

**Minutes of the 341st Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, September 10, 2003**

**CALL TO ORDER:** 4:35 p.m.

**ROLL CALL:**

**Excused:** T. Stuart

**Absent:** V. Nettleton

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 339, 339 [Recessed], and 340<sup>th</sup> Meetings 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:

Wednesday, September 17      Empire Saxophone Quartet featuring works by Astor Piazzolla, Bach, Bernstein, and KSC Professor Emeritus Bill Pardus, Alumni Recital Hall, 7:30 p.m. There will also be a "composer conversation" with David Kechley in the Harry Davis Room at 6:45 p.m.

Thursday, September 18      Russian baritone Anton Belov, a former KSC student, will perform in the Alumni Recital Hall, 7:30 p. m.

Saturday, September 27      *Othello* will be performed by the Aquila Theatre Company in the Main Theatre at 7:30 p.m.

Senator Johnsen announced that on October 3<sup>rd</sup> there will be a vocal recital including the works of Bach, Brahms, and Mozart. In addition to the Music faculty, Paul Vincent and Dave Hill will also be participating.

Senator Johnsen also reminded the senators about the Race Symposium that will take place from October 30 – November 1 here at the College.

Senator Doeski announced that on September 18 Wesley McNair, a KSC grad, and Patricia Fagnoli will be reading excerpts from their work in the Madison Street Lounge at 7 p.m.

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

**Motion:** By Senator McDonald to appoint Senator Tara Stuart as Parliamentarian for  
AY 2003/04

**Vote:** The Senate voted unanimously to approve the appointment.

Senator McDonald said that the Committee approved a request that David Payson serve a partial term for Ann Atkinson who is unable to fulfill her obligation for Fall Semester 2003.

To date, the Senate has no one to chair the Curriculum Committee. Senator McDonald asked if anyone would be willing to volunteer to do this. He said that unfortunately those people who are currently serving on the Committee and who have more experience either have other commitments or will not be serving the full term in the Senate this year. Some faculty were asked to consider moving from one of the other subcommittees to the Curriculum Committee, but those who were approached felt they didn't have the flexibility to rearrange their schedules at this point in the semester.

Senator Gross added that this is a very important position; curriculum is critical to any university or college. She said she hopes someone will step forward ~ there is release time for the chair.

Senator Johnson brought up the point that any non-discipline faculty member could not receive reassigned time. He raised the issue with regard to what allowances, if any, could be made in that person's job to allow him/her to do the work required. He said release time is the way of dealing with the fact that it is quite a substantial job.

Senator Joyce asked if a stipend could be offered or is it contractually determined that it has to be "release time."

Senator Johnson said it's an overload and the person could therefore receive overload pay.

The issue will be discussed further among committee members.

**ACADEMIC OVERVIEW COMMITTEE:**

Senator Madden said they have not met as yet.

**ACADEMIC STANDARDS COMMITTEE:**

Senator Cullinane asked that his committee meet briefly following the full Senate meeting.

**CURRICULUM COMMITTEE:**

Senator Doreski said that the majority of the committee met and reviewed the electronic curriculum process and discussed a couple of other issues with which they may deal during the upcoming year.

**NEW BUSINESS:** None

**ADJOURNMENT:** The meeting was adjourned at 5 p.m.

***Minutes of the 342nd Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, October 15, 2003***

**CALL TO ORDER:** 4:35 p.m.

**ROLL CALL:**

**Absent:** C. Perry

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 341<sup>st</sup> 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:

Wednesday, October 14-18      *Mockba* presented by the KSC Theatre, Wright Theatre @ 8 p.m. ~ also at 2 p.m. on Saturday

Sunday, October 26              Paul Taylor Dance Company, Main Theatre @ 7:30 p.m.

Tuesday, November 4 Weston Playhouse Theatre will present *Fences* at the Colonial Theatre

Wednesday, November 12-15      KSC Theatre Department will present *Gentlemen of Verona*, Main Theatre

Wednesday, November 12          Faculty Artists' Recital

Senator Spaulding reported that on Saturday, October 18 at 3 p.m. in the Lantern Room there will be a flag-raising ceremony, co-sponsored by Student Government, Student Center, Common Ground, Office of Multiculturalism and Diversity, and the Diversity Commission. There will be six flags raised ~ Ghana, Sri Lanka, Pakistan, Jordan, Dominican Republic, and Bermuda. The program will be put on by Common Ground, the multicultural club. Refreshments will be served.

Senator Johnson announced that on Thursday, October 30 the USNH Board of Trustees will be meeting here on campus. They've set aside time as follows to meet with various groups:

~ 9:30-10:15 Operating Staff

~ 10:20-11:05 PAT Staff

~ 11:10-11:55 Faculty

These meetings will take place in the Mountain View Room at the Student Center.

Senator Johnsen also reminded the senators about the Race Symposium that will take place from October 30 – November 1 here at the College. She suggested encouraging or requiring students to attend.

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

Senator McDonald reported that the General Education Committee produced a report and met with the SEC last week. The SEC made its best attempt to respond to the questions that were presented in the general education report. (Both the report and the SEC's response were attached.)

Senator Long, with reference to Question 2.1, asked the Committee to talk about how they will develop a program, in relationship to goals, that will be different from what's "on the record" and in the catalog. He said he doesn't understand how they can work independently of stated goals that have been approved by the Senate in developing a program.

Dottie Bauer said what the Committee is asking is if they have the liberty to make editorial recommendations to the Senate about the goals in tandem with trying to develop the program. They thought the goals were so huge and so broad that it's unreasonable to think that they can all be met. Do they have the opportunity to play with them, tighten them up, and make them more responsive?

Renate Gebauer said these goals were developed with the 1998 proposal. The Committee needs some latitude to revise and rethink the goals so that they can have a broader thinking of the program.

Senator Long said he thinks the stated goals are incredibly ambitious and impossible for a curriculum to achieve.

