358-2976 lmcdonal@keene.edu

PROPOSAL SPONSOR:

Chair: Larry McDonald, 603-358-2976 lmcdonal@keene.edu

TITLE SUMMARY:

SAFE 597 Safety and Health Research

PROPOSED ACTION:

Underline proposed changes.

<u>Course Addition</u>	Number Change	Title Change	Credit Change
Description Change	Prerequisite Change	Course Deletion	Course Replacement
Other:			

EXISTING (OLD) DATA:

None

PROPOSED (NEW) COURSE TITLE:

SAFE 597 Safety and Health Research

PROPOSED (NEW) COURSE:

SAFE 597 Safety and Health Research 4-credits—Participation in post-baccalaureate, programmatic research projects in Safety under the direction of a faculty member. Prerequisites: Permission of the Post-Baccalaureate Program Committee. Prerequisites may change with course subject. May be repeated up to a total of 8 credits.

Admissions Criteria –

Permission of the Post-Baccalaureate Safety Committee (PBSC)

Professional Development Track

Candidates for admission to the Safety Post-Baccalaureate Advanced Studies Certificate Program must submit an Application for Advanced Study in Safety, including required materials, to the KSC Admissions office. Furthermore, the following criteria must be met:

- Enrollment in the Safety Honors Program and approval of undergraduate advisor, or
 - one year full-time employment as a Safety Professional with a Bachelor's degree in any discipline, or
 - a B.S. in Safety from Keene State College with the completion of a Cooperative Education experience, or
 - a personal interview with a member of the Post-Baccalaureate Safety Committee.
- The Post-Baccalaureate Safety Committee (PBSC) will consist of all tenure-track Safety Faculty with the exception of those on leave of absence or sabbatical. Admission to these advanced classes will be limited and the PBSC will make the final decision on admissions.***

COURSE OBJECTIVES: SAFE 597 courses will provide post baccalaureate study opportunities in safety and occupational health. Past and current students have made important contributions to safety research initiatives with limited opportunities for recognition through college credits. Enrollment in a SAFE 597 course will provide an opportunity for post baccalaureate study or directed research for students. Enrollment in SAFE 597 will require majority approval by Safety Studies Program faculty. Courses would be offered when programmatic resources permit and extramural resources would support curriculum development and delivery. Courses offered would be transferable to applicable programs at other institutions through negotiated articulation agreements. We are negotiating an agreement with the University of Massachusetts at Lowell, Work Environment Department at this time.

LEARNING OUTCOMES: Work will be at the graduate level for enrolled students and will involve intensive research and demonstration of technical competency appropriate to this level of study and advanced written and verbal communication skills. Specific objectives will vary by course and be identified by the instructor.

RATIONALE:

The Safety Studies Program has a developing foundation of extramural research funding to support advanced curricular offerings and experiential research opportunities for post-baccalaureate study. In combination with our Office of Continuing Education and Extended Studies, the Safety Studies Program has also developed numerous Professional Certificate programs. This proposal would leverage the existing graduate course designation in the School of Professional and Graduate Studies to support advanced, or continuing professional preparation, in the areas of occupational safety and health, emergency planning, and/or program management. This program would provide an avenue to recognize the important research contributions of undergraduate students as well as highly motivated and advanced seniors in the honors track of the major could apply for admission into 500 and 600 level courses as they prepare for entrance in graduate school.

RESOURCES:

This course will be taught by tenure-track faculty (Melinda Treadwell) or grant-funded faculty hired as part of a specific research project.

What additional library resources will be required? Has the library been consulted to determine the adequacy of library holdings or to estimate the cost to improve these sufficiently?

Any additional library resources would be developed in consultation with our Library

Liaison. Any required resources would be entirely dependent on external funding opportunities and would not place any burden on College resources. We envision these special course offerings to be self-sustaining.

ADVISORY OPINIONS:

No other program outside of Technology, Design and Safety is affected by this course addition.

The following (approved by the College Senate) outlines and determines the criteria for the Honors Program

Safety Honors Program Motivated Safety students can participate in an advanced program of research through independent study projects and internship experiences. This program recognizes and formalizes outstanding academic achievement, culminating with graduation with Honors in Safety. This program allows students to pursue supervised research or applications of safety in greater depth than provided in principal course offerings during their final years as an undergraduate at Keene State College. Students electing to participate in this program complete all requirements for the Safety major plus 4 credits of **SAFE 401 Industrial Hygiene** and 8 credits of **SAFE 491 Honors Research** during the two semesters of the senior year. These credits may be in lieu of or in addition to elective credits used to fulfill the requirements for the Safety major.

Admission to the Safety Honors Program is based on:

1. Self-nomination after completion of 75 credits, consistent with the RHO SIGMA KAPPA National Safety Honor Society requirements, students will hold an overall grade point average of 3.0 and a grade point average in the Safety Studies Major of 3.4 or better.
2. Support of an Honors Committee consisting of three full-time tenure-track Safety faculty selected by the Safety Faculty. Students accepted into the Safety Honors Program will participate in research projects funded by external grants. Honors Program capacity may fluctuate due to availability of research project positions. To maintain program capacity final selection will be based on students with the highest overall GPA at the time of application to the program.
3. Completion of, or enrollment in, all **SAFE Core Courses**. Final admission requires successful completion of those Safety courses enrolled in at the time of application for admission to the Honors Program.

At the end of the senior year, to graduate with the distinction of Honors in Safety, each participant:

1. Submits a final written report (or publication ready document) on the Honors work for approval by his or her Honors Committee.
2. Presents the results of his or her work, and responds to questions about the project and its relationship to the safety profession.
3. Immediately following the project presentation, the student's Honors Committee votes on whether or not to accept the Honors project.

Students are encouraged to apply for applicable undergraduate research grant funding.

Students successfully completing all facets of the Honors Program, and having an average of 3.00 overall and 3.40 in Safety Studies will graduate with Honors in Safety.

Students in the honors track may also apply for SAFE 500 level course offerings, upon approval of *The Post-Baccalaureate Safety Committee (PBSC)*

The ASC approved the following for consideration by the Senate by a vote of 6-0 the following Transfer Policy Proposal

Eliminate Paragraph 2 in the Transfer Policy:

Current Policy:

Credits received at institutions accredited by an association listed in the Directory of the Council of Post-Secondary Accreditation, if completed with a grade of C or higher and if documented by the catalog and course descriptions.

Recommendation: Totally eliminate the paragraph. As advised by Tom Richard, the Directory listed has been extinct since the mid-1980s.

The ASC approved the following for consideration by the Senate by a vote of 2-1-3 the following Transfer Policy Proposal

Recommended Revision Three:

Military Credit:

Discussion: Acceptance of all baccalaureate military credit and a proposal to award 4 elective-credits to students with 12 consecutive-months of service in the Armed Forces as evidenced by a DD214.

Current policy as it relates to military credit: Credits recommended at the upper division by the American Council on Education for an educational experience in the armed services. Up to 15 credit hours earned through approved DANTES Subject Standardized TESTS (DSSTs) or certain other correspondence study courses may be accepted. Guidelines for evaluation of military credit are available from the Elliot Center.

Recommendation: To eliminate the wording “upper division” from the military credit policy, and include, “to award 4 elective-credits for 12 consecutive-months of service in the Armed Forces as evidenced by a DD214”. Edit the final sentence to read: “A Guideline for Evaluation of Military Credit/s is available from the office of the Registrar.”

Rationalization: The current KSC Transfer of Credit Policy is not fair or equitable as it relates to military credits. KSC accepts lower division baccalaureate credits from two-year accredited institutions. Lower division military baccalaureate credit, presumably college-level course work and/or educational experience in the armed services at the 100- and 200-level, should not be rejected based on the fact that the credits are earned via military courses/training.

Prior to 1995, the KSC Transfer of Credit Policy didn’t differentiate between lower and upper-division military credits. The KSC policy, as written at that time, accepted the recommendation of all lower and upper-level baccalaureate military credits.

To automatically award four elective-credits to KSC students who have served 12 or more consecutive-months in the Armed Forces, as evidenced by a DD214, will bring us in line with our sister colleges. Granite State College, Plymouth State University and the University of New Hampshire automatically award credit to students with 12 or more consecutive-months in the Armed Forces.

The ASC approved the following for consideration by the Senate by a vote of 6-0 the following Transfer Policy Proposal.

Recommended Revision Five:

Assessment of non-college learning and credits-earned-by-examination Policies in the KSC Undergraduate Catalog should all appear on the same page or pages as the Transfer of Credit Policy.

CLEP Examination, Advanced Placement, (IB) International Baccalaureate, DANTES, and ACT/PEP should all be grouped together on the same page or pages following the Transfer of Credit Policy. In addition, the Portfolio Assessment policy should be located on the same page or pages as the above.

