

**SENATE OF KEENE STATE COLLEGE**  
**Wednesday, December 5, 2007**

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

**ROLL CALL:**

**Excused:** M. Netzhammer

Senator Stroup reported that they will begin looking for the new appointment from Student Affairs to serve as principal administrator on the Senate and during spring semester Peg Barrett will replace Lois Merry as the representative from the Library while Lois is on sabbatical.

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 377<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 event taking place at the Redfern:

**Wednesday, December 5** KSC Jazz Ensemble @ 7:30 p.m.

**REPORTS OF COMMITTEES:**

**CURRICULUM COMMITTEE:**

**Motion:** By Senator Gianno to assume that the Senate will approve the curriculum proposals unless a senator asks for a specific proposal to be discussed

Parliamentarian Atkinson said that each one really needs to be voted on separately; in addition, to decide who should be heard and when would take as much time as approving them individually.

**Vote:** The Senate voted down the motion.

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

**Motion:** To approve II ENG 245 [SD 07/08-47]

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

**Motion:** To approve II ENG 270 [SD 07/08-48]

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

**Motion:** To approve the revisions to the English Major [SD 07/08-49]

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

**Motion:** To approve the IH AMST 248 [SD 07/08-50]

- Motion:** To approve the II AMST 250 [SD 07/08-51]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the revisions to the American Studies Major [SD 07/08-52]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve IA ART 103 [SD 07/08-53]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve IN BIO 101 [SD 07/08-54]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve IN BIO 104 [SD 07/08-55]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve IN BIO 300 [SD 07/08-56]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the Special Education Option 4-Credit Proposal [SD 07/08-58]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the revisions to the Post-Baccalaureate Special Education Program [SD 07/08-59]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the revisions to the Master of Education Special Education Option [SD 07/08-60]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the revisions to the Master of Education Curriculum and Instruction Option ~ Professional Development Track [SD 07/08-61]  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the revisions to the Master of Education Curriculum and Instruction Option ~ World Educational Links Track [SD 07/08-62]

Senator Jean said she needed to make the Senate aware of the fact that out of the approximately 18 certification areas, nine are in the secondary program. A letter was sent to the Dean that the secondary committee was very much against the new proposal for this program. The committee felt that at the secondary level it has neither the content area nor the content-specific teaching pedagogy that is required to allow a certification in the secondary education programs.

Dean Johnson said he and Provost Netzhammer have discussed ways to bring together the Secondary Committee and the people who run the WEL Program to address the issues that have been brought up. From the Education perspective we have a program that is not well described by the catalog. What is currently being done is not reflected in what we say. The attempt is to align what is currently going on in the program with what we communicate through our catalog. If we do not pass this, we'll continue with this catalog description until changes are made, so there is a commitment to address those concerns and you'll note from the information vote that the Education faculty was not unanimous in its support.

Len Fleischer said important for the Senate to consider is what would be the best working basis for the revisions that need to happen for the WEL Program to be sustainable and viable.

Senator Jean said she thinks the Senate is the place to make these curriculum decisions. Additionally, she said there is no content in this particular program nor is there any specific content-teaching pedagogy.

Dottie Bauer said what this proposal is doing is cleaning up the catalog language about the courses as they are offered. She said the content knowledge is assessed in a different way. We make no promises that we will teach people the science content; they bring that with them. There is a transfer review process of the transcript looking for coursework in the specific areas against what the State requires. As for content-related pedagogy, the Program has made many attempts to bring in science-teaching specialists, English-teaching specialists, etc. to work with the students in those particular certification areas.

Dean Johnson emphasized that this is an experiential program and so the students are working closely four days/week throughout the year with a teacher in the field. An important piece of this therefore is the pedagogy that they get from that cooperating teacher. The pedagogy they get from our faculty or others is limited within the Program itself.

Senator Menezes said the ASC did not pass the requirements for this particular program; they tabled it for further discussion.

**Vote:** For: 11 Against: 12 Abstentions: 4

The Senate voted down the motion.

**Motion:** To approve Athletic Training (new major) Program Proposal [SD 07/08-63]

Senator Stroup commented that a program that requires 89 credits is an extraordinary thing at a liberal arts college. When you add in the ISP, that's 129-133 credits. It seems to him that it's a huge burden on our students.

Wanda Swiger said she is hoping to revise the program and in doing so see those numbers drop. The Department is currently discussing this issue.

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

**Motion:** To approve the revisions to the Physical Education Major [SD 07/08-64]

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

**Motion:** To approve the revisions to the Music Performance Major [SD 07/08-65]

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

**Motion:** To approve the revisions to the Theatre and Dance Major [SD 07/08-66]

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

**Motion:** To approve IH PHIL 220 [SD 07/08-67]

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

**Motion:** To approve the revisions to the Communication Major [SD 07/08-68]

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

**Motion:** To approve the revisions to the Philosophy Minor [SD 07/08-69]

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

**Motion:** To approve ISP II Prefix Policy [SD 07/08-71]  
**Vote:** The Senate voted to accept the motion. [6 abstentions]

**Motion:** To approve II 302 [SD 07/08-72]  
**Vote:** The Senate voted to accept the motion. [1 abstention]

**Motion:** To approve II 310 [SD 07/08-73]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve II 320 [SD 07/08-74]  
**Vote:** The Senate voted to accept the motion. [2 abstentions]

**Motion:** To approve II ECON 310 [SD 07/08-75]  
**Vote:** The Senate voted to accept the motion. [3 abstentions]

**Motion:** To approve II EDUC 306 [SD 07/08-76]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve II SOC 360 [SD 07/08-77]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve II TDS 140 [SD 07/08-78]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve II TDS 150 [SD 07/08-79]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve II TDS 160 [SD 07/08-80]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve the revisions to the BA in Biology Major [SD 07/08-81]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve the revisions to the BS in Biology Major [SD 07/08-82]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve IH FILM 270 [SD 07/08-83]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve IH FILM 271 [SD 07/08-84]  
**Vote:** The Senate voted to accept the motion.

**Motion:** To approve the revisions to the Film Studies Major [SD 07/08-85]  
**Vote:** The Senate voted to accept the motion.

Senator Dunn thanked her committee for being such delightful and hard-working colleagues.

- Motion:** To approve the admissions requirements to the Nutrition program  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the change in requirements to enter the Graduate programs  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the change in admissions criteria for the Master of Education Degree ~ Curriculum & Instruction – Professional Development  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the change in admissions criteria for the Master of Education Degree ~ Educational Leadership  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the change in admissions criteria for the Post-Master's Certification ~ Educational Leadership  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the change in admissions criteria for the Master of Education Degree ~ School Counselor  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the change in admissions criteria for the Post-Master's Certification ~ School Counselor  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the change in admissions criteria for the Master of Education Degree ~ Special Education  
**Vote:** The Senate voted to accept the motion.
- Motion:** To approve the change in admissions criteria for the Post-Baccalaureate Teacher Certification ~ General Special Education (K-12)  
**Vote:** The Senate voted to accept the motion.
- Motion:** By Senator Jean (speaking on behalf of the ASC) to require the Praxis II be taken and passed

The motion had to be withdrawn because it had been tabled and returned to Committee.

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

Senator Knouff said to be approved are the reviews of three programs within a single department. In the future they will be condensed into one review/one document. AOC has already approved this consolidation.

- Motion:** By Senator Knouff to approve the Communication Subcommittee Report for Program Review

Senator Johnsen pointed out three typographical errors as follows:

~ page 1, last part of 2<sup>nd</sup> sentence: she *functions* as well as the de facto building *manager* for the Media Arts Center.

~ page 3 under General Education (c): ...ethical codes which *undergird* our .....

***Vote:*** The Senate voted to approve the subcommittee report.

***Motion:*** By Senator Knouff to approve the Philosophy Subcommittee Report for Program Review

***Vote:*** The Senate voted to approve the subcommittee report.

***Motion:*** By Senator Knouff to approve the Journalism Subcommittee Report for Program Review

***Vote:*** The Senate voted to approve the subcommittee report.

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

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

***NEW BUSINESS:*** None

***ADJOURNMENT:*** The Senate voted to adjourn at 6:30 p.m.

*of the*  
**SENATE OF KEENE STATE COLLEGE**  
*Wednesday, December 12, 2007*

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

**ROLL CALL:**

**Excused:** R. Gianno, B. Green, N. Malcolm, R. Kostick, G. Knouff, S. Bemis,  
S. DeLisle, L. McDonald, R. Wright, M. Henry

Senator Schmidl-Gagne reported that Nancy Puglisi met with the PAT/OS Councils to discuss bringing the Lifeline Program to KSC in late April. It's a program that screens for stroke. The cost is \$50 and they need a commitment from 40 people.