Senator Madden said the goals were not part of the 1998 proposal. They were developed a couple of years after that in response to its failure and the requirements of NEASC.

Senator Doreski said it seems to him that one of the problems is that he has yet to hear anyone clearly and specifically articulate what the problems are with our current general education. He said no one has been able to explain the magnitude of the general education problems. What are these problems and why does our current general education system fail to address our general education goals? In what specific ways does it miss doing that? Why isn't it possible for students to meet those goals insofar as they can humanly be met under our current guidelines?

Senator Joyce said she has a hard time understanding Conclusion 3 ~ that we should replace the existing general education program with a new proposal. What does this Conclusion 3 say new that would not apply to our old general education program?

Renate said she went to a week-long Ashville conference organized by the AACU. She said that our general education model is not driven by goals or by objectives; it's just a list of classes that students must take. There is no logic; courses are not linked to goals.

Senator Doreski said the last time we remodeled it we came out with a set of goals that looked very much like the attached goals but it never made its way into the catalog. There was no interaction between the goals and the program in that sense. There was a vagueness in the original goals. He said he is worried that the goals we now have are so vague that it is really hard to address them in any specific way; therefore, we could end up creating the same problem.

Dottie said her response was to turn it back to the SEC and say that we were charged to do this and we were charged by an external accrediting body to examine our general education ~ to clarify the goals and outcomes and create a coherent, integrated program. That is the charge that the Committee is trying to move forward.

Wes Martin said that this all needs to be accessible and intelligible to the outside and if we don't understand it, how are we going to explain it to somebody who is external?

Senator Duggan asked if we need to write a mission statement to go along with it. What is it that outside reviewers don't like about the current general education?

Dottie said that one of the ways to do general education is more than a list of intro-to-the-major courses that students check off; it's a series of experiences that are designed to provide breadth to the way of thinking. These are two different things; they could be the same, but right now we don't know if they're the same. She said the Committee needs support; they need processing; they need places to go to find minds other than the 12 committee members. They want to find out what a reasonable set of goals would look like and how will they know they have those goals and how will they articulate them to the outside, to our students, etc.

A good general education program allows students to make connections among their general education experiences.

Wes said the point is can there be coherence to general education. It should provide the wherewithal to students to view with real understanding and to work with real ability, real confidence outside of their major. It's supposed to be a coherent 42 credits of education.

Dottie said we all should get beyond what our personal experience was in general education, what Keene State College has done for 30-40 years, and take a look at new literature and research and what it can offer us now.

Renate said it is a new opportunity to take a look at how general education fits the major.

Senator Joyce, speaking as a medievalist, said if we are going to change general education, we need to understand how we're going to change it from those sciences, arts, and professional studies. She said it seems to her that that would be a significant change ~ to change from the model that was imposed on us from the European educational system. It would be a significant change because we are organized on the old system. Do we mean just creating goals so that outside agencies can assess us? We could keep the same system and develop assessment on what we have which would be a lot easier than going through this process again.

Senator Madden said what we now have is a "distributive" model. Many schools have this, but ours is one of the best he's seen. Until three committees ago, they did a lot of thinking about it and tinkering with it. He said when he came here, one of the requirements was four classes in math or science. There was no English literature or history requirement. He said he thinks people are trying to get away from the distributive model and the most successful ones are the ones that create new courses that look at several areas of a particular field.

Senator Long said that he has observed in six years at the College that many faculty do not want to teach general education courses because they're not exciting to teach. Students learn how to talk about general education ~ getting courses out of the way ~ from the faculty. He said he would like to see a general education program that is deeply and intimately related to work in the majors. To him it's a meaningful versus meaningless experience in general education. People do not seem to be invested in the program. It is somewhat incoherent as it is represented in the catalog. We have goals that were developed two years after a program failed, but they're not related to the existing program. Imagine what it's like for students to try to make sense of competing languages and aspirations that the program tries to encompass. And that's not even pointing out that the goals were developed in response to an outside accrediting agency and he said he thinks they have less integrity as a result. He said he does value the process by which they were developed, but he'd like to hear us talk about general education courses in an exciting way and have a context in which we can develop exciting courses and our students will benefit tremendously.

Senator Timmer said it sounds like we're moving to a point where every class is open to every student. In order to take an upper-level psychology class that interests other people, you have to have a prerequisite and that fulfills a general education requirement. Do we need to change some things with entry-level classes?

Dottie said that many schools are not so pre-requisite driven as we are and a student could take a 300-level course without having had the 100- or 200-level prerequisite.

Senator Gross said she would hope that we would reconceptualize general education perhaps in that way. People have noticed that why should a general education course be "intro to X" and then something more specific as we go up the ladder, when in fact maybe general psychology is so complex that it should be taught as a 400-level course and the course on Freud as a 100-level course. There has been a lot of literature on general education in the past 15 years; it has coincided with more and more students going on to college with an expectation that there will be universal higher education. She said she thinks we're getting away from the trivium and quadrivium and there are lots of schools that have very exciting general education programs. She thinks the goal is to interest and excite both students and faculty so that general education is not something to be "gotten out of the way," but an integral part of the college curriculum that is very exciting and engaging.

Senator Cullinane said it seems like another opportunity for a redesigned general education program to focus on some themes that the institution values; for example, communication whether in written form or speaking, problem-solving, reasoning, conducting research ~ these are some themes that can be built in and where there is an opportunity, we could have courses that are redesigned that could feature those themes in a discipline. We could provide opportunities for these themes to emerge so that a student can function, not just in a job, but in all aspects of life.

Senator Walesko said he personally thinks that the current general education program fits both types of students who are admitted to the College ~ students who have a major in mind and students who are undecided. It gives students a chance to focus on what they want as well as providing options. He said he thinks that the student's advisor is key to the program.

Renate said we have to think about what we want our students to get out of general education courses ~ it goes back to the goals.