Rationalization:

Generally students view the acceptance of credits earned while attending other colleges with the same lens as credits earned by examination and non-college learning. For clarity and ease in locating policies related to external credits, the KSC Undergraduate Catalog should be organized to group Transfer of Credit Policy, Portfolio Assessment and Credit-By-Examination policies on the same catalog page/pages. Currently the Transfer of Credit and DANTES Policy is on p. 185. The AP Policy is on page 183 and CLEP, ACT/PEP and Portfolio are on p. 175.

The ASC approved the following for consideration by the Senate by a vote of 6-0 the following Transfer Policy Proposal.

Recommended Revision Six:

Accept in transfer International Baccalaureate (IB) Credits and Diplomas.

Recommended Policy for IB:

Keene State does not award credit for scores lower than 5, nor do we offer credit for **Subsidiary Level** Examinations. IB Language Exams, if passed with a score of 6 or 7 will fulfill the Keene State College language proficiency requirement.

Keene State College will award 8 semester-credits for each **Higher Level** International Baccalaureate (IB) Examination passed with a score of 5, 6 or 7 and limits the total number of credits awarded for IB Exams to 24.

IB credits used to fulfill either Integrative Studies Program or core degree requirements are at the discretion of the College and individual departments.

Precedence:

UNH awards 8 semester hours for each IB exam passed with a score of 5, 6 or 7 and doesn't award credits for Subsidiary Level Exams. UNH limits the number of IB credits a student can transfer to 24.

Recently, Keene State College has received more inquiries and requests from both prospective and current students, asking KSC to accept and award credits for IB exams or diplomas. In addition, more high schools in Massachusetts, Connecticut and New York are becoming IB certified.

KSC requires a higher CLEP Exam score to fulfill the language proficiency requirement and limits the number of CLEP credits students can apply toward a KSC degree.

For informational purposes only: the ASC by a vote of 0-6-0 did not approve the following recommendations:

Discussion: Edit first paragraph of the current KSC Transfer of Credit Policy to include a qualifying statement for purposes of clarity and accuracy and to bring the Policy in align with actual KSC practice.

Current statement:

1. Credits received at a regionally accredited institution of higher education, if completed with a grade of C or higher.

Recommendation:

Credits received at a regionally accredited institution of higher education if completed with a grade of C or higher and credits received at nationally accredited degree-granting institutions of higher education as listed in the *Accredited Institutions of Postsecondary Education, American Council on Education*, if completed with a grade of C or higher. A grade of C- or C/D is not equivalent to a C.

Pass/Fail courses or Credit/Non-Credit courses will be accepted if a Pass or Credit is equivalent to a grade of C or higher as evidenced by the transcript or documented on official correspondence from the transferring institution.

Courses deemed to be developmental/remedial by Keene State College, or the transferring institution, are not transferable.

Credits, not grades, are transferred to Keene State College. Grades from other institutions do not appear on the Keene State transcript nor will they be included in the students' grade point averages. Students transferring to Keene State College shall have their cumulative grade point average established by their Keene State grades only.

All official transcripts must report semester credits, units or quarter-units. Keene State College does not accept clock hours.

Keene State College does not award credits for placement exams.

Narrative transcripts will be considered if grades and credits are clearly specified.

Transfer students must meet the academic standards established by Keene State College.

Rationalization:

The above statement accurately reflects the KSC transfer of credit practice and aligns us with pending Federal Legislative changes (see attached explanation). The policy, as drafted, leaves little room for confusion about acceptability of credits and/or institutions.

NOTE: Portions of the policy revision as recommended are directly taken from the Plymouth State University Undergraduate Catalog, 2005-2006.

Recommended Revision Four:

Eliminate paragraph four of the Transfer Policy.

Current:

4. Credits earned at the above institutions in courses graded Pass/Fail or Credit/Non-Credit, if evidence is presented showing that the courses were completed with the appropriate level of academic achievement.

Rationalization:

The information would be included in the first paragraph that outlines the Transfer of Credit Policy and therefore would be redundant.

Since the following is pending legislation by the Federal Government we did not act on the following recommendation.

Recommended Revision Seven: PENDING

The ESEC Department is in the process of reviewing the Transfer Policy as it relates to ESEC credits and will notify us if they intend to recommend changes.

Federal Regulation of Transfer Credit Evaluation

Troy Holaday, Ph.D., of Ball State University, prepared a report of explanation regarding pending Federal legislation targeted toward Transfer of Credit Policies of institutions of higher education. Dr. Holoday is the Chair of the NACADA Advising Transfer Students Commission. Dr. Holoday's report in part explains bill H.R. 609. The following excerpts were taken from Dr. Holoday's history of the proposed Federal legislation changes:

November, 2000

The Council for Higher Education Accreditation's (CHEA) A Statement to the Community: Transfer and the Public Interest established a precedent for the notion that lack of regional accreditation should not be used as the primary reason for rejecting transfer credit during the evaluation process.

October, 2003

"... H.R. 3311 was introduced by Rep. Howard "Buck" McKeon (R-CA) and endorsed by the chair of the Committee on Education and the Workforce (CEW)"..."The Affordability in Higher Education Act," was fueled by the fact that tuition increases had run more than 100% ahead of the Consumer Price Index since 1981 and the presumption that rejected transfer credit often forced students to pay for the same course twice---sometimes using financial aid in the process."

"H.R. 609: **October 2005** The Government Accountability Office (GAO), an investigative arm of Congress, issued a report supporting H.R. 609 and the notion that the current transfer of credit evaluation practices of traditional post-secondary institutions of higher education are unfairly biased against national accrediting agencies."

In summation...pending Federal Legislation, if passed, will require post-secondary institutions of higher education to revise transfer policies to accept credits from nationally accredited institutions and institutions recognized by the Department of Education.

The ASC approved the following for consideration by the Senate by a vote of 2-1-3 the following proposed change in the Summer Session date change:

The Academic Affairs Council recently moved to pursue a change in the 2007 Summer Session schedule by starting one week later than the current academic calendar lists (two weeks after Commencement). The current schedule and proposed schedule change are below. This change falls within the KSC Academic Calendar Guidelines.

The rationale for this change is to provide faculty with the time needed to pursue professional development, prepare and evaluate tenure and promotion files, participate in Davis Grant training for involvement with the new Integrative Studies Program, and work on annual curriculum development and assessment issues. This provides time for faculty to focus on these issues during the two week period in which they're contracted

The request for this change in the schedule came quickly, and I am in the process of checking with other areas to determine what, if any, ramifications it may have on their operations.

In the long run, Academic Affairs Council is interested in examining the possibility of changing Summer Session to two, five week sessions with a one week break in the middle, beginning two weeks after Commencement on an annual basis. This is for the same purpose as listed above, but we'd like to seek broader input on the reduction of sessions from six weeks to five weeks.

In the meantime, would it be possible to be added to the ASC agenda as soon as possible, as we need to begin collecting summer course proposals in the next two weeks?

Thank you,
Bob Baker
Director of Continuing Education

Current Summer 2007 Calendar

May 14	Summer Session I and Full Begins
May 16	Add/Drop Period Ends at 6:30
May 17	Course Withdrawal Period Begins
May 28	Memorial Day Holiday
June 8	Course Withdrawal Period Ends
June 22	Classes/Exams End at 4:30
June 25	Summer Session II Begins
June 27	Add/Drop Period Ends at 6:30
June 28	Course Withdrawal Period Begins
July 4	July 4 Holiday
July 20	Course Withdrawal Period Ends
Aug 3	Classes/Exams End at 4:30

Proposed Summer 2007 Calendar

May 21	Summer Session I Begins
May 23	Add/Drop Period Ends at 6:30
May 24	Course Withdrawal Period
May 28	Memorial Day Holiday
June 15	Course Withdrawal Period Ends
June 29	Classes/Exams End at 4:30
July 2	Summer Session II Begins
July 4	July 4 Holiday
July 5	Add/Drop Period Ends at 6:30
July 6	Course Withdrawal Period Begins
July 27	Course Withdrawal Period Ends
Aug 10	Classes/Exams End at 4:30 for Summer II and Full

SCC Meeting Minutes 11/15/06

Submitted by Mark Timney & Becky Dunn

Present: Becky Dunn (acting chair), Brian Green, Tom McGuire, Linda Hadden, Nigel Malcolm,
Tom Richard, Ann Rancourt.

Excused: Lois Merry, Mark Timney, Eric Palmer

NEW BUSINESS

Math 4-Credit Curriculum Proposal

The proposal was approved 5-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Education 4-Credit Curriculum Proposal

The proposal was approved 5-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Women's Studies 4-Credit Curriculum Proposal

The proposal was approved 5-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

TAD 4-Credit Curriculum Proposal

The proposal was approved 5-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

OLD BUSINESS

No items discussed.

NEXT SCC MEETING

The SCC will next meet Nov. 29 at 4:30 p.m. in MAC 158.