**Motion:** By Senator Menezes to approve the requirements revision to the Master of Education Degree ~ Curriculum & Instruction ~ Initial Certification ~ World Educational Links [SD 07/08-62(a)]

**Amendment:** By Senator Kowpak to revise the second sentence under #2 to read as follows: Praxis II must be passed *prior to the beginning of the spring semester to remain in the Program.*

**Vote:** The Senate voted to accept the amendment.

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

**Motion:** By Senator Menezes to approve the Post-Baccalaureate Teacher Certification ~ Teaching Academy

**Amendment:** By Senator Kowpak to revise the second sentence under #2 to read as follows: Praxis II must be passed *prior to the beginning of the spring semester to remain in the Program.*

**Vote:** The Senate voted to accept the amendment.

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

**NEW BUSINESS:** None

**ADJOURNMENT:** The meeting was adjourned at 4:15 p.m.

**Senate Executive Committee Meeting**  
Wednesday, January 30, 2008—4:00pm in Hale Conference Rm

**SEC members present:** Karen Stanish, William Stroup, Mark Timney, Mel Netzhammer, Sarah DeLisle

**Excused:** Gladys Johnsen

**Guests from the Honor's ad hoc Curriculum Committee:** Peg Barrett, Phyllis Benay, Marche Brown, Tom Durnford, Pat Halloran, Beatriz Torres, Peggy Walsh

- I. **Honor's ad hoc Curriculum Committee:** William Stroup convened the first meeting of the Honor's ad hoc Curriculum Committee. The committee clarified their charge, set a meeting time, and elected Phyllis Benay as chair.

**Honor's ad hoc Curriculum Committee Representation**

- Two members of the Honor's Council
- One PAT (preferably from Academic Advising)
- One member of the SCC (also the SCC chair will serve as a liaison between the SCC and the ad hoc committee)
- Two students: one who is in the Honor's Program and one who is not
- Three faculty members: one from each school
- One member of the ISPC

**Committee Charge**

- Review the Honor's Council Curriculum Proposal and the departmental advisory opinions.
- Revise the Honor's Council Curriculum Proposal as requested by the Schools' Curriculum Committees and the Senate Curriculum Committee.
- Work with the Honor's Council.
- Submit the revised Honor's Council Proposal to the SCC and SEC by April 2, 2008; which will be reviewed and presented to the full Senate at the April 16<sup>th</sup> meeting.

- II. **Senate elections:** As usual, the regular Senate elections will take place in March. In addition, a one-year Science and Social Science faculty representative will need to be elected because of a resignation from the Senate.
- III. **Senate Communication:** Mark Timney will investigate ways to post approved Senate minutes online for the campus to view. He will also work with parliamentarian to investigate the possibility of posting a tentative agenda prior to Senate meetings.
- IV. **Preparation for the Senate meeting on February 6, 2008**

**Report of the Academic Overview Committee to the KSC Senate, Feb. 6, 2008.**

The AOC met on Wed. January 30, 2008. See below meeting notes:

AOC Meeting Notes: January 30, 2008:

Present: Kim Schmidl-Gagne, Kristen Porter-Utley, Barbara Ware, Matthew Henry, Nora Traviss Gloria Lodge, Gregory Knouff, Beatriz Torres.

Absent: Margaret Smith, Tom O'Brien

The Committee began close review and revision of our draft of new AOC Process and Procedural Guidelines. The Committee reviewed the first part of the document and made several changes. Review will continue at the next AOC meeting scheduled for Feb. 13, 2008.

**2007/2008 Senate Curriculum Committee Report**  
**January 30, 2008, 4 to 5:45 p.m.**  
**Joslin House: Room 104**

**Present: J-Lynne Brown, Rosemary Gianno, Roxana Wright, Nigel Malcolm, Brian Green,  
Tom Richard, Carime Bersh, Becky Dunn, Peg Barrett Excused: Ann Rancourt**

**New Business**

1. Meeting times set for the spring 2008 semester: Wednesdays from 4 to 5:45 p.m. in Joslin 104 – February 20<sup>th</sup>, March 26<sup>th</sup>, April 9<sup>th</sup>
2. Members of the SCC began discussing the current curriculum process with regard to the following:
  - a. Each stage of the process
  - b. Curriculum cycle
  - c. Forms, including library wording
  - d. Bylaws – any changes due to SEC by 2/29/08

Supporting documents were discussed and reviewed – SCC Guidelines from 2003/2004, proposed revisions from spring 2007, and current bylaws for the SCC. Our agenda for the semester is to propose revisions to the bylaws (by 2/29), curriculum guidelines (by April) and forms (by April).

Revisions are currently a work-in-progress. B. Dunn to compile some of the ideas from this meeting, incorporate into most updated version of curriculum guidelines, and continue working on our agenda Feb. 20<sup>th</sup>.

**NEXT MEETING:** February 20, 2008

*Minutes of the 377<sup>th</sup> Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, November 14, 2007*

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

**ROLL CALL:**

*Excused:* Tom O'Brien

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 376<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:**

Provost Netzhammer reported that our next NEASC accreditation visit will be in Fall 2010. It's a voluntary accreditation but it has some real implications for us; for example, we cannot give federal financial aid without this accreditation, and so it is very important to our institution. Over the next couple of months there will be meetings to educate the campus community about the process, the changes in NEASC, and the timeline for the next three years.

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

<b>Wednesday, November 14</b>	Baltimore Consort @ 7:30 p.m., Alumni Hall
<b>Wednesday, November 14</b>	<i>Starting Here, Starting Now</i> @ 7:30 p.m., Mabel Brown Room
<b>Wednesday, November 28</b>	Don Baldini leading the KSC Chamber Orchestra @ 7:30 p.m., Main Theatre
<b>Friday, November 30</b>	Jim Chesebrough leading the KSC Concert Band @ 7:30 p.m., Main Theatre

President Giles-Gee reported that unfortunately we were unsuccessful in filling the Vice President for Advancement position. She said, however, that the search committee did an extraordinary job. During this time there were 38 other searches ongoing for the same position. It's a very competitive position and salaries were tens of thousands of dollars higher elsewhere than what we could offer. The great opportunity that this affords us is that we now know how to position ourselves when we go out again. We did everything right; we had a superb consultant and the pool was extraordinary. For a very short time President Giles-Gee will be serving as VP for Advancement.

She also reported that she attended an awards ceremony where the College was presented a service award from Rosalind Carter; it was recognized for its partnership with Big Brothers Big Sisters of the Monadnock region. KSC also received an award for excellence in construction for the Zorn Dining Commons and an award of merit for Pondsides III.

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

## **ACADEMIC OVERVIEW COMMITTEE:**

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

## **CURRICULUM COMMITTEE:**

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

- |                |  |
|----------------|--|
| <b>Motion:</b> | To approve IH HIST 111 [SD 07/08-20]                                   |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve IH HIST 112 [SD 07/08-21]                                   |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve the ISP Policy Guidelines [SD 07/08-22]                     |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve the POSC (Major) Program Proposal [SD 07/08-25]             |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve IA ENG 204 [SD 07/08-26]                                    |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve IH ENG 220 [SD 07/08-27]                                    |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve IH ENG 240 [SD 07/08-28]                                    |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve IH ENG 250 [SD 07/08-29]                                    |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve IH ENG 252 [SD 07/08-30]                                    |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve IH ENG 260 [SD 07/08-31]                                    |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve IH ENG 286 [SD 07/08-32]                                    |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve the Writing Minor Program Proposal [SD 07/08-33]            |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve the Criminal Justice Studies Program Proposal [SD 07/08-34] |
| <b>Motion:</b> | By Senator Stanish to amend the motion to include the word "minor"     |
| <b>Vote:</b>   | The Senate voted to accept the amendment.                              |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |
| <b>Motion:</b> | To approve GS 301 [SD 07/08-35]  |
| <b>Vote:</b>   | The Senate voted to accept the motion.                                 |

**Motion:** To approve the General Science Program Proposal [SD 07/08-36]

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

**Motion:** To approve IN GEOL [SD 07/08-37]

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

**Motion:** To approve the Environmental Studies Program Proposal [SD 07/08-38]

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

Provost Netzhammer suggested that in the future the SCC report indicate, with regard to any program proposal, whether it is a “revision” to a major or minor program or if it is an entirely “new” program.