Senator Doreski said for a long time he has had a vision of a general education program that would begin with freshman-level seminars and be focused on a single, rather than a general, problem in a field. A model that would introduce students to those things that really interest us about our own fields of study would be a lot better than the very general and vague courses. A model that he has seen is a kind of freshman seminar model; we might turn a 400-level course here into a 100-level course and focus on a single problem. The problem is how do you develop a whole program. He said he thinks it would require a couple of things: (1) a firm belief that we can excite students at the freshman level by engaging them directly in our disciplines, not by throwing these vague surveys with \$100 textbooks at them and (2) we've got to break down the division model; it's been a real barrier ~ it separates the faculty from each other and creates all sorts of problems.

Senator Gross said she too would like to see us get away from the divisional lingo which is very militaristic. She talked about *The Chicken Book* which came out of the University of California-Santa Cruz. It was about an interdisciplinary course on the chicken. It covered the anatomy of the chicken, the embryology of the chicken, the evolution of the chicken. They read Renaissance texts on the chicken; they studied the chicken in art, chicken in literature, the agribusiness of chickens, and they ended up with a chicken dinner. She said she believes that those students in that class to this day remember it ~ that it was a fun experience for them, that they were totally engaged in it, that they were willing to write chapters in this book about the course. There are things that are very doable. Recently there have been lots of learning communities in institutions of higher education, so there are ways to bring together larger groups of students than we think possible in the interdisciplinary situation. Portland State's general education program is based on learning communities; Evergreen State's total curriculum is based on interdisciplinary learning communities. If we want to be creative and experimental, there are lots of models out there to look at.

Senator Demers said that her only problem with the idea of taking an upper-level course as an intro or as a gen. ed. would be relative to class size because then you have underclassmen trying to take classes that are required in a major. It then becomes a battle of who can sign up for those classes and who can get them. She said she personally liked the classes that she took for her general education requirements ~ they were broader and more general and she got a taste of everything within that subject.

Wes said it would be useful if we could reconsider general education and think of it as being something that takes you across the entire undergraduate experience.

Senator Madden said he thinks one of the problems that affects a lot of things being said is that so many of those basic courses are "gateway" courses; you can't take anything above a level until you are finished with those courses. English is wonderful; you can take all sorts of 300-level courses without having taken anything below it.

Senator McDonald said one of the purposes for this discussion today is to show the progress that the General Education Committee has made; we want to feel comfortable with letting them proceed under the guidelines that the SEC has set with the understanding that they will report back to the SEC with their progress and in turn the SEC will bring it forth to the Senate. This body will be the sounding board for the ideas that are coming from the General Education Committee, and there will be ample opportunity for these ideas to be taken to the entire campus. He said the Committee has the Senate's permission to proceed under the guidelines that were set.

Senator Long referred to Question 3.3 (What is the process by which the campus will consider, revise, and decide whether it adopts the proposal(s) advanced by the General Education Committee?) He said he is wondering about the charge to the committee. He said he remembers a couple of statements about our not reverting back to the existing program ~ that we're going to move forward and make changes to the existing program. He said he is seeking clarification about the general education committee's understanding of its charge and the end point of this process. He said he wants to engage in it, but he doesn't want to engage in it if nothing happens.

Dottie said what they were bringing to the SEC was how do we share responsibility for that process of moving forward, getting it approved, and implementation. They didn't feel as a group of 12 that that was their responsibility. They were asking for support from the Senate for this type of dialogue and guidance in terms of the next steps and at what point do they say, "We're going to implement this part." They needed interaction and guidance from the group charged with managing the curriculum on campus.

Senator Gross said she hopes that whatever method we agree to will not be so piecemeal, that it will involve interaction and direct communication, and that there will be a lot of give and take throughout the process and that the committee will bring to us probably an outline of some sort of what they think they will do (which actually is the "big picture," not the pieces). The Senate can then decide whether they want to take it further to the larger campus. We did agree in the SEC that we will take responsibility for the process.

Senator Stuart said that possibly as the Committee comes to some conclusions, they could just regularly come back to the Senate and give us an update so that we understand part of the "unfolding" process.

Senator McDonald said we're going to look at all of the pieces as they come together.

#### ***ACADEMIC OVERVIEW COMMITTEE:***

Senator Madden said they have not met as yet because they don't have a full committee; they still need a replacement for an at-large senator and they need a non-senator from Professional Studies, a non-senator from Sciences, a non-Senator from the PAT council, and a non-senator from Student Assembly (which has been promised).

#### ***ACADEMIC STANDARDS COMMITTEE:***

Senator Cullinane said his committee has no report.

#### ***CURRICULUM COMMITTEE:***

Senator Doreski said that he received a memo from Sue Castriotta in her role as chair of the Academic Technology Committee raising serious questions about the electronic curriculum process, specifically saying that we don't seem to have the personnel resources to maintain this and that the software may not have been properly tested. They recommended suspending this and looking into more thorough testing. Given that situation and given a couple of complaints he received about the interface, he felt obliged to send out a memo essentially canceling this process. It said that we would have to continue with the paper process. Given the deadlines he didn't want to risk any important material being lost in the ether. One of the reasons he felt obliged to do this did not appear in the memo, but it's due to the fact that despite his pleas, he has not been able to determine who the chair of the Science Divisional Curriculum Committee is. It was necessary that the names of all the DCC chairs be plugged into the electronic curriculum process for it to work. In subsequent discussion they identified this as a potential weakness for this problem. At the beginning of the school year, faculty can begin putting in their electronic course proposals, but they may in fact go to the wrong people. It became clear that we need a process for dealing with this, a process that is going to have to involve the deans ~ getting the DCC's together and getting pertinent info to the person in charge of the electronic curriculum process immediately at the start of the new academic year.

The committee will be meeting next week to discuss this further. He said he expects to have some rather large proposals for consideration at the next Senate meeting.