SCC Meeting Minutes 11/29/06

Submitted by Mark Timney

Present: Becky Dunn, Brian Green, Tom McGuire, Linda Hadden, Nigel Malcolm, Eric Palmer,
Lois Merry, Mark Timney, Tom Richard.

Excused: Ann Rancourt

NEW BUSINESS

General Science 4-Credit Program Proposal (Sally Jean, dept. representative)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Music 4-Credit Program Proposal (Craig Sylvern, dept. representative)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Holocaust 4-Credit Program Proposal (Paul Vincent, dept. representative)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Chemistry 4-Credit Program Proposal (Denise Junge, dept. representative)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Political Science 4-Credit Program Proposal (Mike Welsh, dept. representative)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Social Science 4-Credit Program Proposal (Mike Welsh, dept. representative)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

English IS Course Proposals and Minor Curriculum Changes (Mark Long, dept. rep.)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

American Studies IS Course Proposals and Minor Curriculum Changes (Mark Long, rep.)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

History IS Course Proposals and Minor Curriculum Changes (Greg Knouff, representative)

The proposal was approved 8-0-0-0 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Integrative Studies ITW & IQL Course Proposals

The proposal was approved 8-0-0-0. ***The SCC moves that the proposal be approved by the Senate.**

Discussion--

The committee discussed the situation with Modern Language & Environmental Studies Proposals and how there are plans being developed to handle the proposals given the circumstances.

OLD BUSINESS

The following programs were approved with revisions at previous meeting of the SCC. All of the SCC's suggested revisions to the proposals were accepted by the sponsoring departments.

Art— 4-Credit Program Redesign

The proposal was approved 7-0-0-1 with revisions and the submission of a 4-year student schedule to reflect completion of IS coursework, all to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Physics— 4-Credit Program Redesign

The proposal was approved 7-0-0-1 with revisions and the submission of a 4-year student schedule to reflect completion of IS coursework, all to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Physical Education— 4-Credit Program Redesign

The proposal was approved 7-0-0-1 with revisions and the submission of a 4-year student schedule to reflect completion of IS coursework, all to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Health Sciences— 4-Credit Program Redesign

The SCC voted 7-0-1-0 to approve the proposal with revision of the program to reflect the likely creation of Integrative Studies classes that are a required for completion of the program. ***The SCC moves that the proposal be approved by the Senate.**

NEXT SCC MEETING

The SCC will next meet 12/5 at 5:00 p.m. in MAC 155.

Four-Credit Final Exam Schedule

- long exams due to 4 credit Model
- exams c/b followed upon 2nd cl. time

Option 1

no exam schedule

Maintain the same schedule during finals week as during the rest of the semester. Faculty will provide a meaningful experience for students (exam, oral presentations, critiques, etc.) during the regularly scheduled meeting times. Faculty would have the option of using only one class period or more during that week, depending on the activity scheduled during the week. (Faculty teaching classes that meet three times weekly would have the option of using the 2-hour time block for an examination.)

met
Practic

* Reading day is moved to the final Friday of the semester.

Option 2

set exam schedule 1.45 min exams

The final exam schedule is based on the class meeting schedule used throughout the semester. The start time for final exams will be the same as the start time of the regular class meeting. The day of the week for the final exam will be based on the following model:

- a. For classes that meet once a week, the final exam is held during the regular weekly class meeting time
- b. For classes that meet twice a week, use the following:
 - i. For M/W classes, the exam will be held Monday at the regular class meeting time. Please note that final exams run for a full 2 hours.
 - ii. For W/F classes, the exam will be held Wednesday at the regular class meeting time. Please note that final exams run for a full 2 hours.
 - iii. For M/F classes, the exam will be held Friday at the regular class meeting time. Please note that final exams run for a full 2 hours.
- c. For classes that meet three times a week, use the following:
 - i. If the regular class meeting time is scheduled to begin at noon or earlier, the final exam will be held Monday (i.e. if the class meets MWF at 8:00 am, the final exam day will be Monday 8:00 am.) Please note that final exams run for a full 2 hours.
 - ii. If the regular class meeting time is scheduled to begin **AFTER** noon, the final exam will be held Wednesday (i.e. if the class meets M/W/F at 4:00, the final exam day will be Wednesday at 4:00.) Please note that final exams run for a full 2 hours.

Reading Day is moved to the final Friday of the semester.

Option 3

Develop an exam schedule that maintains reading day on the Monday of exam week and provides 2-hour time blocks with 30 minutes between exams.

Notes

*As with current policy, students who have more than two exams on a single day would have the option to move one to another day.

*In discussions regarding the final exam schedule, deadlines for submission of grades has come up a number of times. That discussion is moving forward separate from this issue.

Fall 2004

Day	Date	On Campus	Off Campus (VP SA)
Weekend	08/27/04-08/29/04	21	7
Thursday	9/2/2004	15	5
Weekend	09/03/04-09/05/04	85	17
Thursday	9/9/2004	12	0
Weekend	09/10/04-09/12/04	31	4
Thursday	9/16/2004	11	1
Weekend	09/17/04-09/19/04	34	4
Thursday	9/23/2004	8	6
Weekend	09/24/04-09/26/04	21	6
Thursday	9/30/2004	10	0
Weekend	10/01/04-10/03/04	31	2
Thursday	10/7/2004	4	0
Weekend	10/08/04-10/10/04	17	0
Thursday	10/14/2004	0	0
Weekend	10/15/04-10/17/04	38	0
Thursday	10/21/2004	26	1
Weekend	10/22/04-10/24/04	43	1
Thursday	10/28/2004	17	0
Weekend	10/29/04-10/31-04	26	1
Thursday	11/4/2004	8	0
Weekend	11/05/04-11/07/04	36	2
Thursday	11/11/2004	5	0
Weekend	11/12/04-11/14/04	12	0
Thursday	11/18/2004	17	0
Weekend	11/19/04-11/21/04	70	3
Thursday	12/2/2004	8	0
Weekend	12/03/04-12/05/04	38	1
Thursday	12/9/2004	2	0
Weekend	12/10/04-12/12/04	35	0

Spring 2005

Day	Date	On Campus	Off Campus (VP SA)
Weekend	1/16/2005	6	0
Thursday	1/20/2005	41	0
Weekend	01/21/05-1/23/05	27	0
Thursday	1/27/2005	22	0
Weekend	01/28/05-1/30/05	100	0
Thursday	2/3/2005	13	0
Weekend	02/04/05-02/06/05	44	0
Thursday	2/10/2005	1	0
Weekend	2/11/05-2/13/05	14	0
Thursday	2/17/2005	7	1
Weekend	2/18/05-2/20/05	17	1
Thursday	2/24/2005	15	0
Weekend	2/25/05-2/27/05	19	0
Thursday	3/3/2005	6	0
Weekend	3/4/05-3/6/05	55	0
Thursday	3/10/2005	0	0
Thursday	3/24/2005	13	0

Weekend	3/25/05-3/27/05	3	4
Thursday	3/31/2005	13	0
Weekend	4/1/05-4/3/05	14	0
Thursday	4/7/2005	6	0
Weekend	4/8/05-4/10-05	47	6
Thursday	4/14/2005	9	0
Weekend	4/15/05-4/17/05	18	1
Thursday	4/21/2005	10	0
Weekend	4/22/05-4-24/05	21	6
Thursday	4/28/2005	30	2
Weekend	4/29/2005-5/1/05	30	7

Fall 2005

Day	Date	On Campus	Off Campus (VPSA)
Weekend	8/26/05-8/28/05	34	0
Thursday	9/1/2005	4	0
Weekend	9/2/05-9/4/05	56	0
Thursday	9/8/2005	1	0
Weekend	9/9/05-9/11/05	24	0
Thursday	9/15/2005	4	0
Weekend	9/16/05-9/18/05	54	0
Thursday	9/22/2005	29	0
Weekend	9/23/05-9/25/05	50	0
Thursday	9/29/2005	40	0
Weekend	9/30/05-10/2/05	80	0
Thursday	10/6/2005	7	0
Weekend	10/7/05-10/9/05	24	0
Thursday	10/13/2005	11	0
Weekend	10/14/05-10/16/05	62	0
Thursday	10/20/2005	2	0
Weekend	10/21/05-10/23/05	61	0
Thursday	10/27/2005	7	0
Weekend	10/28/05-10/30/05	22	0
Thursday	11/3/2005	10	0
Weekend	11/4/05-11/6/05	17	0
Thursday	11/10/2005	27	0
Weekend	11/11/2005-11/13/05	18	0
Thursday	11/17/2005	7	0
Weekend	11/18/05-11/20/05	88	0
Weekend	11/27/2005	3	0
Thursday	12/1/2005	35	0
Weekend	12/2/05-12/4/05	73	0
Thursday	12/8/2005	8	0
Weekend	12/9/05-12/11/05	131	0

Spring 2006

Day	Date	On Campus	Off Campus (VPSA)
Weekend	1/15/2006	2	0
Thursday	1/19/2006	6	0
Weekend	1/20/2006-1/22/2006	4	0
Thursday	1/26/2006	14	0