**Motion:** To approve IH HIST 162 [SD 07/08-39]

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

### **ACADEMIC STANDARDS COMMITTEE:**

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

**Motion:** To approve the Grade Prerequisites Language change [SD 07/08-14a]

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

**Motion:** To approve the Student Art Work Language change [SD 07/08-14b]

**Amended Motion:** By Senator Kostick to read: 2-D student artwork left behind will be held for one semester and then disposed of; 3-D student artwork must be removed at the end of the semester in which it is completed or it will be disposed of unless arrangements have been made between the individual instructor and student

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

**Motion:** To approve the Proposed Calendar Guidelines for Fall 2008 – Spring 2012 [SD 07/08-15-18]

Senator Rust said that Bob Baker, director of Continuing Education, wanted summer registration to be on the academic calendar. It always begins on the day students return from Spring Break and he wants matriculated students to be reminded of this by having it printed on the calendar.

President Giles-Gee suggested that Fall Break be renamed Fall Reading Day because for staff on campus this is not a break.

Senator Kowpak said the committee invested a huge amount of time just discussing optional terminology for this day. It was based on input from all constituencies and “fall break” was the least volatile.

**Vote:** The Senate voted to accept the proposed calendar guidelines.

**Motion:** By Senator Menezes to approve the four Academic Calendars (2008-2012) with the addition of Summer Registration on each

**Vote:** The Senate voted to accept the four amended calendars.

**NEW BUSINESS:** None

**2007/2008 Senate Curriculum Committee Meeting Minutes****November 16, 2007, 2 to 4:20 p.m.****Joslin House: Room 104**

Present: J-Lynne Brown, Rosemary Gianno, Roxana Wright, Lois Merry, Brian Green, Tom Richard,  
Becky Dunn, Carime Bersh, Nigel Malcolm

Excused: Ann Rancourt

**New Business****1. Honors Program**

Members of the Honors Council (Beatriz Torres, Nona Fienberg, Marche Brown, Nigel Malcolm) were present for the first 75 minutes of the meeting. Beatriz Torres introduced the revised proposal. Revisions were a result of departmental advisory opinions and suggestions from each of the three School Curriculum Committees. SCC members inquired about the program proposal (pages 1-5), where the conversation focused on required courses. It was noted and agreed upon that the proposal requires approval from the ISPC as the current ISP requirements are being modified. For example, the requirement for KSC students is ITW 101; under the Honors proposal, the requirement is IHHS 102. There needs to be transparency between the requirements. It was also determined that the proposal should be reviewed by the Academics Standards Committee since the proposal has admission criteria. The program also has retention criteria, and the SCC recommended including this information in the catalog. Additional conversation involved the HON 301 course, and members of the Council will be re-visiting this course. The SCC did not have an opportunity to review each of the course proposals with members of the Council as the conversation moved to the concerns that were raised by departmental advisory opinions and the School Curriculum Committees. The SCC noted that some of the issues were addressed in the revised proposal; however, some of the concerns have not been resolved. Some of these concerns include: a.) HON 301 course; b.) exclusivity; c.) and implementing an Honors Program based in ISP with ISP being a new program itself. The SCC also felt that there has been inadequate review and re-review time for this proposal. Additional concerns were raised with the selection of Council members. Because of these concerns, the conversation moved into the direction of what can happen to this proposal from a procedural standpoint. The SCC discussed exploring other process options such as an extension or an academic hold. It was also suggested that a Presidential appointed committee, one that represents the constituency, be considered. Members of the SCC determined that these process options should be discussed with the Provost. At this time, the SCC is unable to vote on the proposal.

**2. Finished review of English proposals** (waited for complete package, which included the ISP II ENG courses). The following English course proposals were approved by the SCC:

II ENG 245 Readings in African-American Literature & Culture (8-0-0-0)

II ENG 270 Literature and the Environment (8-0-0-0)

**\*\*The SCC moves that the 2 English course proposals be approved by the Senate.**

Revisions to the English major were approved by the SCC (8-0-0-0)

**\*\*The SCC moves that the revisions to the English major be approved by the Senate.**

**3. Finished review of American Studies proposals** (waited for complete package, which included the ISP II AMST course). The following American Studies course proposals were approved by the SCC:

IH AMST 248 Cultures of Northern Plains Indians (8-0-0-0)

II AMST 250 Interpreting American Cultures (8-0-0-0)

**\*\*The SCC moves that the 2 American Studies course proposals be approved by the Senate.**

Revisions to the American Studies major were approved by the SCC (8-0-0-0)

**\*\*The SCC moves that the revisions to the American Studies major be approved by the Senate.**

4. The following **Art** course proposal was approved by the SCC:

IA ART 103 Three-Dimensional Design (8-0-0-0)

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

5. The following **Biology** course proposals were approved by the SCC:

IN BIO 101 Topics in Biology (8-0-0-0)

IN BIO 104 Lab Biology Topics (8-0-0-0)

INBIO 300 Advanced Topics in Biology (8-0-0-0)

**\*\*The SCC moves that the 3 Biology course proposals be approved by the Senate.**

It was noted that the BIO 373 course proposal results in a program change. Becky Dunn will contact Karen Cangioli to discuss, and recommend that a revision to the Biology program be sent directly to the SCC.

**THE FOLLOWING COURSE PROPOSALS ARE PRESENTED FOR INFORMATIONAL PURPOSES:**

AMST 250 Interpreting American Culture

ART 224 Photography

ART 324 Photography II

BIO 101 Topics in Biology

BIO 104 Topics in Investigative Biology

BIO 106 The Evolution of Life

BIO 373 Neuroethology

**Next Meeting: Wednesday, November 28<sup>th</sup>**

Respectfully Submitted,

*B. Dunn*

*SCC Chair*

**2007/2008 Senate Curriculum Committee Meeting Minutes**

**November 28, 2007**

**4 to 9:15 p.m.**

**Joslin House: Room 104**

**Present: Roxana Wright, Carime Bersh, Becky Dunn, Tom Richard, Nigel Malcolm, Lois Merry, Brian Green. Excused: J-Lynne Brown, Rosemary Gianno, Ann Rancourt**

**New Business**

**6. Education**

The four-credit conversion plan for the undergraduate Special Education Option in Education was approved by the SCC (6-0-0-2) with revisions to be coordinated with the SCC chair.

**\*\*The SCC moves that the Special Education Option 4-credit proposal be approved by the Senate.**

Revisions to the Post-Baccalaureate Special Education program were approved by the SCC (6-0-0-2).

**\*\*The SCC moves that the revisions to the Post-Baccalaureate Special Education program be approved by the Senate.**

Revisions to the Master of Education Special Education Option were approved by the SCC (6-0-0-2).

**\*\*The SCC moves that the revisions to the Master of Education Special Education Option be approved by the Senate.**

Revisions to the Master of Education Curriculum and Instruction Option – Professional Development Track were approved by the SCC (6-0-0-2).

**\*\*The SCC moves that the revisions to the Master of Education Curriculum and Instruction Option - Professional Development Track be approved by the Senate.**

Revisions to the Master of Education Curriculum and Instruction Option - World Educational Links Track were approved by the SCC (6-0-0-2).

**\*\*The SCC moves that the revisions to the Master of Education Curriculum and Instruction Option - World Educational Links Track be approved by the Senate.**

**7. Physical Education**

The program proposal for a new major in Athletic Training was approved by the SCC (6-0-0-2) with revisions to be coordinated with the SCC chair.

**\*\*The SCC moves that the Athletic Training program proposal for a new major be approved by the Senate.**

Revisions to the Physical Education major were approved by the SCC (6-0-0-2)

**\*\*The SCC moves that the revisions to the Physical Education major be approved by the Senate.**

**8. Honors Proposal**

**The Senate Curriculum Committee's Recommendation for the Honors Program Proposal**

The SCC has reviewed and discussed, at length, the Honors Program Proposal, including all of the advisory opinions from departments and the School Curriculum Committees. It is very clear that members of the campus community are in support of the establishment of an Honors Program at KSC; however, numerous issues have been raised including the approval process for the Honors Program as well as curriculum, resource, and student access concerns. The SCC recognizes that the Honors Program did not follow the established curriculum process prior to implementation; however, KSC has an Honors Program in place that is currently serving 36 students.

The SCC recognizes the work of the Honors Program Council, particularly in their effort to revise the program proposal to address the curriculum, resource, and student access concerns; however, the SCC is not ready to vote on this proposal in its revised format as there are still unresolved questions and concerns with the program and course proposals.

The SCC recommends the following:

1. Assigning an ad hoc committee to work on the Honors Program Proposal. The SCC suggests representation from the Honors Council, student body, the SCC, additional representation from faculty (such as disciplines that are implicated in the course proposals), and at least one non-faculty member (such as representation from Academic Services).
2. The SCC recommends that the revised proposal be ready for Senate review by the first meeting of the fall 2008 semester meaning that School Curriculum Committee and SCC review would happen in the spring 2008 semester.
3. The current Honors Program will operate in its present format for current students and the students who are accepted for the fall 2008 semester.