#### ***NEW BUSINESS:***

Senator Gross said that the deans have met with Larry McDonald and Ockle Johnson in an effort to create some collaboration between the Administration and the Senate. It was hoped that the Senate and the deans could work on establishing a committee to look at 4 credits ~ that the Senate would designate some times for forums where 4 credits could be discussed, with input from the English Department that has gone to 4 credits and input from Management that is looking to go to 4 credits. Also, it would be an opportunity for Dick Jardine to present some of the work he did this summer on 4 credits. While this is happening, this committee made up of Faculty and Administration would look at some of the issues that Dick raised in his report. If we move to 4 credits, what will the

schedule look like? Will we have a mixed model? What do we do with students in mid-course? She said that after having met with Arts and Humanities, it's her sense that there is a certain amount of momentum toward moving to 4 credits and she said it's important that the momentum continue.

Senator Doreski said he thinks it would be very useful to have a committee sit down and in particular look at a projected model of college-wide schedule and some of the other issues and to work with the General Education Committee. He said he has been contacted by a number of faculty who are planning to submit a 4-credit proposal for their program either this fall or in the spring. The committee would have to look at this as a work in progress and would want to deal with some very specific issues.

Senator Johnsen there are questions being raised about how to submit a proposal; how do we determine if it's a 4-credit course? She feels that there needs to be a separate committee that can give the departments some direction.

Senator Payson said it was rumored that there might be a special application process developed for moving to 4 credits ~ things that might streamline the process.

Senator Doreski said it seems to him that it would be possible. English did not write a "rationalization" for every course; however, that's because they were changing all of their courses to 4 credit. They did address the differences between a literature course going to 4 credit and a writing course going to 4 credit. He said he thinks it would be very useful to take a look at what English or Management has written in their proposals.

Senator Johnson said he continues to hear individual faculty and references to departments who do not believe this is the best direction in which to go. He said he feels there needs to be some opportunity for those who are not true believers to express their own reservations, either individually or from the perspective of their departments, so that we as a campus can hear those and can then make some sort of a corporate, well-informed decision. It's been stated by Janet that she feels that a long-term hybrid model for some departments is not tenable. We need to decide what we're doing as a campus. This would be the appropriate body to hear those discussions.

Senator Gross said she does think that some level of hybridity is possible and necessary. She said she can see some 4-credit gen. ed. She would be concerned if we had 8 programs that are 3 credits and the rest 4 credits. She doesn't think we can live with that given our resources.

**ADJOURNMENT:** The meeting was adjourned at 6 p.m.

***Minutes of the 343rd Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, November 12, 2003***

**CALL TO ORDER:** 4:35 p.m.

**ROLL CALL:**

**Excused:** C. Kowpak, M. Long, V. Nettleton

**Absent:** M. Duggan, S. Joyce

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 342<sup>nd</sup> Meeting of the Senate of Keene State College

Senator Madden corrected a statement that he had made on page 3, next to the last paragraph ~ last sentence. It should read: ***He said he thinks people are trying to get away from the distributive model and the most successful ones are the ones that create new courses that look at a particular theme from the perspective of several disciplines.***

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

**COURTESY PERIOD:**

Senator Menezes reported on the following events:

Wednesday, November 12 Faculty Artists Recital, Alumni Recital Hall @ 7:30 featuring Ted Mann, Joseph Darby, Jose Lezcano, Mike Kelley, Rupert Thompson, and Chris Swist

Wednesday – Saturday, November 12-15 *Two Gentlemen of Verona*, Main Theatre @ 8 p.m.

Wednesday, November 19 KSC Guitar Orchestra and Latin American Ensemble, Alumni Recital Hall @ 7:30 p.m.

Friday, November 21 KSC Concert Band, Main Theatre @ 7:30 p.m.

Sunday, November 23 KSC Chamber Orchestra, Main Theatre @ 3 p.m.

Senator Doeski reported that on Thursday, November 13 @ 7 p.m. in Rhodes 210 Deborah Kane Dean will be reading from her poetry to celebrate the publication of her second book.

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

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

Senator Johnson added that the general charge of the newly formed committee is to look at the 4-credit model and describe what it would look like at Keene State College, not to make a decision as to whether or not we go in that direction; it was formed to gather information and to answer questions about what a 4-credit model would look like and what the parameters would be.

**ACADEMIC OVERVIEW COMMITTEE:**

Senator Madden said they have not met as yet because they still don't have a full committee, but they're making progress; they still need a replacement for an at-large senator and they need a non-senator from Professional Studies, a non-senator from Sciences, and a non-senator from Student Assembly.

Senator Spaulding said he now has a student for that committee.

**ACADEMIC STANDARDS COMMITTEE:**

Senator Cullinane reported that his committee has met for the last three weeks. They've been looking at three issues ~ (1) a proposal that was introduced to them by the Academic Integrity Committee to revise the Academic Honesty Policy. The ASC has proposed two amendments to this proposal, mainly to clarify some of the issues that can come about relative to (a) collaboration and (b) the use of materials from web sites.

Senator Hanrahan said that when you're creating web pages, the citation is not enough. There is a fair-use policy with regard to illustrations, especially where you can only cite one illustration per site or a cumulative of three per organization.

Senator Doeski said the term is a little confusing. Fair use is something that is written into the copyright law and it is vaguely defined in legal terms. It has not generally been held legally to apply quite so strictly to student work. If we were to stick closely to the fair-use policy, it would be impossible for students to quote more than a few lines of poetry in a term paper. It has never been held that that is the intention of Congress to make it so strict. We should be very clear about what we mean with regard to "fair-use."

Greg Knouff said he wonders if a statement of fair-use policy belongs in the Academic Integrity Policy statement.

Senator Johnsen said she is in awe of the work that the committee has done revising the Academic Honesty Policy.

Senator McDonald suggested that the ASC invite some representatives from the Academic Integrity Committee to its next meeting to work on this collaboratively in order to bring about the right format for the Senate.

Senator Cullinane said their intent is to try to get this approved so that it will go into the next catalog.