Weekend	1/27/2006-1/30/2006	46	0
Thursday	2/2/2006	9	0
Weekend	2/3/2006-2/5/2006	14	0
Thursday	2/9/2006	4	0
Weekend	2/10/2006-2/12/2006	31	0
Thursday	2/16/2006	2	0
Weekend	2/17/2006-2/19/2006	28	0
Thursday	2/23/2006	3	0
Weekend	2/24/2006-2/26/2006	20	0
Thursday	3/2/2006	0	0
Weekend	3/3/2006-3/5/2006	18	0
Thursday	2/9/2006	47	0
Thursday	3/23/2006	7	0
Weekend	3/24/2006-3/25/2006	33	0
Thursday	3/30/2006	0	0
Weekend	3/31/2006-4/2/2006	38	0
Thursday	4/6/2006	16	0
Weekend	4/7/2006-4/9/2006	12	0
Thursday	4/13/2006	20	0
Weekend	4/14/2006-4/16/2006	12	0
Thursday	4/20/2006	8	0
Weekend	4/21/2006-4/23/2006	48	0
Thursday	4/27/2006	2	0
Weekend	4/28/2006-4/30/2006	11	0

Fall 2006

Day	Date	On Campus	Off Campus (VP SA)
Weekend	8/27/2006	17	0
Thursday	8/31/2006	5	0
Weekend	9/1/2006-9/3/2006	43	0
Thursday	9/7/2006	5	0
Weekend	9/8/2006-9/10/2006	44	0
Thursday	9/14/2006	22	0
Weekend	9/15/2006-9/17/2006	21	0
Thursday	9/21/2006	12	0
Weekend	9/22/2006-9/24/2006	27	0
Thursday	9/28/2006	14	0
Weekend	9/29/2006-10/1/2006	29	1
Thursday	10/5/2006	19	1
Weekend	10/6/2006-10/8/2006	26	6
Thursday	10/12/2006	24	0
Weekend	10/13/2006-10/15/2006	57	12
Thursday	10/19/2006	8	0
Weekend	10/20/2006-10/22/2006	75	0
Thursday	10/26/2006	7	0
Weekend	10/27/2006-10/29/2006	42	1
Thursday	11/2/2006	24	1
Weekend	11/3/2006-11/5/2006	18	4
Thursday	11/9/2006	2	0
Weekend	11/10/2006-11/12/2006	29	1
Thursday	11/16/2006	39	1

Weekend	11/17/2006-11/19/2006	40	1
Weekend	11/26/2006	0	0
Thursday	11/30/2006	8	0
Weekend	12/1/2006-12/3/2006	37	0
Thursday	12/7/2006	1	1
Weekend	12/8/2006-12/10/2006	3	3

Fall 2004

Day	Date	On Campus	Off Campus (VP SA)
Weekend	08/27/04-08/29/04	21	7
Thursday	9/2/2004	15	5
Weekend	09/03/04-09/05/04	85	17
Thursday	9/9/2004	12	0
Weekend	09/10/04-09/12/04	31	4
Thursday	9/16/2004	11	1
Weekend	09/17/04-09/19/04	34	4
Thursday	9/23/2004	8	6
Weekend	09/24/04-09/26/04	21	6
Thursday	9/30/2004	10	0
Weekend	10/01/04-10/03/04	31	2
Thursday	10/7/2004	4	0
Weekend	10/08/04-10/10/04	17	0
Thursday	10/14/2004	0	0
Weekend	10/15/04-10/17/04	38	0
Thursday	10/21/2004	26	1
Weekend	10/22/04-10/24/04	43	1
Thursday	10/28/2004	17	0
Weekend	10/29/04-10/31-04	26	1
Thursday	11/4/2004	8	0
Weekend	11/05/04-11/07/04	36	2
Thursday	11/11/2004	5	0
Weekend	11/12/04-11/14/04	12	0
Thursday	11/18/2004	17	0
Weekend	11/19/04-11/21/04	70	3
Thursday	12/2/2004	8	0
Weekend	12/03/04-12/05/04	38	1
Thursday	12/9/2004	2	0
Weekend	12/10/04-12/12/04	35	0

Spring 2005

Day	Date	On Campus	Off Campus (VP SA)
Weekend	1/16/2005	6	0
Thursday	1/20/2005	41	0
Weekend	01/21/05-1/23/05	27	0
Thursday	1/27/2005	22	0
Weekend	01/28/05-1/30/05	100	0
Thursday	2/3/2005	13	0
Weekend	02/04/05-02/06/05	44	0
Thursday	2/10/2005	1	0
Weekend	2/11/05-2/13/05	14	0
Thursday	2/17/2005	7	1
Weekend	2/18/05-2/20/05	17	1
Thursday	2/24/2005	15	0
Weekend	2/25/05-2/27/05	19	0
Thursday	3/3/2005	6	0
Weekend	3/4/05-3/6/05	55	0
Thursday	3/10/2005	0	0
Thursday	3/24/2005	13	0

Weekend	3/25/05-3/27/05	3	4
Thursday	3/31/2005	13	0
Weekend	4/1/05-4/3/05	14	0
Thursday	4/7/2005	6	0
Weekend	4/8/05-4/10-05	47	6
Thursday	4/14/2005	9	0
Weekend	4/15/05-4/17/05	18	1
Thursday	4/21/2005	10	0
Weekend	4/22/05-4-24/05	21	6
Thursday	4/28/2005	30	2
Weekend	4/29/2005-5/1/05	30	7

Fall 2005

Day	Date	On Campus	Off Campus (VP SA)
Weekend	8/26/05-8/28/05	34	0
Thursday	9/1/2005	4	0
Weekend	9/2/05-9/4/05	56	0
Thursday	9/8/2005	1	0
Weekend	9/9/05-9/11/05	24	0
Thursday	9/15/2005	4	0
Weekend	9/16/05-9/18/05	54	0
Thursday	9/22/2005	29	0
Weekend	9/23/05-9/25/05	50	0
Thursday	9/29/2005	40	0
Weekend	9/30/05-10/2/05	80	0
Thursday	10/6/2005	7	0
Weekend	10/7/05-10/9/05	24	0
Thursday	10/13/2005	11	0
Weekend	10/14/05-10/16/05	62	0
Thursday	10/20/2005	2	0
Weekend	10/21/05-10/23/05	61	0
Thursday	10/27/2005	7	0
Weekend	10/28/05-10/30/05	22	0
Thursday	11/3/2005	10	0
Weekend	11/4/05-11/6/05	17	0
Thursday	11/10/2005	27	0
Weekend	11/11/2005-11/13/05	18	0
Thursday	11/17/2005	7	0
Weekend	11/18/05-11/20/05	88	0
Weekend	11/27/2005	3	0
Thursday	12/1/2005	35	0
Weekend	12/2/05-12/4/05	73	0
Thursday	12/8/2005	8	0
Weekend	12/9/05-12/11/05	131	0

Spring 2006

Day	Date	On Campus	Off Campus (VP SA)
Weekend	1/15/2006	2	0
Thursday	1/19/2006	6	0
Weekend	1/20/2006-1/22/2006	4	0
Thursday	1/26/2006	14	0

Weekend	1/27/2006-1/30/2006	46	0
Thursday	2/2/2006	9	0
Weekend	2/3/2006-2/5/2006	14	0
Thursday	2/9/2006	4	0
Weekend	2/10/2006-2/12/2006	31	0
Thursday	2/16/2006	2	0
Weekend	2/17/2006-2/19/2006	28	0
Thursday	2/23/2006	3	0
Weekend	2/24/2006-2/26/2006	20	0
Thursday	3/2/2006	0	0
Weekend	3/3/2006-3/5/2006	18	0
Thursday	2/9/2006	47	0
Thursday	3/23/2006	7	0
Weekend	3/24/2006-3/25/2006	33	0
Thursday	3/30/2006	0	0
Weekend	3/31/2006-4/2/2006	38	0
Thursday	4/6/2006	16	0
Weekend	4/7/2006-4/9/2006	12	0
Thursday	4/13/2006	20	0
Weekend	4/14/2006-4/16/2006	12	0
Thursday	4/20/2006	8	0
Weekend	4/21/2006-4/23/2006	48	0
Thursday	4/27/2006	2	0
Weekend	4/28/2006-4/30/2006	11	0