Talk  
w/  
Becky

#### 9. Music

Revisions to the Music Performance major were approved by the SCC (6-0-0-2)

**\*\*The SCC moves that the revisions to the Music Performance major be approved by the Senate.**

#### 10. Theatre and Dance

Revisions to the Theatre and Dance major were approved by the SCC (6-0-0-2)

**\*\*The SCC moves that the revisions to the Theatre and Dance major be approved by the Senate.**

#### 11. Communication

The following Philosophy course proposal was approved by the SCC:

IH PHIL 220 Ethics (6-0-0-2)

**\*\*The SCC moves that the IH Philosophy course proposal be approved by the Senate.**

Revisions to the Communication major were approved by the SCC (6-0-0-2)

**\*\*The SCC moves that the revisions to the Communication major be approved by the Senate.**

Revisions to the Philosophy minor were approved by the SCC (6-0-0-2)

**\*\*The SCC moves that the revisions to the Philosophy minor be approved by the Senate.**

Revisions to the Holocaust Studies minor were approved by the SCC (6-0-0-2)

**\*\*The SCC moves that the revisions to the Holocaust Studies minor be approved by the Senate.**

#### 12. ISP II Prefix Policy

*Proposed Policy*

*The ISPC recommends the following for implementation as a policy for identifying courses designed to meet the Interdisciplinary category in the ISP.*

*1. Courses submitted by faculty from a single department may be identified as Ixxxx, where xxxx is the Department code, for example IITDS or IIWS.*

*2. The II prefix—with no departmental identification noted. Examples: II -350 Nicaragua in Change, II - 301 – title.*

*This option is intended for interdisciplinary courses that draw from two or more disciplines or that are trying to reach students from across a wide variety of disciplinary majors (and not just those with disciplinary interests because they are majors in specific programs). This designation can also be requested by proposals originating from a single department or faculty member.*

*Rationale: Cross listing of courses that arise from two or more disciplines is cumbersome and could create issues for students regarding repeating courses under the Forgiveness Policy.*

The SCC reviewed the policy and advisory opinions/votes from the School Curriculum Committees. The SCC approved the ISP II Prefix Policy (6-0-0-2).

✓ **\*\*The SCC moves that the ISP II Prefix Policy be approved by the Senate.**

### **13. ISP Interdisciplinary Courses**

The following II 302 course proposal was approved by the SCC:

II 302 Mercury: Power, Poison, & Privilege (6-0-0-2)

✓ **\*\*The SCC moves that the II 302 course proposal be approved by the Senate.**

The following II 310 course proposal was approved by the SCC:

II 310 Love and Existentialism (6-0-0-2)

✓ **\*\*The SCC moves that the II 310 course proposal be approved by the Senate.**

The following II 320 course proposal was approved by the SCC:

II 320 Science Explorations (4-0-2-2)

✓ **\*\*The SCC moves that the II 320 course proposal be approved by the Senate.**

The following II ECON 310 course proposal was approved by the SCC:

II ECON 310 Game Theory (4-0-2-2)

✓ **\*\*The SCC moves that the II ECON 310 course proposal be approved by the Senate.**

The following II EDUC 306 course proposal was approved by the SCC:

II EDUC 306 Women and Education (5-1-0-2)

✓ **\*\*The SCC moves that the II EDUC 306 course proposal be approved by the Senate.**

The following II SOC 360 course proposal was approved by the SCC:

II SOC 360 Nicaragua in Change (6-0-0-2)

✓ **\*\*The SCC moves that the II SOC 360 course proposal be approved by the Senate.**

The following II TDS 140 course proposal was approved by the SCC:

II TDS 140 Media Literacy: Seeing and Selling (6-0-0-2)

✓ **\*\*The SCC moves that the II TDS 140 course proposal be approved by the Senate.**

The following II TDS 150 course proposal was approved by the SCC:

II TDS 150 Technology and Civilization (5-0-1-2)

✓ **\*\*The SCC moves that the II TDS 150 course proposal be approved by the Senate.**

The following II TDS 160 course proposal was approved by the SCC:

II TDS 160 Peak Oil and Sustainable Solutions (6-0-0-2)

✓ **\*\*The SCC moves that the II TDS 160 course proposal be approved by the Senate.**

### **14. Non-ISP Interdisciplinary Courses: INFORMATION**

It has come to the attention of the Senate Curriculum Committee that many of the non-ISP Interdisciplinary courses under Arts & Humanities and Science/Social Sciences have not been offered in the past 3 years. The SCC is working to keep the catalog current with course offerings under the three-year rule, which reads as follows:

**“Three-Year Rule:** Courses not offered within a three-year span will be removed from the Catalog. Each fall, the SCC will send the department chairs and coordinators a list of the courses that have not been offered in the past three years. Such courses will be removed from

In addition to the three-year rule, the SCC is hoping to avoid confusion with ISP Interdisciplinary listings. The SCC has consulted with the Deans of Science/Social Sciences and Arts & Humanities as well as each of the three School Curriculum Committees.

The SCC is in favor (6-0-0-2) of removing the following Arts & Humanities IDAH courses and Science/Social Sciences IDSM and IDSS courses from future catalogs:

IDAH 290  
IDAH 298  
IDAH 498  
IDSM 298  
IDSM 301  
IDSM 498

IDSS 150  
IDSS 290  
IDSS 298  
IDSS 490  
IDSS 498

**15. Finished review of revisions to Biology program proposals.**

Revisions to the BA in Biology major were approved by the SCC (6-0-0-2)

✓ **\*\*The SCC moves that the revisions to the BA in Biology major be approved by the Senate.**

Revisions to the BS in Biology major were approved by the SCC (6-0-0-2)

✓ **\*\*The SCC moves that the revisions to the BS in Biology major be approved by the Senate.**

**16. Film**

The following Film Studies course proposal was approved by the SCC:

IH FILM 270 Introduction to Film Analysis (5-0-0-3)

✓ **\*\*The SCC moves that the IH Film Studies course proposal be approved by the Senate.**

The following Film Studies course proposal was approved by the SCC:

IH FILM 271 Introduction to Film History (5-0-0-3)

✓ **\*\*The SCC moves that the IH Film Studies course proposal be approved by the Senate.**

Revisions to the Film Studies major were approved by the SCC (5-0-0-3)

✓ **\*\*The SCC moves that the revisions to the Film Studies major be approved by the Senate.**

**THE FOLLOWING COURSE PROPOSALS ARE PRESENTED FOR INFORMATIONAL PURPOSES:**

ECON 250 Economic Analysis  
ECON 310 Game Theory  
ECON 440 Industrial Organization

ESEC 150 Development, Exceptionality, and Learning I  
ESEC 250 Development, Exceptionality, and Learning II  
ESEC 281 Emerging/Evolving Literacy

EDUC 602 Students, Families, Schools, and Society  
EDUC 641 School Law

EDUC 680 Educational Research Capstone  
EDUC 690 Advanced Topics in Education

EDUCCI 600 Foundations of Equity Education  
EDUCCI 610 Portfolio Development and Assessment  
EDUCCI 620 Theories of Human Development & Exceptionality  
EDUCCI 625 Technology-integrated Teaching  
EDUCCI 630 Pedagogy of Equity Education I  
EDUCCI 631 Pedagogy of Equity Education II  
EDUCCI 635 Curriculum Theory and Practice  
EDUCCI 640 Curriculum & Assessment in Equity Education I  
EDUCCI 641 Curriculum & Assessment in Equity Education II  
EDUCCI 645 Assessment and Evaluation in Schools  
EDUCCI 650 Practicum: Teaching for Equity  
EDUCCI 660 Introduction to Research Design  
EDUCCI 661 Applied Research in Education  
EDUCCI 680 Internship; Teaching for Equity I  
EDUCCI 681 Internship; Teaching for Equity II  
EDUCCI 695 Seminar: Teacher as Leader

EDUCSP 501 Foundations in Special Education  
EDUCSP 502 Curriculum and Instructional Design  
EDUCSP 520 Assessment and Evaluation in Special Education  
EDUCSP 525 Transition Planning and Programming  
EDUCSP 560 Internship in Special Education I  
EDUCSP 565 Internship in Special Education II

ESECCI 621 Design And Reform Of American Education  
ESECCI 631 Assessment And Evaluation In Schools  
ESECCI 641 Applied Learning Theory  
ESECCI 651 Curriculum Development  
ESECCI 661 Collaboration And Service Delivery Options  
ESECCI 686 Field Placement  
ESECCI 687 Classroom/Instructional Management  
ESECCI 696 Student Teaching  
ESECCI 697 Internship  
ESECSP 697 Internship

ESECSC 696 Internship: Elementary School  
ESECSC 697 Internship: Secondary School

The following Education courses are only changing their prefix:

Education (graduate level)

EDUC 560  
EDUC 565  
EDUC 601  
EDUC 630  
EDUC 661  
EDUC 698  
EDUC 699

Educational Leadership:

EDUCEL 622  
EDUCEL 631  
EDUCEL 652  
EDUCEL 697  
EDUCEL 698

School Counselor:

EDUCSC 610  
EDUCSC 622  
EDUCSC 623  
EDUCSC 626  
EDUCSC 631  
EDUCSC 641  
EDUCSC 651  
EDUCSC 652  
EDUCSC 662  
EDUCSC 696  
EDUCSC 697  
EDUCSC 698

Curriculum and Instruction

EDUCCI 698

Special Education

EDUCSP 610  
EDUCSP 621  
EDUCSP 661  
EDUCSP 698

MU 235 Performance Literature

MU 239 Vocal Literature

PE 140 Introduction to Athletic Training  
PE 191 First Aid and CPR for the Professional Rescuer  
PE 242 Management of Cardiac and Respiratory Emergencies  
PE 340 Prevention and Care of Athletic Injuries  
PE 341 Evaluation of the Lower Extremity and Axial Region  
PE 342 Therapeutic Modalities  
PE 343 Clinical Exercise Therapy  
PE 384 Clinical Athletic Training II  
PE 440 Evaluation of the Upper Extremity and Spine  
PE 441 Pharmacology and Pathology for Athletic Trainers  
PE 443 Administration of Athletic Training  
PE 483 Clinical Athletic Training III  
PE 484 Clinical Athletic Training IV  
PE 494 Athletic Training Practicum  
PE 344 Sports Nutrition  
PE 460 Experimental Design and Analysis for Physical Education  
PE 255 Developmental Movement  
PE 256 Rhythms  
PE 261 Fitness Curriculum for K-12 Learners  
PE 265 Secondary Activities  
PE 268 Outdoor Skills

PE 283 Gymnastics  
PE 285 Volleyball  
PE 286 Basketball  
PE 287 Softball  
PE 288 Soccer  
PE 360 Teaching Physical Education  
PE 361 Adapted Physical Education  
PE 362 Organization and Administration of Physical Education Programs  
PE 363 Assessment of K-12 Learners  
PE 375 Practicum: Teaching Elementary  
PE 376 Practicum: Teaching Secondary

TAD 231 Western Theatre: History/Literature I  
TAD 232 Western Theatre: History/Literature II

**NEXT MEETINGS:** January 2008

Respectfully Submitted,  
*B. Dunn*  
*SCC Chair*

## Academic Standards Committee Report

Academic Standards Committee met on Wednesday, November 28, 2007. Present were Senators William Menezes, Sally Jean, Robert Kostick, Shari Bemis, Corinne Kowpak, Zack Fowler, Lynne Rust. Excused was Senator Colin Abernethy. Also attending the meeting were Provost Mel Netzhammer and Pamela Smith from the Nutrition Department.

I. The Committee voted unanimously to table the College Closure Policy in Case of an Emergency for further study. It will be the first order of business for the ASC in the spring semester.

II. The Committee voted unanimously to accept the following admission requirements to the Nutrition program

### Admission Criteria

Students must have an overall GPA of 2.8. Application for permanent admission to the option is typically completed at the end of the student's first year. After completion of the following courses with an average of "B" or higher (3.0), students interested in pursuing the Nutrition Option must submit an application for permanent admission to the Health Science Nutrition Option:

HLSC 101: Health and Wellness

HLSC 125: Nutrition and the Profession

INCHEM 103: Fundamentals of Chemistry

For transfer students, equivalent transferred courses may be considered if approved by the Admissions Committee.

### *This replaces the old criteria as follows:*

#### Admission Criteria

Overall GPA of 2.7, major GPA of 2.7, and a grade C or higher in HLSC 101 Health and Wellness is required. For transfer students, equivalent transferred courses may be considered if approved by the Admissions Committee.

III. The Committee voted unanimously to accept the following criteria for admission to the following:

#### Generic/New Catalog Language:

#### STEP 1: REQUIREMENTS for ALL PROGRAMS

All applicants must submit the following materials and meet the specified standards. Please refer to STEP 2 for additional requirements for each program. Forward required materials for STEP 1 and STEP 2 to: KSC Admissions Office, 229 Main Street, Keene, NH 03435-2604.

Completed application form with signature by April 1 for fall; December 1 for spring.

Application fee of \$35

Official transcripts from all prior colleges or universities attended (undergraduate and graduate).

Applicants must hold a bachelor's degree from an appropriately accredited institution of higher education. Transcripts for course work completed at Keene State will be obtained by the Admissions Office.

Praxis 1 scores: (reading, writing and mathematics) or current certification

Essay

Three letters of recommendation completed on a KSC "Graduate Studies Recommendation" form.

### **To replace the old catalogue language**

#### **Admission**

Candidates for admission to a program of Advanced Study in Education must submit the appropriate application, including required materials, to the KSC Admissions Office. Furthermore, the following

official teacher certification from any state Department of Education must include a copy with their application. A personal interview is also required to complete the application process. Each program or option may specify additional admissions criteria. Refer to the specific admissions criteria for each program or option listed on the Application for Advanced Study in Education.

Applicants must have earned a baccalaureate degree with a minimum 2.5 grade point average for all undergraduate course work or must submit an official score report indicating a performance score at or above the 50th percentile on each of the three subtests of the (General) Graduate Record Exam (GRE).

***The ASC voted unanimously to accept the following admissions criteria for the following Individual Graduate programs***

**A) Program-by-Program New Catalog Language:**

Master of Education Degree

**CURRICULUM & INSTRUCTION – PROFESSIONAL DEVELOPMENT**

This program is intended for experienced teachers who seek a master of education degree

The successful candidate will meet the following criteria:

Candidates must have a minimum of one year full-time teaching experience working with children and youth in an appropriate educational setting (pre-K to 12).

Candidates must be employed at least half-time in an approved educational setting for the duration of the program.

Preference will be given to candidates who have a minimum of two years relevant life experience, or the equivalent, in addition to undergraduate program completion.

This program is intended for experienced teachers who became certified through an approved post-baccalaureate program at KSC or at an approved collaborating institution.

A maximum of 24 transfer credits may be applied toward this degree. The amount and award of credit is contingent upon matriculation at KSC, documentation of: current certification, and completion of an approved post-baccalaureate program at KSC or at an approved collaborating institution.

The successful candidate will meet the following criteria:

Completed a post-baccalaureate program at KSC or at an approved collaborating institution that resulted in current certification. Documentation must be submitted to the Admissions Office.

Candidates must have a minimum of one year full-time teaching experience working with children and youth in an appropriate educational setting (pre-K to 12).

Candidates must be employed at least half-time in an approved educational setting for the duration of the program.

Preference will be given to candidates who have a minimum of two years relevant life experience, or the equivalent, in addition to undergraduate program completion.

**B) Master of Education Degree**

**EDUCATIONAL LEADERSHIP**

The certification associated with this program is School Principal (grades K to 12)

The successful candidate will meet the following criteria:

Candidates must have a minimum of two years full-time experience working with children and youth as a qualified educator in an approved educational setting. Three years full-time experience is required before the New Hampshire Department of Education will grant certification as a principal (grades K to 12).

Candidates must be employed at least half-time in an approved educational setting for the duration of the program.

**Post-Master's Certification**

**EDUCATIONAL LEADERSHIP**

The successful candidate will meet the following criteria:

Candidates must have earned a master's degree in an appropriate field.

Candidates must have a minimum of two years full-time experience working with children and youth as a qualified educator in an approved educational setting. Three years full-time experience is required before the New Hampshire Department of Education will grant certification as a principal (grades K to 12).

Candidates must be employed at least half-time in an approved educational setting for the duration of the program.

Master of Education Degree

SCHOOL COUNSELOR

The certification associated with this program is Guidance Counselor (grades K to 12)

The successful candidate will meet the following criteria:

1. Candidates must have a minimum 300 hours of experience with children and youth in an appropriate educational setting. Preference will be given to candidates with a year or more of experience.

2. Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.

Post-Master's Certification

SCHOOL COUNSELOR

The certification associated with this program is Guidance Counselor (grades K to 12)

The successful candidate will meet the following criteria:

1. Candidates must have earned a master's degree in a field related to counseling or social work.

Candidates must have a minimum 300 hours of experience with children and youth in an appropriate educational setting. Preference will be given to candidates with a year or more of experience.

3. Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.

Master of Education Degree

SPECIAL EDUCATION

This program is intended for teachers who have completed an approved post-baccalaureate program at Granite State College that resulted in current certification in one of the following areas: General Special Education, Emotionally Disturbed, Learning Disabilities or Mental Retardation.

A maximum of 24 transfer credits may be applied toward this degree. The amount and award of credit is contingent upon matriculation at KSC, documentation of current certification, and completion of an approved post-baccalaureate program at Granite State College.