**Motion:** By Senator Madden to table and refer the proposal on Academic Honesty revision back to committee

**Vote:** The Senate voted unanimously to table the proposal and refer it back to committee.

Senator Cullinane said that the second issue they discussed is with regard to the possibility of moving the end of the withdrawal period to earlier in the semester; the third is a possible merger of the Academic Policy Committee (Ann Rancourt, Judy Perry, Susan Sielke, Barbara Ouellette, Tom Richard, one of the deans on a rotating basis, and Bob Baker) with the ASC. A lot of the charges to the ASC have come down from the APC. There are concerns, however, about how the merger would take place, voting procedures, etc.

#### ***CURRICULUM COMMITTEE:***

Senator Doeski said they discussed and are working on a simplified proposal for submitting 4-credit programs.

**NEW BUSINESS:** None

**ADJOURNMENT:** The meeting was adjourned at 5:05 p.m.

***Minutes of the 344th Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, December 3, 2003***

**CALL TO ORDER:** 4:35 p.m.

#### **ROLL CALL:**

**Excused:**J. Gross, G. Johnsen

**Absent:** V. Nettleton

#### **SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 343<sup>rd</sup> Meeting of the Senate of Keene State College

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

**Note:** Senator Duggan was in attendance at the November 12, 2003 meeting; she was inadvertently marked absent.

**COURTESY PERIOD:**

Senator Menezes reported on the following events:

Wednesday, December 3 KSC Jazz Ensemble, Main Theatre @ 7:30

New York choreographer Sean Curran will hold an open rehearsal in the Mabel Brown Room @ 5:30 p.m. The group will appear in April for KSC's "Evening of Dance."

Friday, December 5 KSC Chamber Singers and Concert Choir will perform in the Alumni Recital Hall @ 7:30 p.m.

Sunday, December 7 Annual Tuba Christmas @ 1:30 in the Student Center

WKNH Radio Theatre will be broadcast from 6-8 p.m. in the Main Theatre

Senator Spaulding encouraged the Senate members to tell their students about Charrette, the master planning two-day event (December 3-4) that will be held in the Student Center.

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

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

**Motion:** By Senator Johnson and seconded to (1) add a representative from the Adjunct Association to the Senate and (2) to increase by one the membership of the Curriculum Committee

Senator Johnson asked Ellen Moynihan if the representative has to be a member of the Association or a member of the Bargaining unit (all adjunct faculty who have been here five semesters). He said among faculty it is done by faculty members of the Bargaining unit but there isn't anything specific in terms of a member of the Union.

Ellen agreed that the representative should probably be a member of the Bargaining unit.

Senator Stuart suggested that if that is to be and if the Association has by-laws or a constitution, this should be written in so that in the future it will insure continuity of what is intended. It would also be helpful to include the process of how it is to be done.

Senator Doreski moved to amend the motion to include the language "drawn from adjuncts eligible for membership in the Adjunct Association."

**Motion:** By Senator Doreski to add a representative from those adjuncts who are eligible for membership in the Adjunct Association

**Vote:** The Senate voted unanimously to amend the motion.

**Motion:** By Senator McDonald to increase by one the membership of the Curriculum Committee

**Vote:** The Senate voted unanimously to accept the motion.

Senator Kowpak asked that the Adjunct Association report back to the Senate the process used for electing the representative.

Senator Johnson said this will need to be added to further in terms of the "time of service."

#### **ACADEMIC OVERVIEW COMMITTEE:**

Senator Madden said they still don't have a full committee; they're missing three representatives. He feels, however, that with  $\frac{3}{4}$  membership they can start to work on their agenda.

#### **ACADEMIC STANDARDS COMMITTEE:**

Relative to the Academic Honesty policy Senator Cullinane pointed out on page 9 under "Appeal Hearing Outline ~ Final Statements to the Board," that all references to Vice President for Student Affairs should be changed to Vice President for Academic Affairs. In addition, on page 4 on the flowchart, fifth box down (Division Dean/Library Director and Student Meet) ~ second bullet should read: "Meet with student and review form (normally within 3 days after meeting with *faculty/library staff*."

**Motion:** By Senator Cullinane and seconded to bring the revised Academic Honesty policy off the table

Senator Cullinane pointed out that the entire document minus the forms needs to be either in the catalog or the student handbook. He said that because of its length it would seem more appropriately put into the handbook. The material through the flowchart and the Conclusion would parallel what is currently in the catalog. The forms don't need to go into either the catalog or the handbook.

Senator Kowpak said that several times throughout the document as in the student judicial system for behavioral actions, we talk about the system not being a court of law; yet we choose to use "under the final *plea*." She said she assumes that a student accepts responsibility or that a student assumes responsibility, but for a student to "plea" responsibility doesn't make sense to her.

Greg Knouff said as a member of the committee he would be open to changing that language to "final appeal or final statement."

Kim Schmidl-Gagne said that it is language that was approved by the lawyers and used in our student judicial process. In order to create something that they felt would be approved by the lawyers, they used a similar language.

Senator Kowpak said she also feels that 15 days is a very long period of time for both the faculty member and the student to have to wait for the outcome of the hearing.

Kim said that 15 days is the maximum amount of time. She said that when they met with the group that was the Appellate Board at the time, one of the Board's concerns was that it often took them a long time to get together, to deliberate, etc. She said they are open to shortening it, but what they might want to do is see how this functions, see how they work within this time frame, and then try to shorten it from there. She said in the past she thinks it was 30 days.

Greg said that this is a pretty serious decision that the Appellate Board has to make and they often need the time to determine what action should be taken.

Senator Kowpak said she can live with the 15 days, but philosophically the word "plea" does concern her.

Senator O'Brien said he does not feel comfortable voting to approve this document until the changes have been made on paper such as VPAA instead of VPSS, etc.

Senator Kowpak asked if there was a way to approve the policy statement today so that it can get into the catalog in time and then bring the "cleaned up" document to the first meeting scheduled for spring semester.