Fall 2006

Day	Date	On Campus	Off Campus (VP SA)
Weekend	8/27/2006	17	0
Thursday	8/31/2006	5	0
Weekend	9/1/2006-9/3/2006	43	0
Thursday	9/7/2006	5	0
Weekend	9/8/2006-9/10/2006	44	0
Thursday	9/14/2006	22	0
Weekend	9/15/2006-9/17/2006	21	0
Thursday	9/21/2006	12	0
Weekend	9/22/2006-9/24/2006	27	0
Thursday	9/28/2006	14	0
Weekend	9/29/2006-10/1/2006	29	1
Thursday	10/5/2006	19	1
Weekend	10/6/2006-10/8/2006	26	6
Thursday	10/12/2006	24	0
Weekend	10/13/2006-10/15/2006	57	12
Thursday	10/19/2006	8	0
Weekend	10/20/2006-10/22/2006	75	0
Thursday	10/26/2006	7	0
Weekend	10/27/2006-10/29/2006	42	1
Thursday	11/2/2006	24	1
Weekend	11/3/2006-11/5/2006	18	4
Thursday	11/9/2006	2	0
Weekend	11/10/2006-11/12/2006	29	1
Thursday	11/16/2006	39	1

Weekend	11/17/2006-11/19/2006	40	1
Weekend	11/26/2006	0	0
Thursday	11/30/2006	8	0
Weekend	12/1/2006-12/3/2006	37	0
Thursday	12/7/2006	1	1
Weekend	12/8/2006-12/10/2006	3	3

Schmidl-Gagne, Kim

From: Schmidl-Gagne, Kim
Sent: Tuesday, February 27, 2007 4:38 PM
To: Netzhammer, Emile
Subject: Finals Schedule Proposal

Good Afternoon Dr. Netzhammer,

Last Wednesday the PAT Council met and one of the topics under discussion was the proposed finals week schedule, and, specifically, moving reading day to Friday. I shared some information regarding judicial statistics on Thursday nights/weekends that I pulled together and other members shared anecdotal information regarding their experiences with reading day. Several members also brought up additional concerns about restructuring finals week. One of the main concerns related to Option #1 centered around the possibility that faculty who have classes that meet at multiple times may choose to only give their classes only one class period final and hold it as early in the week as possible, especially considering the pressure to turn in grades on Monday. If enough faculty choose this option it could leave many students with their finals completed by Tuesday when residence halls close on Saturday at noon. We have no way to track when students have completed their finals so students could be "hanging" out for days and invite more opportunities for behavior problems.

The PAT Council supports Option #1 because of it's simplicity and the potential for it to provide opportunities for more in depth evaluation, but would like me to discuss with you philosophically joining reading day and finals week within the proposal so that the language regarding the expectation that "Faculty provide meaningful experiences for students..." during finals week would also apply to reading day. The Council also supported a discussion regarding the possibility that students could "hang out" if finals were to heavily shift to the start of the week. We realize that it may take a semester with this model to determine how it will really play out but thought it would be good to discuss, and perhaps add language to the academic as well as residential policies regarding when students are expected to vacate rooms when their finals are completed.

I look forward to hearing from you and the possibility of discussing these issues.

Thank you,

Kim Schmidl-Gagne

Keene State College
 Office Residential Life and Dining Services
 29 Butler Court
 Keene, New Hampshire 03431
 PH (603) 358-8994
 FX (603) 358-2754
kgagne@keene.edu

"Of course not Harry! Don't you see? Voldemort himself created his worst enemy, just as tyrants everywhere do! Have you any idea how much tyrants fear the people they oppress? All of them realize that, one day, amongst their many victims, there is sure to be one who rises against them and strikes back." -A. Dumbledore

*Minutes of the 367th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, October 11, 2006*

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: C. Abernethy, K. Schmidl-Gagne, M. Netzhammer

Absent: S. Green

SECRETARY'S REPORT:

Motion: To accept the minutes for the 366th Meeting of the Senate of Keene State College

Vote: The Senate voted to accept the minutes as an accurate record.

COURTESY PERIOD:

Senator Menezes reported on the following events taking place at the Redfern:

Wednesday, October 11	The Turtle Island String Quartet honors the music of John Coltrane @ 7:30 p.m., Alumni Recital Hall
Friday, October 13	Faculty Artists' Recital @ 7:30 p.m., Alumni Recital Hall
Thursday, October 19	Triple Helix Piano Trio @ 7:30 p.m., Alumni Recital Hall
Wednesday, October 25	Inti-Illimani @ 7:30 p.m., Main Theatre (school performance @ 10 a.m.)
Friday, November 3-4	Weston Playhouse Theatre Company will present <i>Metamorphoses</i> @ 9:30 a.m. on Friday (special school performance) and @ 7:30 p.m. on Saturday

President Giles-Gee reported that on October 1st and 2nd she and John Ratliff met with the Little East Conference presidents and the head of the NCAA to discuss issues of the NCAA Division 3. They will be furthering discussions about a number of issues after January 1, 2007 ~ the reorganization of Division 3 and the piloting of drug testing.

On October 5 KSC hosted the NH College and University Council. It's a council that brings together presidents from public and private community and technical colleges across New Hampshire. We presented them with brochures of the art gallery as well as the theatre so they might enjoy some of the events that are presented on campus.

On October 19 KSC will be hosting the USNH Board of Trustees. We will also be dedicating Butler Court around 4:30 p.m. and everyone is invited.

REPORTS OF COMMITTEES:

ACADEMIC STANDARDS COMMITTEE:

Senator Menezes reviewed the minutes that were included in the packet.

Motion: By Senator Menezes to approve the Film Studies proposal (SD 06/07-11)

Senator Timney asked if there is an option for a student who fails to meet the admissions criteria to retake the course under the forgiveness policy.

Senator Menezes replied that you cannot retake a C grade or higher.

Senator Timney said then that if a student gets a C in each of the three courses in question, he/she can never be admitted to the Film program.

Senator Kowpak said that was deliberated at length last year with Larry Benaquist and this year with Tom Cook, so it has been given worthy discussion.

Senator Atkinson said that Tom Cook made the point that the size of the film program is such that they can only work with a limited number of students and so this is their way of coping with those numbers.

Senator Menezes said in addition to this requirement, there are several other criteria that a student must meet to be admitted. A student could have a 3.0 and still not fulfill some of the other requirements and therefore not qualify for admission.

Senator Timmer said the Physical Education program has a requirement of 2.5 and a list of criteria that each student has to fulfill, and the reason is the same ~ they have to cap their program at 18 students. The "other criteria" are in place to correct the possibility of students who "slack off" being able to retake a class versus those students who are dedicated and still can only earn a "C," as pointed out by Senator McCrann.

Senator Kowpak said that both Professors Benaquist and Cook pointed out that the three "B" courses are so pivotal and such good indicators of a student's ability to succeed in the major that if they do not achieve a 3.0 among the three courses, it was highly unlikely they could be successful in the major.

Senator Timney said if it is remotely possible that a student who gets D's can be admitted to the program and a student who maintains B/C's cannot, he will not approve the Film Studies proposal. Senator Stanish said she understands that we have enrollment issues that need to be addressed but she is concerned that we are sending the message of almost striving for failure, rather than striving for the best you can do.

Senator Malcolm suggested no B, no admittance. He said even though it is unlikely that someone getting D's will be admitted, the possibility still exists.

Senator Welsh asked if we have the power to suggest or insert a special clause in the forgiveness policy suggesting that those students who wish to retake a particular course may do so.

Dr. Rancourt said it is an institutional policy and cannot be changed to fit a department's needs.

Senator Timney asked if it would be possible for the other application criteria to be at such a level so that that's the primary evaluative tool in determining a student's performance, rather than an outright GPA.

Senator Timmer said you could use just the other criteria; however, there are only two full-time faculty in the Film Department and approximately 50 students applying for admission.

Senator Green asked if there could be a special circumstances or exception clause to accommodate a potentially good student who perhaps had a bad semester. He suggested adding "that faculty advisors can admit students deemed eligible based on other accomplishments that they perceive as qualifying for admission to the major."

Senator Knouff said this is a slippery slope, especially if we begin to write discretionary exceptions into policy. He opposes sending this back to ASC to write an exceptional policy.

Senator Kowpak said if the exception is based on something that is perceived to be subjective by the student and his/her parents and his/her attorney, there will often be calls to defend the evaluation the faculty member has made as to the reason why the student was not admitted to the program.

Vote: *For:* 12 *Against:* 12 *Abstention:* 0

Senator Johnsen broke the tie with a vote *in favor of* approving the Film Studies proposal and therefore the proposal passes.

Dr. Rancourt stressed the importance of communicating to students the separate admission requirements of the various programs so that when they enter the College they fully understand this.

Senator Timmer said one of the reasons he participates in Orientation is to make very clear to incoming students the Physical Education requirements.

Senator Menezes went on to say that the Committee was charged to discuss and offer guidelines on the acceptance of transfer credit from online courses. He said that the KSC undergraduate catalog already offers clear guidelines on the acceptance of classes from an accredited online institution as well as an accredited traditional institution.

Senator Long said he is going to presume that a department can set its own guidelines for whether a particular course can be substituted for a requirement in the major.

Dr. Rancourt said she will check with NEASC about their Standards regarding departments accepting online transfer courses.