The successful candidate will meet the following criteria:

Completed a post-baccalaureate program at GSC that resulted in current certification in one of the following areas: General Special Education, Emotionally Disturbed, Learning Disabilities or Mental Retardation.

Be currently certified by a recognized Dept. of Education in an appropriate SPED area. Documentation must be submitted to the Admissions Office.

Have a minimum 300 hours of experience with children and youth in an appropriate educational setting. Preference will be given to candidates with a year or more of experience.

Be employed at least half-time in an approved educational setting for the duration of the program, or be enrolled in an approved KSC internship.

Post-Baccalaureate Teacher Certification

GENERAL SPECIAL EDUCATION (grades K to 12)

A. Demonstrated academic foundation in education in one of the following ways:

Current certification (may or may not have a master's degree)

Formerly certified or qualified to be certified.

Completion of an plan for achieving "general education" competency designed by KSC faculty and staff

Candidates in this category will complete the main block of 24 SPED credits.

The successful candidate will meet the following criteria:

Preference will be given to candidates who have demonstrated strengths in Math, Science, Social Studies or Language Arts (English, reading, etc.).

Candidates must have a minimum 300 hours of experience with children and youth in an appropriate educational setting. Preference will be given to candidates with a year or more of experience.

Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.

*This new admission criteria replaces the following old language:*

Program-by-Program/Old Catalog Language:

Professional Track/M.Ed.

C&I

**Admission Criteria – Professional Development Track**

Candidates for admission to the Curriculum and Instruction: Professional Development Track must submit an Application for Advanced Study in Education, including required materials, to the KSC Admissions Office. Furthermore, the following criteria must be met:

current employment as a teacher in an approved educational setting (grades pre-K to 12)

one year full-time teaching experience

a personal interview with a member of the C&I faculty

Ed. Leadership:

**Admission Criteria – Educational Leadership Option**

Candidates for admission to the Educational Leadership Option must submit an Application for Advanced Study in Education, including required materials, to the KSC Admissions office. Furthermore, the following criteria must be met:

current employment in an approved educational setting (grades pre-K to 12)

two years full-time experience as a qualified educator (three years full-time experience is required for Certification as a Principal by the N.H. Department of Education)

a personal interview with a member of the Educational Leadership faculty

School Counselor:

**Admission Criteria – School Counselor Option**

Candidates for admission to the School Counselor Option must submit an Application for Advanced Study in Education, including required materials, to the KSC Admissions Office. Furthermore, the following criteria must be met:

observe and interact with students in a public school environment for a minimum of 100 documented hours within the five years prior to beginning the program

a personal interview with a member of the School Counselor faculty

Special Ed:

**Admission Criteria – Special Education Option**

Candidates for admission to the Special Education Option must submit an Application for Advanced Study in Education, including required materials, to the KSC Admissions Office. Furthermore, the following criteria must be met:

current certification in General Special Education (grades K to 12)

one year full-time teaching experience in special education

a personal interview with a member of the Special Education faculty

Post Master's Certification:

Ed Leadership:

**Admission Criteria**

Candidates for admission to the Educational Leadership program must submit an Application for Advanced Study in Education, including required materials, to the KSC Admissions Office. Furthermore, the following criteria must be met:

current employment in an approved educational setting (grades pre-K to 12)

two years full-time experience as a qualified educator (three years full-time experience is required for Certification as a Principal by the N.H. Department of Education)

earned appropriate master's degree

a personal interview with a member of the Educational Leadership faculty

School Counselor:

**Admission Criteria**

Candidates for admission to the School Counselor program must submit an Application for Advanced Study in Education, including required materials, to the KSC Admissions Office. Furthermore, the following criteria must be met:

Observe and interact with students in a public school environment for a minimum of 100 documented hours within the past five years prior to beginning the program

a personal interview with a member of the School Counselor faculty earned appropriate master's degree in a counseling-related field.

**IV Pending further discussions and review the ASC voted to table the Admissions**

**Requirements for the following:**

Master of Education Degree

**CURRICULUM & INSTRUCTION – INITIAL CERTIFICATION**

World Educational Links

*and*

Post-Baccalaureate Teacher Certification

Teaching Academy

November 29, 2007

To: Provost Emile Netzhammer and the KSC Senate  
From: Gregory Knouff, Chair of the Academic Overview Committee.

Dear Provost Netzhammer and Senate President Johnsen:

Find attached the following documents that will constitute the final AOC report to the Senate on the Program Review of Communications/Journalism/Philosophy:

1. Communications Subcommittee Report
2. Philosophy Subcommittee Report
3. Journalism Subcommittee Report
4. Dean Nona Fienberg's Response to the AOC reports
5. Communications/Journalism/Philosophy Department's Response to the AOC Reports.

Respectfully,

Gregory Knouff

**Academic Overview Committee Communication Report**

November 7, 2007

Dan Patterson, chair

Nora Traviss

Tom O'Brien

Kim Schmidl-Gagne

**Introduction**

The Communication major at KSC is part of the multi-disciplinary umbrella discipline of Communication, Philosophy & Journalism (comprised of two options in Communication: A. Communication Studies and B. Philosophy, and a Journalism major). The Chair of Communication, Philosophy & Journalism is Professor Ann Atkinson and the department is served by one Administrative Assistant who is also assigned to cover the department of Film and Graphic Design; she functions as well as the de facto building manager for the Media Arts Center. Philosophy is housed in Parker Hall together with their Administrative Assistant. ←

At this time, there are four full-time faculty members in Communication, one faculty member with a Journalism/Communication crossover and one PAT in charge of the internship program. Of this group, two are Associate Professors, three are Assistant Professors and one is a PAT Skills Application Instructor. Of the Communication faculty, all are tenure-track although only one is tenured. There are 11 adjuncts, down from 13 in 1999, who mostly teach IHCOMM 171 Public Speaking (formerly COMM 171 Fundamentals of Speech). All Communication faculty members now have office space in the Media Arts Center since the move of the Communication, Journalism, Graphic Design and Film programs to that facility this year. (Philosophy remains in Parker Hall.)

The external reviewer, Dr. Madeleine A. Cahill, Associate Professor of Communication from Westfield State College, comments that the faculty members are "...notably active in both their classroom work and in their academic research." She goes on to laud the faculty for their "...excellent academic credentials." She also mentions "...dedication to the discipline, the department, the College, and each other." Finally she mentions that the faculty are "...placed in courses in tune with their strengths."

The Communication and Journalism program is now housed in a renovated dining commons which was rebuilt specifically to house the aforementioned disciplines plus Film and Graphic Design. There is apparently a plan to build a new facility in 5-10 years to house some or all of these disciplines and more.

**Changes in Program since the last review in 1999**

The Communication major was last reviewed by the AOC in 1999 and a number of changes have been made following the recommendations of that report. The program has also re-designed its course offerings with the transition to the 4-credit model mandated by the College (as detailed on pages 16-19 in the self-study and in the 07-08 Catalogue when it is published). The discipline has plans to participate in the new Integrative Studies program (formerly General Education), but details in the self-study (p.23) were not fully developed.

The Previous AOC report generally lauded the Communication program for

1. "Fitting in well with the mission of the College"
2. "Providing a challenging major and minor"
3. "Providing students with an understanding of 'ethical theoretical and practical considerations of human communication'"

The previous AOC report found the following weaknesses/areas of concern:

1. Individual prefixes (COMM, JOURN, PHIL) confuse students.
2. Heavy reliance on Adjuncts. 70% (13 adjuncts) with 84 credit-hours.
3. Need to make duplicate sections more consistent in content and outcomes.
4. Enrollments not evenly distributed. Advanced courses have low enrollments.
5. Service component has increased the need for more sections which creates demand for more adjuncts.
6. Physical location. As a single discipline, it was felt that the program was too spread out over the campus which created many difficulties.
7. Students can declare a major without an advisor's signature (although this is also seen as a common problem across the campus)

The previous AOC report recognized the following strengths for the Communication discipline:

1. A highly qualified and committed faculty
2. A program that strives to meet national standards.
3. A strong sense of community within the disciplines' faculty
4. A strong enrollment at a low cost to the institution.
5. Philosophy within Communication creates a specialization with a strong presence.

In 1999, Vice President for Academic Affairs Robert Golden noted a "...rapid increase in enrollments in Communication and Journalism and a steady decline in enrollment in Philosophy." He also noted that it was unique and positive to have the Philosophy component of Communication. The comments in the 1999 AOC report and the VPAA reports generated the Philosophy Option within Communication. Most of the re-structuring and re-design of the program has been in tweaking the mechanics of enrolling in Philosophy as an Option and are designed to increase the Philosophy enrollments.