**Motion:** By Senator Kowpak and seconded to amend the motion and vote on the policy statement only (pages 1-3 and the Academic Honesty Violation Reporting Procedures Flowchart), since this is the part of the document that will appear in the catalog

Greg said he is somewhat troubled by taking "part" of it and putting it into the catalog and then waiting for a subsequent period to "catch up." If we're going to make a major policy change, it seems to him that we should do it in a very deliberate manner and do it all at the same time.

Senator Kowpak withdrew her amendment.

**Motion:** Senator Cullinane moved to table the original motion.

#### **CURRICULUM COMMITTEE:**

Senator Doreski presented the following proposals for approval:

**Motion:** By Senator Doreski to approve SD 03/04-10 (Women's Studies Program ~ Revision of Minor) which proposes to add BIO 101 and Women's Studies 290 as possible electives for their program

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

**Motion:** By Senator Doreski to approve SD 03/04-11 (Management Department – Program Redesign (4-credit proposal)

Mike Cullinane said that on the positive side of a move to 4 credits, students would be more focused. However, he said he likes the idea of having a 2-credit course run for ½ semester, but he's not in favor of having a 2-credit course run for the entire semester.

John Pappalardo said that pedagogically they would like that flexibility.

Senator Johnson said that philosophically he believes that a student's work week should extend over five days, that this is desirable and that we have had some real compacting of schedules that has not been good for student learning. He said he feels that it would be good to mix MW and WF in order to spread student schedules out.

John said that he would like a Friday block exclusively to teach Organizational Behavior.

Senator Long said that the choice between 3 and 4 credits has often been construed as a choice between breadth and depth. He said that on Page 2 there is a statement that says that this is not the case ~ that it increases both the breadth and depth of the courses.

John said that with 4 credits, we're for sure increasing the depth; with 2 credits we're increasing the breadth.

Senator Stanish said she doesn't know how to vote today because she is concerned with the piecemeal approach which is happening.

John said that voting in favor of 4 credits will send a message to the rest of the campus that this is something that other departments should look at. It will provide some momentum for others to seriously consider moving to a 4-credit model. If you were to vote "no," other people might question the time and effort they would have to put into changing from 3 to 4 credits. It might serve as a disincentive.

Senator Long said one issue we all need to deal with is the time block schedule. There are currently close to 200 time blocks being used on the campus and it creates enormous problems for students trying to register for courses. He said he hopes this is a compelling-enough reason for the Senate to take up the question of the time block schedule which he feels has some real problems.

**Vote:** The Senate voted by a majority to pass the motion (4 abstentions).

**Motion:** By Senator Doreski and seconded to approve SD 03/04-12 (Film Studies – 4-credit proposal)

Senator Johnson asked what happens if the move to 4 credits stalls at some point and we as a campus decide to not move in that direction. Not every department sees this as the best direction in which to go. Maybe it will all evaporate at the chairs meeting; maybe the number of departments who do not want to go in that direction is small enough so that that will not pose a problem. When we as a campus finally get together and decide what we want to do as a whole, what happens if the decision is to 3 credits rather than 4 credits? Or is that not possible?

Senator Doreski said some programs will find it advantageous to stay with 3 credits; some will go with 4 credits and 2 credits. He said what they learned in the English Department is that this switch is not going to create problems for students as a whole. We are cutting down on the number of courses that students have to take. If Gen Ed goes completely to 4 credits, that will cut down on the total number of courses that every student takes. The important thing is that you should try not to increase the total number of credits that a student takes.

Senator Long said that if we get to the point where we agree that a 4-credit model doesn't work across the board, we would then be existing in a mixed credit model in which we now exist and we would adapt to that. It would be predominantly 4 credit rather than predominantly 3 credit and from a scheduling standpoint, he doesn't think that's an intractable problem. He feels we could do it as a campus and not create problems, but rather opportunities, for students.

Senator Johnson said he thinks we begin to lose some of the attractiveness of the 4-credit model in terms of reducing the number of courses over topics/ideas that students are focusing on at any one time, once we have this mixed model.

Senator Timmer said in Physical Education the piecemeal approach is really forcing their hand to come up with a reasonable schedule for their students. As more departments go to 4 credits it further adds to their problem.

Senator Duggan said that if we were not able to go piecemeal, we would not be able to see how it works and therefore possibly just reject it; people would then feel forced in the other direction.

Senator Cullinane said the piece of frustration that some feel is not that it's a one direction or the other; it's that we haven't been provided with guidelines or parameters that might help us.

Senator Johnson said that that is essentially the charge to the committee that is being formed to look at the 4-credit model ~ to look at those kinds of parameters and bring that feedback back to the SEC for its blessing and to provide parameters for programs to go forward.

Senator Johnson also commented that some of the things the Film Department said in terms of rationale and why 4 credits were important to their program were very good.

Senator Long said the lightening of the credit load in that program makes an enormous amount of sense, both on the production side as well as the other side of the major; it was very compelling rationale.

**Vote:** The Senate voted by a majority (1 abstention) to pass the motion.

**Motion:** By Senator Johnson to recess

**Vote:** The Senate voted to recess at 6:15 p.m.

**Minutes of the 344th [Recessed] Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, December 10, 2003**

**CALL TO ORDER:** 4:35 p.m.

**ROLL CALL:**

**Excused:** M. Long, P. O'Brien, T. Stuart

**Absent:** S. Joyce, V. Nettleton, D. Payson

Senator McDonald reported that the SEC made a small change in committee membership; Gladys Johnsen will serve on the Senate Curriculum Committee for Spring Semester 2004. Most likely the Adjunct representative will sit on the Academic Standards Committee.