Senator Menezes said with regard to writing a statement in support of academic freedom, the Committee is requesting from the SEC a further clarification of what they want.

Senator Johnsen said that the SEC realized that if the ASC was not able to write a statement, we did not at this time have enough information with which to work.

Motion: By Senator Menezes that the Academic Standards Committee explore a set of values on academic freedom and bring this to the Senate for discussion, after which a statement can be crafted

Senator Welsh said if a statement does not exist, we need the creation of one from the ground up.

President Giles-Gee suggested taking a look at AAUP's *Policy Documents and Reports* (Redbook) which has been tested in the courts.

Senator Knouff said this should be a campus-wide discussion. Another possibility would be for the Senate Executive Committee to convene a special task force of people who are willing to serve in this capacity to research those kinds of statements to which the President referred that can guide us and then present them to the campus so there can be discussions; the Senate would be the endpoint of those discussions.

Senator Timney suggested that this not only address academic freedom but also freedom of speech of students as well as all other individuals on this campus.

Senator Darby said he attended a panel on academic freedom last spring at a conference in Washington. In the quarterly journal *Academe* last spring the entire issue was devoted to academic freedom. There are different statements and responses from institutions. He suggested that the ASC take a look at it.

President Giles-Gee also suggested freedom of information and freedom of the press.

Amended Motion: By Senator Menezes that the Academic Standards Committee explore a set of values surrounding academic freedom, freedom of speech of students as well as other individuals on campus, freedom of information, and freedom of the press and bring first to the Senate for discussion and then to the campus

Vote: The Senate voted to accept the motion.

Senator Menezes said he has the academic calendars for the next three years with recommendations from the Provost and the President's office ~ this will be a priority for their next ASC meeting.

ACADEMIC OVERVIEW COMMITTEE:

Senator Knouff reviewed the minutes that were included in the packet. He noted that at the 9/20/06 AOC meeting Margaret Smith was in attendance and at the 10/04/06 meeting Kristen Porter-Utley was in attendance.

He said that Communication and Philosophy and Journalism are basically done; external reviewers are in the process of being scheduled to come on campus. They have not yet received the self-studies from Chemistry and last year's Social Sciences.

There were two deferral requests ~ Health Sciences and Biology. Both requests met both criteria from the AOC Procedural Guidelines.

Motion: By Senator Knouff to accept SD 06/07-9 (The AOC will complete all pending 06/07 program reviews. The AOC will suspend program review for the 07/08 academic year because of college-mandated curricular changes that would allow all programs to file for deferral under AOC Procedural Guidelines. Program review will resume in 08/09.)

Senator Kowpak said there is a Council for the Advancement of Standards that has been in existence for 15-18 years where professional associations from many of the support services both in Academic and Student Affairs have prepared a set of standards and the most recent publication came out two weeks ago. It not only includes standards for programs of this nature but also documentation to conduct a self-study. She said she would be willing to share this with the AOC.

Vote: The Senate voted unanimously to accept the motion.

Senator Knouff said the Committee hopes to have the Physical Education Report to the Senate for its 11/08/06 meeting.

EXECUTIVE COMMITTEE:

Senator Johnsen reviewed the minutes that were included in the packet.

With regard to the document titled *Transition General Education Program Requirements*, Senator Knouff suggested under **Four Credit Model** that "under a three-credit catalog year" be inserted into the first bulleted item so that it will read: The minimum number of credits required for current students to graduate *under a three-credit catalog year* will be unchanged: 120 for BA and 126 for a BS.

CURRICULUM COMMITTEE:

Senator Timney reviewed the minutes that were included in the packet.

Motion: By Senator Timney to charge the ASC to review and revise, if necessary, the existing College policy regarding institutional criteria for the award of credit for academic experiences such as internships, field experiences, cooperative education, practicum, etc.

Senator Hadden said it was not so much how many credits the departments were awarding; rather it was how much work was involved per credit. We don't want to have some sort of uniformity in terms of the number of credits for a practicum, but how many hours are involved for each credit.

Senator Darby said he would support the motion to give guidance to faculty who may be less experienced in a field experience and also it would help out if we are to incorporate more service learning into our curricula.

Senator Kowpak said that she and the Provost have charged the Steering Committee to work through the review of definitions of volunteerism, community service, and service learning. They've toyed with where a practicum falls, where an internship falls, are they credit-bearing, are they not credit bearing, are they for pay, are they not for pay? They were successful in receiving a grant last year to engage the services of researchers from Antioch to lead focus groups around the

campus which will begin around the end of October, to analyze the info they've collected as a result of the focus groups, and have the Steering Committee bring forth recommendations as a result of the data that's collected. The timeline for this info to come back from the Steering Committee to take to the President's Cabinet is late in the Spring Semester. The data collection process runs through Fall Semester and data analysis will take place during the first half of Spring Semester.

Vote: The Senate voted unanimously to accept the motion.

Motion: By Senator Timney to accept SD 06/07-14 (Communication 4-Credit Proposal)

Senator Darby said he served on the A&H Curriculum Committee last year when they passed the proposal. However, since last spring the Integrative Studies Program has come on board so he asked how much adjustment is there between the document that was approved last spring and the document that is being put forth this fall.

Senator Timney said the IS courses that the department is proposing do not delete or change any of the existing courses that are in the proposal; they are in addition to the existing courses.

Senator Darby asked if the document now says Integrative Studies (44 credits) or does it still say General Education Requirements (43 credits).

Senator Atkinson said it still reflects General Education.

Senator Darby said then as the sponsor of the Music proposal that was withdrawn because it did not adhere to the standards of the Integrative Studies program, this proposal would also have to conform before it can get Senate approval.

Senator Dunn said she thinks that that was something that Tom Richard had asked to be excluded and the new Integrative Studies wording would be incorporated into the proposal. For example, if it says General Education Requirements (43 credits), it would automatically be replaced with Integrative Studies (44 credits) as long as courses are not showing up as being outside the major and counting for general education.

Senator Timney said Communication is not making any additions to its IS classes that in any way impacts the major or the program.

Senator Darby said the Music proposal is a completely different document from the one that was initially passed in the spring and then withdrawn because of it being incorrect with regard to the ISP.

Senator Timney said if a department were to present a program that was modified by approved IS classes, you would have to see the entire program again with its changes before approval. We will see what will appear at all times if there are changes.

Senator Knouff said that this model that governs the transition to four credits was done in advance of the shift to integrative studies, so the procedures that govern this transition to the four-credit model ~ the Committee was not able to perceive what those changes were going to be. We have to be very careful about introducing procedural issues that have to be adhered to by connecting the two processes together because there are problems since there are numerous four-credit programs that have already been approved, even before the IS proposal was approved. Therefore, this would raise questions about programs that have been approved.

Senator Darby thanked the committee for all of its hard work and the chair for keeping the lines of communication open.

Vote: The Senate voted to accept the proposal.

NEW BUSINESS: None

ADJOURNMENT: The Senate voted to adjourn at 6:35 p.m.

Senate Executive Meeting Report

Wednesday, November 1, 2006 (4:30)
Rhodes Hall, Room 153

Present: Mel Netzhammer, Mike Welsh, Karen Stanish, Sarah DeLisle, Mark Long,
and Gladys Johnsen

The committee met and discussed the following issues:

- FYI: NEASC on-line courses document forwarded from Ann Rancourt
- A one-semester (Spring 2007) replacement for Senator Darby
- Mel Netzhammer reported on the "Transition Plan Document" and revisions.
- An ASC Charge to accept Music's new assessment tools (to be included in the ASC report)
- Mel Netzhammer reported the upcoming classroom availability needs for next fall and submitted a motion and document for senate discussion, **SD 06/07-16**
- Preparation of the November 8th Senate meeting.

Submitted by Gladys Johnsen, Chair

NEASC Standards regarding on-line courses.

4.37 The institution offering programs and courses for abbreviated or concentrated time periods or via distance learning demonstrates that students completing these programs or courses acquire levels of knowledge, understanding, and competencies equivalent to those achieved in similar programs offered in more traditional time periods and modalities. Programs and courses are designed to ensure an opportunity for reflection and for analysis of the subject matter and the identification, analysis and evaluation of information resources beyond those provided directly for the course.

4.38 Courses and programs offered for credit off campus, through technologically mediated instruction, or through continuing education, evening or week-end divisions are consistent with the educational objectives of the institution. Such activities are integral parts of the institution and maintain the same academic standards as courses and programs offered on campus. They receive sufficient support for instructional and other needs. Students have ready access to and support in using appropriate learning resources. The institution maintains direct and sole responsibility for the academic quality of all aspects of all programs and assures adequate resources to maintain quality. (See also 3.8)

4.39 On-campus faculty have a substantive role in the design and implementation of off-campus programs. Students enrolled in off-campus courses and/or distance learning courses have sufficient opportunities to interact with faculty regarding course content and related academic matters.