Significant changes were made in the curriculum since the last review. The new Philosophy option was initiated in AY 2002-2003. While certain courses have been expanded and reframed following the recommendations, other courses have been dropped as the four credit transition necessitated reduction in course offerings. The Philosophy Option and the Communication major worked toward increasing diversity in the curriculum with new courses planned by Sara Hottinger and Nigel Malcolm incorporating perspectives on ethnicity, gender and race.

### **Program Goals and Objectives:**

"The Communication major at Keene State College seeks to teach students about human communication from practical, theoretical, ethical and critical perspectives. The program is designed as a humanities-based, interdisciplinary major in which students develop skills in general problem solving, persuasive communication, and clear writing." The current external reviewer comments that the programs "...unique approach to the discipline allows students to explore an impressive breadth of liberal arts subjects."

### **Integration into the College mission**

The program feels that it fits in with the mission of the College by:

- a. "...being grounded in both theory and practice."
- b. "...students apply theoretical frameworks to understand communication phenomena."
- c. Students "...learn to identify beliefs, values and attitudes that guide them in decision-making."
- d. Students "...learn to be critical consumers of the messages that try to persuade them to take action...both personal and public..."

## **General Education (Now Integrative Studies)**

The program feels it fits into General Education by:

- a. Teaching students to "...think critically and analytically about Communication"
- b. Teaching students to understand the "...centrality of Speech in the development of Public Policy."
- c. Teaching students to understand "...ethical codes which undergird our daily lives and the day-to-day practices of our institutions."
- d. "Courses in Theory and Rhetoric, Ethics and Intercultural Communication underscore the importance of understanding difference and valuing the task of unpacking cultural assumptions."

## **Accreditation**

There is no formal accreditation agency for Communication. The Communication program uses guidelines set up by the National Communication Association and a student organization, Lambda Pi Eta, has been developed as part of this connection.

## **Program Design**

There is a core of courses from across the discipline involving Communication, Philosophy, and Journalism. There is an admissions requirement in which students must complete three of the four core courses with a 2.5 GPA or higher in order to be admitted to the major within their sophomore year. The admissions requirement corrects the problem of students enrolling in the major without the consent of an advisor. A Film course, once a part of the core, has been dropped. The 100 and 200 level courses are designed to provide a vocabulary and introductory texts provide needed basics. Oral presentations are required and exams vary in style. Most lower level courses include term papers. Students then follow a sequence into Ethics, Theory of Communication and Rhetoric and a Research course. An assessment of the Senior project concluded that students weren't getting enough training in research methods in lower level courses before having to tackle the Senior project. The research course requirement was added as a result of that assessment. The program is to be applauded for instituting such assessment tools. It should be noted that the research requirement is not a course with that focus, but a choice among several courses that emphasize research. Students then sequence into elective courses and the Senior Capstone Project. The entire thrust of the program seems now to prepare students for the Senior Capstone project.

## **4-credit proposal**

The College has mandated the move to four-credit programs. The AOC applauds the Communication, Philosophy and Journalism discipline for taking the opportunity to re-design its curriculum to make it simpler and clearer.

## **Learning Outcomes**

A coordinator position was created for COMM 171 Fundamentals of Speech (now IHCOMM 171 Public Speaking to coordinate the efforts of each instructor of these sections. A workbook was written for this course containing guidelines for instructors to use and a common text was adopted. Workshops are held at the beginning of each year for instructors of these sections. In addition, workshops are held for the instructors of COMM 175 in order to ensure the consistency of teaching research skills within the program. This is in response to the earlier criticism of a lack of consistency in the many sections being taught. The Communication program is to be applauded for this effort.

The external reviewer said that "One of the strengths of the program is faculty willingness to re-examine and re-tool courses and curricular paths that could be improved..."

## Senior Project Assessment

As a result of perceived problems in 2003 the program set up an assessment program for the Senior Project. Instructors were asked to identify particular problems in the project and, as a result, changes were made which strengthened and improved the pedagogy. Improvements include:

1. Trial project proposals instituted in earlier classes to prepare the way for the Capstone project
2. APA style manuals and standards adopted
3. Library research methods adopted in earlier courses
4. Rough drafts required
5. Advising emphasizes finding an interest aimed toward the project
6. Literature reviews required in earlier courses
7. Use of essays from Communication journals instituted in earlier courses
8. All students need to become involved in the final evening of projects
9. Guidelines for oral presentations adopted throughout the curriculum
10. Rooms booked earlier
11. De-emphasize internships as capstone projects
12. Career planning and placement services encouraged
13. Increase the library holdings.

The Senior Project is now assessed each year. The AOC feels that this kind of ongoing assessment is a very laudable practice and will certainly help strengthen the program.

## Administrative Assistant

The Administrative Assistant for this discipline serves as the de facto building manager for the Media Arts Center in addition to serving the needs of the Communication, Philosophy and Journalism program and the Graphic Design and Film programs. All assessments of the program generally laud this assistant for the excellent work that is done in support of these programs and all assessments agree that the load is too much for one person. It is patently obvious that this position would greatly benefit from the addition of complementary personnel.

## Enrollments

If the numbers cited in the self-study are correct, they indicate a decline in enrollment in the Communication Major from 2000 to 2005 with a surge in 2002 and then a steady decline to the present. The enrollment has gone from a high of 125 majors in 2002 to 80 majors in 2005. (These are students declaring Communication as their first major). These numbers seem to be reflected as well in Minors. The numbers indicate a downward trend. However, the external reviewer feels that these enrollment fluctuations are a result of the manipulation by the department of certain prerequisites designed to control an apparent flood of casual majors. The external reviewer points out that the ploy worked too well by discouraging enrollment in the program. The controls and prerequisites are again being reworked as part of the new four credit proposal which should result in the numbers returning to a consistent level. The reviewer also pointed out however that "...such dramatic fluctuations are a concern and need to be monitored more closely and responded to more quickly in the future..."

## Strengths

The AOC generally echoes the sentiments of the earlier committee who reviewed the Communication program and the extremely laudatory remarks of the external reviewer. Many of the strengths of the program have been described within the body of this document. To summarize:

1. **The cooperative relationship between Faculty and Administration:** The external reviewer felt that there was a "rare" alliance and went on to say that "...care should be taken to protect

2. **Collegiality:** The external reviewer couldn't say enough about the warmth of relationships among the faculty. She was most impressed that they all seem to take an interest in others work and particularly mentions the mentoring of the newer faculty and adjunct faculty by the older faculty.
3. **Qualified Faculty:** The external reviewer particularly mentions "...excellent academic credentials." She also comments on the faculty's "...dedication to the discipline, the department, the College, and each other." The external reviewer felt that the Communication ".adjuncts are a highly qualified and unusually dedicated group." It should perhaps be pointed out that the IHCOMM 171 Public Speaking course is one course in which it may, perhaps, be necessary to have a fairly large number of adjuncts teaching many sections. The Communication program seems to have a very solid handle on how to train adjuncts in order to achieve consistency within the many sections of this course. They have instituted pre-semester workshops for instructors involved. This is a large improvement on a situation that the 1999 AOC indicated needed work. The summary conclusion here is that the adjuncts are used and used well. The reliance on adjuncts in the area of fundamental courses is not an ideal situation, especially given the difficulties in hiring a multitude of instructors who meet the minimum qualifications, not to mention the transitory nature of adjunct help. The program, however, should feel proud to have such a strong platoon of adjunct employees and a program of training for them that helps to ensure consistency and quality for their students."
4. **Facilities:** The external reviewer particularly applauds the new building for bringing the faculty together into a closer community with expectations for the future and a commitment from the administration to support and enhance the program. The AOC echoes this praise and in particular the administration's willingness to respond to the recommendations of these reports.
5. **Uniqueness:** The external reviewer says it best with a comment about "...the unique approach to the discipline allows students to explore an impressive breadth of liberal arts subjects." This uniqueness is embodied in the connection of the Philosophy Option to the program.

## Recommendations

Based on our reading of the self-study and the external reviewer's report, the AOC would like to make the following recommendations:

1. **Administrative Assistant:** There is an urgent need for additional personnel in the form of complementary operating staff, to support the administrative assistance available to the Communication, Philosophy and Journalism department. This is echoed in the report of the external reviewer who calls the situation "untenable" and considers it to be a pressing need. The AOC recommends that the other two departments in the MAC, Film and Graphic Design, be given their own separate, administrative assistants.
2. **Identity:** What the external reviewer refers to as a lack of "cohesiveness among the programs within the discipline" can perhaps better be described as a lack of "group identity." It is obvious that Communication, Philosophy and Journalism, understand this problem and is working to help students to understand the multi-disciplinary nature of their programs. With time and the development of the new Media Arts Center as a home for the program, along with the plans for a new building that will be able to house all of the various parts of the program, the AOC believes that this problem will be resolved.
3. **Film:** The catalogue description of the program lists Film as one of its components, but the Film component has been dropped as part of the 4-credit re-design.