**REPORTS OF COMMITTEES:**

**CURRICULUM COMMITTEE:**

Senator Doreski presented the following proposals for approval:

**Motion:** By Senator Doreski and seconded to approve SD 03/04-13 (Department of Technology, Design, and Safety ~ BS Safety Studies ~ change in requirements)

**Vote:** The Senate voted unanimously to pass the motion.

**Motion:** By Senator Doreski and seconded to approve SD 03/04-14 (Department of Health Science ~ change in requirements for BS)

**Vote:** The Senate voted unanimously to pass the motion.

**ACADEMIC STANDARDS COMMITTEE:**

Senator Cullinane made the following corrections to the Academic Honesty document:

**page 6, #5** *(if possible, in this meeting, but if not, soon after)*; this will be done through the Dean's report which is also in the packet.

**next to last sentence** *The student should leave the Dean/Director of Mason Library's Office with a completed copy of the report.* This will not always happen, given what was stated earlier in the paragraph (above).

Change to read: ***In most cases the student will leave the Dean/Director of Mason Library's Office with a completed copy of the report.***

**third to last sentence** In the meeting with the student, the Dean/Director of Mason Library will explain the appeal process to the student, who has five days from the time of this meeting, [insert] ***or receipt of the Dean's report***, to put in writing an appeal to the VPAA or to the Appellate Board.

**Motion:** By Senator Cullinane and seconded to approve the amended Academic Honesty policy

Senator Kowpak extended thanks to the Academic Integrity Committee for changing *plea* to ***concluding statement by the student.***

Senator Gross said that only twice has the Appellate Board been called into existence in the last seven years. She said there is a need for this Board to be kept in readiness and to be trained every semester.

Mike Haines said those cases will increase given the specificity of sanctions.

**Vote:** The Senate voted unanimously to pass the motion.

**Motion:** By Senator Cullinane and seconded to approve the two forms for reporting academic honesty violations ~ (1) Faculty Report and (2) Dean's Report

Senator Johnson asked if the faculty member is expected to determine in his/her judgment whether it's a Level 1, Level 2, etc. because that's not clear from the report itself.

Greg Knouff said he would not be averse to adding a line ~ Indicate level of charge; Indicate level of sanction.

With reference to the Dean's report, under **The Sanction ~ Student Decision:**

I agree to the sanction; I do not agree to the sanction ~ changed to:

***I accept the sanction.***

***I do not accept the sanction; however, I understand that I have the right to appeal within 5 working days of receipt of this document.***

**Vote:** The Senate voted unanimously to pass the motion.

**Motion:** By Senator Cullinane and seconded to include pages 1-4 of the Academic Policy, along with the examples of level one, level two, and level three violations on the Faculty Report, in the College catalog; in addition, to include pages 1-15 of the Academic Policy, which incorporates in more detail examples of charges at the different levels, in the Student Handbook and the Faculty Handbook

Senator Johnson pointed out on the Flowchart (page 4) ~ last box, first bullet ~ should read: Student has 5 working days from ***receipt of Dean's report*** to submit, in writing, appeal and grounds for appeal.

**Vote:** The Senate voted unanimously to pass the motion.

**NEW BUSINESS:** None

**ADJOURNMENT:** The meeting was adjourned at 5:25 p.m.

**Minutes of the 345th Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, February 11, 2004**

**CALL TO ORDER:** 4:35 p.m.

**ROLL CALL:**

**Excused:**G. Johnsen, C Kowpak, C. Perry

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 344<sup>th</sup> 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:

Wednesday, February 11	Nai-Ni Chen Dance Company, Main Theatre @ 7:30 p.m.
Wednesday, February 18	Faculty Composers Recital, Alumni Recital Hall @ 7:30 p.m.
Thursday, February 19	Sandglass Theatre's <i>One Way Street</i> , Alumni Recital Hall @ 7:30 p.m. Paul Vincent will discuss the life of Walter Benjamin @ 6:30 p.m.
Sunday, February 22	Student Recital @ 3 p.m.
Tuesday, March 2	Doug Varone and Dancers will perform at 7:30, Redfern Arts Center
Wednesday, March 3	Faculty Artists Recital, Alumni Recital Hall @ 7:30 p.m.
Wednesday, March 10	Turtle Island String Quarter tribute to Miles Davis, Alumni Recital Hall @ 7:30 p.m.

Senator Stuart thanked her "guests" who she invited, encouraged, and required to attend. They are enrolled in one of her classes that is currently focusing on parliamentary procedure.

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

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

**ACADEMIC OVERVIEW COMMITTEE:**

Senator Madden said they have met as a committee and he became chair by default. None of the self-studies have been completed (Computer Science, Geography, and Art); however, Computer Science has submitted names for reviewers.

**ACADEMIC STANDARDS COMMITTEE:**

Mike Cullinane said they have no report at this time.

**CURRICULUM COMMITTEE:**

Senator Timmer spoke on behalf of Senator Johnsen, current chair of the SCC. The Committee met on Friday, February 6 and outlined what they hope to accomplish during spring semester:

- ~ look at streamlining the 4-credit proposal process, as more departments are moving in that direction
- ~ revisit the electronic curriculum process
- ~ address catalog issues with respect to who's in charge of making changes since there is no longer a director of curriculum support

**NEW BUSINESS:** None

**ADJOURNMENT:** The Senate voted to adjourn at 4:50 p.m.

**Minutes of the 346th Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, March 24, 2004**

**CALL TO ORDER:** 4:35 p.m.

**ROLL CALL:**

**Excused:** T. Stuart, M. Duggan, C. Perry

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 345<sup>th</sup> Meeting of the Senate of Keene State College

Senator Timmer made a correction to the Curriculum Committee minutes. He said a better way to phrase the third thing they hope to accomplish would be to say, "**address catalog issues with Tom Richard.**"

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

**COURTESY PERIOD:**

Senator Menezes reported on the following events:

Wednesday, March 24                      Either/Orchestra, a 10-piece jazz ensemble, Recital Hall @ 7:30 p.m.