4.40 Institutions offering certificates based on courses offered for credit ensure the coherence and level of academic quality are consistent with its degree programs.

4.41 In accepting undergraduate transfer credit from other institutions, the institution applies policies and procedures that ensure that credit accepted reflects appropriate levels of academic quality and is applicable to the student's program. The institution's policies for considering the transfer of credit are easily available to students and prospective students. The institution does not erect barriers to the acceptance of transfer credit that are unnecessary to protect its academic quality and integrity, and it seeks to establish articulation agreements with institutions from which and to which there is a significant pattern of student transfer. Such agreements are made available to those students affected by them.

SD 06/07-16

TO: Gladys Johnsen
FROM: Mel Netzhammer
SUBJECT: Classroom Availability

Given transition issues related to the four-credit conversion and the necessity of creating a course schedule in a timely manner, I would move that the College Senate discuss the attached briefing on 4-Credit Time Blocks Issues for the purpose of providing feedback to the Provost and President.

4-Credit Time Blocks Issues

Classroom Space

109 Classrooms (not including 63 laboratory spaces)

Deleted: ¶

Anticipated Need

925 sections per semester (not including courses scheduled in laboratory spaces)

Issues to be Addressed

- The 4-credit conversion anticipates that fewer courses will be necessary. However, smaller class sizes in the Integrative Studies Program somewhat offsets the reduction in total sections needed.
- The approved time blocks require using an average of 84 classrooms in each of the new 4-credit time blocks between 8:00 a.m. and 8:00 p.m., Monday – Thursday. (A low estimate based on no overlap of time blocks.) In comparison, currently, 77 percent of sections are taught in under half of our classrooms. A disproportionate percentage of our current sections are offered beginning at 9:30 a.m. end by 2:50 p.m.
- The sections would need to be evenly distributed across the time blocks as does the section capacities. This provides little flexibility in scheduling, since seats in classrooms vary from 12 to 150.

Formatted: Font color: Auto

Deleted: results in a significantly smaller drop in total courses than anticipated.

Formatted: Font color: Auto

Formatted: Font color: Auto

Deleted: a

Formatted: Font color: Auto

Formatted: Font color: Auto

Deleted: number

Alternatives

Option 1: Stay with the approved time blocks

- Pros: Time blocks are approved. Allows for two-day and three-day classes in all MWF time blocks.
- Cons: Little flexibility in scheduling. Departments will have to schedule sections evenly across most time blocks. Some alternative spaces (such as labs, student center) will almost certainly have to be used for classes.

Formatted: Font color: Auto

Option 2: Move to MWF time blocks only on MWF mornings

- Pros: Adds one additional time block, adding 109 classrooms to the schedule and reducing the average number required in any time block to 77.
- Cons: Eliminates twice weekly—MW or WF—courses from the MWF morning schedule.

Option 3: Move the campus meeting time from Tuesdays and Thursdays at noon to Fridays at 2

- Pros: Adds one additional time block, adding 109 classrooms to the schedule and reducing the average number required in any time block to 77. Adds additional seats in prime time
- Cons: Moves the campus meeting time to a less desirable time slot.

Option 4: Use both Options 2 and 3

- Pros: Adds 218 classrooms to prime time. Provides much greater flexibility in scheduling courses into high-demand time slots. Average number of courses reduced to 70 per time block.
- Cons: Eliminates twice weekly courses from MW or F mornings. Moves the campus meeting time.

Timetable for Decision

November 1	Issues presented to Academic Affairs Council and College Senate Executive Committee
November 2	Issues presented to Faculty
November 7	Issues presented to Student Assembly
November 8	Discussion at College Senate Meeting
November 10	Time blocks announced for use in schedule development

Approved 4-Credit Meeting Time Blocks

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:30	1a	7	1a/b	7	1b
8:30-9					
9-9:30					
9:30-10					
10-10:30	2a	8	2a/b	8	2b
10:30-11					
11-11:30					
11:30-12					
12-12:30	3a	All Campus Meeting Time	3a/b	All Campus Meeting Time	3b
12:30-1					
1-1:30					
1:30-2					
2-2:30	4a	9	4a/b	9	4b
2:30-3					
3-3:30					
3:30-4					
4-4:30	5a	10	5a/b	10	5b
4:30-5					
5-5:30					
5:30-6					
6-6:30	6a	11	6a/b	11	6b
6:30-7					
7-7:30					
7:30-8					

Alternative 4-Credit Meeting Time Blocks

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	
8-8:30	1	8	1	8	1	
8:30-9						
9-9:30						
9:30-10						
10-10:30	2	9	2	9	2	
10:30-11						
11-11:30						
11:30-12						
12-12:30	3	All Campus Meeting Time	3	All Campus Meeting Time	3	
12:30-1						
1-1:30						
1:30-2						
2-2:30	4	10	4	All Campus Meeting Time	4	
2:30-3						
3-3:30						
3:30-4						
4-4:30	5	11	5	10	Alternative All Campus Meeting Time	
4:30-5						
5-5:30						
5:30-6						
6-6:30	6	12	6	11		
6:30-7						
7-7:30						
7:30-8						

AOC Meeting Notes, October 18, 2006

Present: Greg Knouff, Joe Darby, Saran Ghatak, Ellen Moynihan, Beatriz Torres, Barbara Ware, Kristen Porter-Utley, Kim Schmidl-Gagne, Danielle Grieco, KJ McCrann, Wayne Hartz, Margaret Smith

Senate Report: Greg reported that the senate unanimously approved our motion to suspend the normal functioning of the Academic Overview Committee for next year. The motion now goes before the Provost and President for final approval.

Update on Review Submissions:

- Communication and Philosophy: the self study is done and should be in Greg's hands before the end of the week. Two external reviewers have been identified and agreed to come to campus, a date needs to be set.
- Note: When self studies are submitted, the chair will email the subcommittee when it is available and then will hold onto one copy and distribute copies to the subcommittee, external reviewers, post on Blackboard and place a copy on reserve at the library. It is best to read as soon as possible to be prepared for work over break when all the external reviews come in.
- Journalism: Very close to being done
- Social Science and Chemistry: messages have been left and Greg will follow up with again.

PE Program Review

- Thank you to Joe for so accurately reflecting recommendations from the committee
Small typographical changes suggested:
Program Review Vote to accept with stipulated typographical changes:
12 for; 0 opposed; 0 abstentions; 1 absent.

What should we consider doing next?

- Greg will take this week to determine the status of other program proposals
- Greg will forward copies of the Trustee charge to the committee to committee members
- Kim will contact Corinne regarding the review forms for co-curricular programs
- Committee members will read through the AOC information to prepare for next meeting

Next meeting: Wednesday, November 29th at 4:30pm in Student Center 307

Report of the AOC: Nov. 8, 2006

The AOC met on October 18, 2006 (see meeting notes) and voted 12 in favor and 0 opposed to approve the AOC subcommittee report on Physical Education (see attached Senate document). (Requires Senate Discussion and Vote).

The AOC agreed to begin considering the scope of program review and whether non-curricular academic support programs will continue to be reviewed by the AOC.

AOC subcommittee assignments have been finalized (see attached Senate document).

Communication/Philosophy have turned in their self study. External review of the program has been scheduled for Wednesday, Nov. 8– Thursday, Nov. 9, 2006

Journalism is close to turning in its self study. The department's external review will be Nov. 27-28, 2006.

Academic Overview Committee
Subcommittee Assignments 2006/2007

Social Science

Chair: Beatriz Torres
Members: Kim Schmidl-Gagne
Joe Darby
Gloria Lodge

Journalism

Chair: Barbara Ware
Members: Margaret Smith
Ellen Moynihan

Philosophy/Communication

Chair: Saran Ghatak
Members: KJ McCrann
Dan Patterson

Chemistry

Chair: Kristen Porter-Utley
Members: Wayne Hartz
Danielle Grieco

Academic Standards Committee Report

We met October 25 and November 1, 2006.

Present were Senators Atkinson, Kowpak, Timmer, Gibler, Bemis, Abernethy, and Menezes

We passed the following unanimously....

BM, Music Education (current language, page 49)

All students must pass a basic piano proficiency test before the end of the sophomore year or they will not be permitted to enroll in junior year courses in Music Education.

BM, Music Education (proposed language, changes highlighted in bold)

All students must pass a basic piano proficiency test **and a basic aural skills test** before the end of the sophomore year or they will not be permitted to enroll in junior year courses in Music Education.

BM, Music Performance (current language, page 51)

All students must pass a basic piano proficiency test before the end of the sophomore year or they will not be permitted to proceed with the junior recital.

BM, Music Performance (proposed language, changes highlighted in bold)

All students must pass a basic piano proficiency test **and a basic aural skills test** before the end of the sophomore year or they will not be permitted to proceed with the junior recital.

BA in Music (current language, page 48 of the 2006-07 catalog)

[Not applicable; there is no proficiency test required for the BA in Music]

BA in Music (proposed language, changes highlighted in bold)

All students must pass a basic piano proficiency test and a basic aural skills test before the end of the sophomore year.

It was noted that students may take this proficiency test more than once.

The ACS spent two sessions discussing and voting on the 2007-2008 Academic Calendar.

President Giles-Gee and Provost Netzhammer have requested certain changes to the 2007-2008 Academic Calendar.

Changes to the 2007-2008 Academic Calendar

1. Academic Convocation for first year students prior to Orientation II on Sunday, August 26. This should be added to the guide lines. **Committee voted Unanimously**
2. One change the committee would like to see is in the language regarding Fall Honors Convocation, that it would be held either the week before or the week after Keene's Pumpkin festival. **Committee voted Unanimously**
3. **Note: The Committee Voted 6-1 to retain the fall break in October, but recommended that a campus wide discussion should be held for subsequent years.**
4. Change spring add/drop to 4:30 on the 29th **Committee voted Unanimously**
5. Course Withdrawal period begins on the 30th at 8 a.m. **Committee voted Unanimously**
6. Spring Honors convocation begins at 7 p.m. on May 9

7. Residence Halls close for all students except Spring Honors Convocation participants and Graduates at 9:00 p.m. Friday, May 9. **Committee voted 5-2 on both Honors Convocation and Graduation Dates, as some committee members believe that they are better served spending all day Saturday grading finals to be able to get grades in by 4:30 p.m. on the following Monday.**
8. Commencement begins at 1 p.m., Saturday, May 10

A draft of the 2007-2008 Academic Calendar reflecting the above changes is included in your packet along with a draft of the 2007-2008 Academic Calendar proposed under the old guidelines. Also in your packet is a copy of the current guidelines for the Calendar.

A brief discussion regarding the writing of an Academic Freedom statement and the committee chair passed out copies of some definitions gleaned from other sources as well as the State of New Hampshire's Charter statement in regard to Academic Freedom for the USNH campuses. The Committee agreed to continue discussion and at its next meeting.

Keene State College Academic Calendar Guidelines

1. Fall semester classes start the Monday before Labor Day.
2. The first day of classes shall begin at 8 a.m.
3. The Add/Drop period shall begin with the first class of the semester and extend through completion of classes on the seventh calendar day of the semester.
4. The Course Withdrawal [W] period shall begin with the first class after the Add/Drop period and extend through Friday of the eleventh week of classes in a semester.
5. Fall Honors Convocation shall take place on the third Sunday in October.
6. Fall break shall occur on the Friday prior to Columbus Day.
7. Veterans Day shall be observed in the same manner as it is in other state government agencies.
8. The Wednesday prior to the Fourth Thursday [Thanksgiving Day] in November shall be the first day of the Thanksgiving break.
9. The Spring and Fall Semesters will each include a minimum of 69 instructional days.
10. Final Exam week will begin with a Reading Day on Monday followed by a four-day exam period. The final exam schedule will begin at 6:30 p.m. on Monday and extend through 5:30 p.m. on Friday. [Evening classes, which meet once a week, will have their final exams on that class day during finals week.]
11. Spring Semester classes shall begin on the Tuesday following Martin Luther King Day.
12. The Spring vacation shall occur that calendar week which contains March 17. If March 17 occurs on the weekend, Spring vacation will be the following week.
13. The Spring Honors Convocation shall be scheduled on the day preceding Commencement.
14. Commencement shall be scheduled to take place on the Sunday following the end of the Spring Semester final exam period.
15. A minimum of a one-week break shall take place between Commencement and the start of Summer Session I.
16. The Add/Drop period for each summer session shall begin with the first class of the summer session and extend through completion of classes on the third calendar day of the session.
17. The Course Withdrawal [W] period for each summer session shall begin with the first class after the Add/Drop period.
18. All summer session activities carrying academic credit, having different time periods from those of the six-week summer sessions, shall have, where appropriate, comparable time parameters as those established for Add/Drop and Course Withdrawal [W] time periods of the regular six-week summer sessions.
19. No break shall take place between the end of Summer Session I and the beginning of Summer Session II.
20. A minimum of one full week shall take place between the end of Summer Session II and the beginning of the

SCC Meeting Minutes 10/25/06

Submitted by Mark Timney

Present: Mark Timney, Lois Merry, Becky Dunn, Brian Green, Tom McGuire, Linda Hadden, Nigel Malcolm, Eric Palmer, Tom Richard, Ann Rancourt. (No absences)

NEW BUSINESS

Math El. Ed. Degree— New Program

Changes were approved 8-0-0-0 with revisions (to be coordinated with the SCC chair).

***The SCC moves that the proposal be approved by the Senate.**

Criminal Justice Minor— New Program

Approved 8-0-0-0 with revisions (to be coordinated with the SCC chair). ***The SCC**

moves that the proposal be approved by the Senate.

Health Sciences— 4-Credit Program Redesign

The SCC voted 7-0-1-0 to approve the proposal with revision of the program to reflect the likely creation of Integrative Studies classes that are a required for completion of the program. (This may effectively table the proposal until other departments have their IS course proposals approved.)

Individualized Major— 4-Credit Program Redesign

The SCC voted 8-0-0-0 to approve the design of a 4-credit individualized major with minor revisions as submitted by the Assoc. VP for Academic Affairs. ***The SCC moves that the proposal be approved by the Senate.**

OLD BUSINESS

Previous Proposals Approved by the SCC- Presentation to the Senate 11/8/06

Computer Science 4-Credit Proposal, Approved 7-0-0-1, 9/20/06. ***The SCC moves that the proposal be approved by the Senate.**

Sociology 4-Credit Proposal, Approved 7-0-0-1, 9/20/06. ***The SCC moves that the proposal be approved by the Senate.**

Anthropology 4-Credit (Minor) Proposal Approved 7-0-0-1, 9/20/06. ***The SCC moves that the proposal be approved by the Senate.**

Library Resources portion of the curriculum forms (Informational)

The SCC voted 8-0-0-0 to rewrite this section on the course and program curriculum change forms. The old form read:

Describe the specific facilities, equipment and library resources needed to teach this course.

The new wording is:

Describe any additional staffing, facilities, equipment and resources needed to teach this course.

The library liaison has been asked about library support for this curriculum proposal. A statement from the librarian is included that speaks to the adequacy of these resources.

This change will be reflected when the course/program forms are changed during the Spring 07 semester.

NEXT SCC MEETING

The SCC will next meet Nov. 1 at 4:30 p.m. in MAC 158.

SCC Meeting Minutes 11/1/06

Submitted by Mark Timney

Present: Mark Timney, Lois Merry, Becky Dunn, Brian Green, Linda Hadden, Nigel Malcolm, Eric Palmer, Tom Richard, Ann Rancourt. Absent: Tom McGuire (Eric Palmer and Nigel Malcolm early dismissal)

NEW BUSINESS

Art— 4-Credit Program Redesign

The proposal was approved 7-0-0-1 with revisions and the submission of a 4-year student schedule to reflect completion of IS coursework, all to be coordinated with the SCC chair. (The proposal will be presented to the Senate at a future meeting.)

Physics— 4-Credit Program Redesign

The proposal was approved 7-0-0-1 with revisions and the submission of a 4-year student schedule to reflect completion of IS coursework, all to be coordinated with the SCC chair. (The proposal will be presented to the Senate at a future meeting.)

Physical Education— 4-Credit Program Redesign

The proposal was approved 7-0-0-1 with revisions and the submission of a 4-year student schedule to reflect completion of IS coursework, all to be coordinated with the SCC chair. (The proposal will be presented to the Senate at a future meeting.)

Safety— 4-Credit Program Redesign

The proposal was approved 5-0-0-3 with revisions and the submission of a 4-year student schedule to reflect IS coursework, all to be coordinated with the SCC chair.

***The SCC moves that the proposal be approved by the Senate and that separate additions to the program that need approval of the Academic Standards Committee and the Senate be sent forward for consideration. (This concerns admissions requirements for SAFE 491 Honors research, SAFE 597 Safety and Health Research, and SAFE 697 Advanced Safety and Health Research.)**

A.S. Technical Studies— 4-Credit Program Redesign

The proposal was approved 5-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Architecture— 4-Credit Program Redesign

The proposal was approved 5-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

Product Design— 4-Credit Program Redesign

The proposal was approved 5-0-0-3 with revisions to be coordinated with the SCC chair. ***The SCC moves that the proposal be approved by the Senate.**

OLD BUSINESS

The committee discussed whether or not to require departments that include teacher certification as part of their degree to list all of the Education classes required for completion of the degree in their section of the catalog. Given the number of education options available for some majors, the committee agreed that it would make more sense for departments to only list the Education options/number of credits and refer students to the Education portion of the catalog for details.

NEXT SCC MEETING

The SCC will next meet the week of Nov. 13, possibly on the 13th or the 15th depending upon availability of its members and impacted departments.