Wednesday, March 24-27	<i>Empires Fall</i> , Wright Theatre @ 8 p.m. Saturday @ 2 p.m.
Friday, April 2	Boston Brass with KSC Concert Band, Main Theatre @ 7:30 p.m. Lecture/demonstration from 1:30-3 p.m. conducted by the Boston Brass
Sunday, April 4	Faculty Artists Recital with Maura Glennon and Robin Matathias, Alumni Recital Hall @ 3 p.m.
Tuesday, April 6	KSC Percussion Ensembles, Alumni Recital Hall @ 7:30 p.m.
Wednesday, April 7	Faculty Artists Recital ~ Beethoven's Septet will be performed, Alumni Recital Hall @ 7:30 p.m.

Senator Stanish said that on Thursday, March 25, there will be an open house in the Math Building from 12:30-2:30 p.m.

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

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

**Motion:** By Senator Johnson, seconded by Senator Menezes, to approve the following outline for a decision-making process for General Education and 4-Credit Course Models to be approved by the Senate:

1. Models are presented to the campus and discussed in a series of forums.
2. Input is gathered from campus constituencies. This will include a vote of the faculty. The voting process will be conducted by the Senate. For the General Education revision a general vote of the faculty will be administered by the Senate; for the 4-credit model faculty will vote in their departments and report the vote to the Senate.
3. Informed by campus input, the Senate will vote on the proposals.
4. Proposals that are passed by the Senate will be sent to the President for his approval.

**Vote:** The Senate voted unanimously to approve the motion.

**CURRICULUM COMMITTEE:**

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

Senator O'Brien gave a Power Point presentation on the electronic curriculum proposal process. To access this information or to begin the submission process, go to [www.keene.edu/senate/proposals](http://www.keene.edu/senate/proposals).

**ACADEMIC OVERVIEW COMMITTEE:**

Senator Madden said that the departments are working on self-studies and one of the departments is considering asking the external reviewers to come to campus during a particular event. He is planning to meet with next year's committee to discuss the program review process.

**ACADEMIC STANDARDS COMMITTEE:**

**Motion:** By Senator Cullinane to approve the change in the admissions criteria for the BA in Art, as approved by the Art Department

**Friendly Amendment:** Move the following sentence to the end of the paragraph: ***It is advised that students submit the portfolio by the beginning of their sophomore year, but all portfolio submissions must be made before completing 24 credits of Keene State College art courses.***

**Vote:** The Senate voted unanimously to approve the motion.

**NEW BUSINESS:** None

**ADJOURNMENT:** The Senate voted to adjourn at 4:50 p.m.

**Minutes of the 347th Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, April 21, 2004**

**CALL TO ORDER:** 4:35 p.m.

**ROLL CALL:** All present

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 346<sup>th</sup> 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:

Wednesday, April 21 Faculty Arts Recital, Recital Hall @ 7:30 p.m.

Wednesday, April 21-24 Evening of the Dance, Main Theatre @ 8 p.m.

Friday, April 23 Concert Choir and Chamber Singers, Recital Hall @ 7:30 p.m.

Wednesday, April 28 KSC Jazz Ensemble, Main Theatre @ 7:30 p.m.

Friday, April 30 KSC Orchestra and student soloists

Senator Long announced that on Friday, April 23 @ 4 p.m. in the Harry Davis Room, the 2<sup>nd</sup> Annual Janet Grayson lecture will take place. This event is held each year to honor Janet, a retired KSC faculty. The guest speaker will be Arthur Kinney from UMass-Amherst and he will be speaking on the topic of King Lear's Map.

He also announced that the Commission on Multiculturalism and Diversity and the Summer Reading Committee have chosen a book for the 2004-05 academic year entitled *Ecology of a Cracker Childhood* by Janisse Ray.

#### **REPORTS OF COMMITTEES:**

##### **EXECUTIVE COMMITTEE:**

Senator McDonald reported that he developed an end-of-year report from the Executive Committee to be passed on to next year's SEC telling of some of the ongoing committees that were formed this year, in particular, the General Education Committee and the 4-credit Committee. He worked with those committees to put together a summary of what each has done this year and their goals for the summer and on into the fall.

##### **ACADEMIC OVERVIEW COMMITTEE:**

Senator Madden said that there will be no reports submitted for approval this year; however, Computer Science has completed its final draft of the self-study and they have arranged for a couple of outside reviewers. He said they can either work on things this summer if people are around or it will be the first order of business in the fall. Geography is working toward its review and they have so far scheduled one reviewer.

##### **ACADEMIC STANDARDS COMMITTEE:**

**Motion:** By Senator Cullinane to approve the proposed changes to Guideline #10 which reads:

***The period from 1 p.m. until 5 p.m. of the Friday before Final Exam Week will be designated as a Reading Period. The final exam schedule will begin at 8 a.m. on Monday and extend no later than 8:30 on Thursday of Final Exam Week. [Evening classes that meet once a week will have their final exams on that class day during finals week.]***

**Vote:** The Senate voted to **not approve** the motion ~ 4 abstentions.

**Motion:** By Senator Cullinane to approve the proposed changes to Guideline #14 which reads:

***Commencement shall be scheduled to take place on the Saturday following the end of the spring semester final exam period.***

**Vote:** The Senate voted to **not approve** the motion ~ 6 abstentions.

**Motion:** By Senator Cullinane to approve the proposed changes to Guideline #6 which reads:

***The one-day Fall Break shall be eliminated beginning with the calendar year 2005-06.***

**Vote:** The Senate voted to **not approve** the motion ~ 4 abstentions.

##### **CURRICULUM COMMITTEE:**

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

**NEW BUSINESS:** None

Senator McDonald thanked the senators for the time and effort they put into serving on the Senate and its various subcommittees.

**ADJOURNMENT:** The Senate voted to adjourn at 5:40 p.m.

**Minutes of the 348th Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, April 21, 2004**

**CALL TO ORDER:** 5:45 p.m.

Following is the "elected" Senate Executive Committee:

Chair	Larry McDonald
Vice Chair	Karen Stanish
Secretary	Ockle Johnson
At-large	William Stroup

**ADJOURNMENT:** The Senate voted to adjourn at 6:10 p.m.