4. **Internships:** The Internship program began to gain momentum in 2001 as a result of the efforts of the PAT coordinator. The self-study didn't contain much of a description of this program. It seems such an important program that the AOC recommends the Communication program spend a little more time explaining it. The external reviewer, however, was very impressed with this program and spoke to students who "...indicated high levels of satisfaction with that experience and were enthusiastically recommending it to each other."
5. **Media Arts Center:** It is obvious that this building has helped the Communication, Philosophy and Journalism program to find cohesiveness that was applauded by the external reviewer. The AOC understands that it is a temporary solution and that a long-term plan exists to build a separate building to house some of the programs currently in the MAC. The external reviewer has lauded the program for having "...some role in the design of the building, a form of collaboration that appears to be a strength of KSC." The AOC recommends that the collaboration begin soon for the future building.
6. **Adjunct Faculty:** Reliance on Adjunct Faculty for IHCOMM 171 Public Speaking may not be a sustainable solution for the long term.

December 5, 2007

Senate Executive Committee Meeting Report

Meeting held on Wednesday, November 28, 2007 in the Crowley Room of Rhodes Hall.

Present: Larry McDonald, Karen Stanish, Sarah DeLisle, William Stroup, Mel Netzhhammer, and Gladys Johnsen

- I. FYI only: Karen Stanish, Senate Vice-Chair & Co-Chair of the College Planning Council presented the revised KSC *Mission and Values* statement (SD 07/08-41).
- II. Senate Bylaws Revisions and/or Additions: The PAT has been revisiting their bylaws and preparing two requests for the Senate bylaws in relation to their senate representatives. The AOC and SCC have previously reported that one of their goals for the 2007-2008 Senate year is to also review and/or revise their sections of the Senate Bylaws. Therefore, the SEC requests a similar report from the ASC and any other senate constituency by **February 29, 2008**, for discussion at our March 5<sup>th</sup> meeting. All revisions and/or requests will be brought to the full Senate floor for discussion and vote on March 12, 2008.
- III. Student Body President & Member of the SEC, Sarah DeLisle, brought the following request from the Student Assembly.

*The representatives from the Student Assembly are concerned with the weekly scheduling of classes around campus. Many students would like to consider bringing back the all-campus meeting time. We were hoping to bring this suggestion to the Senate and re-open the discussion once again. It does not necessarily have to take place at the same time that it had in the past, however we would rather have it at a more convenient time other than after 2:00 PM on Fridays. We find that this new time has made scheduling e-board and general member meetings very difficult for people and almost impossible for all members to attend. It also has put a hindrance on being able to attend office hours, therefore not being as accessible to the students. Thank you for your consideration. Sarah DeLisle, Student Assembly Chair*

The SEC agreed to include this request on the February 6<sup>th</sup> Senate Agenda.

- IV. Provost & SEC Member, Mel Netzhhammer discussed his plans for the upcoming NEASC Accreditation process.

Submitted by Gladys Johnsen, Chair

From College Planning Council members: Karen Stanish (co-chair), Mary-Ellen Fortini, Jeanne Hearn, and Gordon Leversee

### **PROPOSED MISSION STATEMENT**

*Keene State College, the public liberal arts college of New Hampshire, offers an enriching campus life and is dedicated to preparing promising students for global citizenship and meaningful work through the integration of teaching, learning, service, and scholarship.*

### **VALUES**

As a public institution, we are committed to providing access to educational opportunities and continuing our heritage of service to New Hampshire and the New England region. Our liberal arts mission dedicates us to the development of knowledge and skills necessary to address the challenges of our ever changing world.

We value

- All members of our community: students, faculty, staff, alumni, and friends.
- Critical thinking, creativity, cultural enrichment, and a commitment to learning.
- Social justice and equity in our community and in our curriculum.
- Educational challenge and support for a wide range of learners.
- Physical and financial access and support.
- A healthy and balanced development of mind, body, and spirit
- Diversity, civility, and respect.
- Service to the community and civic engagement.
- Environmental stewardship and sustainability.
- Partnerships that enhance the quality of life in the Monadnock region, New Hampshire, and the world.
- An attractive campus that reflects our traditions and our aspirations, that inspires and supports inquire, reflection, and social interaction.

### **EXISTING MISSION STATEMENT**

It is the mission of Keene State College to provide and maintain an intellectual environment grounded in the liberal arts that fosters both the personal and professional growth of our students. In support of this mission the College promotes and sustains strong relationships among students, faculty, and staff that emphasize creative and critical thinking, scholarship and research, and a passion for learning. Through a mature commitment to learning and service, students will be able to integrate different forms of knowledge and will graduate with substantive knowledge in a chosen field of study. Through retaining and supporting a caring staff and a faculty of effective teachers and active scholars, the College prepares students for success in a complex, interdependent world.

### **VALUES**

- Excellence in teaching, learning, and scholarship
- Diversity in our curriculum and in our community
- Creativity and intellectual curiosity
- Environmental stewardship and sustainability
- Cultural enrichment
- Service to the community
- A healthy balance between mind and body
- Lifelong learning
- An attractive and functional campus environment

*Minutes of the 373<sup>rd</sup> Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, April 11, 2007*

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

**ROLL CALL:**

*Excused:* no info  
*Absent:* no info

**SECRETARY'S REPORT:** Report Forthcoming

**COURTESY PERIOD:**

President Giles-Gee thanked everyone on behalf of the Teacher Ed program for the extraordinary cooperation provided by the campus to the accreditation team.

Senator Stroup announced that the selected "summer reading" book is *The Devil's Highway*, a wonderful book that gives us a chance to think about immigration issues in connection with the Citizenship Symposium that will take place in the fall.

Senator Kowpak said that at the end of each of the athletic seasons the athletic directors in each of the NCAA divisions get together and poll, based on records and achievement of the teams. At the end of the winter season KSC was ranked 23<sup>rd</sup> in the nation in Division III. There are around 467 Division III institutions. Even more impressive is the fact that KSC is ranked 4<sup>th</sup> in New England behind Middlebury, Williams, and Amherst!

**REPORTS OF COMMITTEES:**

**ACADEMIC OVERVIEW COMMITTEE:**

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

**SENATE EXECUTIVE COMMITTEE:**

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

**Motion:** By Senator Stanish to approve the revised ISP Amendment Process as written below:

*The Integrative Studies Program Committee (ISPC), any faculty members(s), or academic departments(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. The School Curriculum Committees will forward their recommendations to the Senate Curriculum Committee (SCC) and the Academic Standards Committee (ASC). The SCC and ASC will bring their Recommendations to the Senate for approval.*

*Minutes of the 374<sup>th</sup> Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, April 11, 2007*

**CALL TO ORDER:** 5:50 p.m.

**ELECTION OF OFFICERS:**

<b>Chair:</b>	Gladys Johnsen
<b>Vice Chair:</b>	Karen Stanish
<b>Secretary:</b>	William Stroup
<b>Faculty-At-Large:</b>	Larry McDonald ~ Fall 2007 Mark Timney ~ Spring 2008
<b>Parliamentarian</b>	Ann Atkinson (approved by the Senate)

**ADJOURNMENT:** The Senate voted to adjourn at 6:04 p.m.

SD 07/08-1

OP Staff Senate Ex  
PAT on Council

### Senate Executive Committee Meeting Report

Wednesday, September 5, 2007 in the Crowley Room of Rhodes Hall

Present: Mel Netzhhammer, Larry McDonald, Karen Stanish, Sarah DeLisle, William Stroup, Gladys Johnsen and Guests: Four Members of the KSCEA: Peter Stevenson, Chuck Weed, Marianne Salcetti, and Gary Bonitatibus

#### Meeting Notes

1. Beatriz Torres' introduction of the new Honors Program
2. The Provost submitted a draft of the *Academic Plan in the Event the College Closes* and the SEC forwarded it to the ASC for review and recommendations. A recommended tentative deadline for discussion and acceptance by the Senate is by the December meeting. The SEC invited Sylvie Rice to today's meeting to give us an overview of the College's overall plan; of which includes the Provost's Academic Plan document.
3. The SEC met with members of the KSCEA and discussed ways in which the KSCEA and the Senate can have a better communication process. The following was given to the SEC members for the discussion by Peter Stevenson, Chair, who we invited to today's meeting for clarification of the union's concerns.

Meeting with the Senate Executive Committee: 9/5/07

Request:

The Senate amends its by-laws to make the KSCEA liaison, either a dually elected member of the College Senate (voting) or an ex-officio member appointed by the KSCEA executive board (non-voting), a permanent member of the Senate Executive Committee.

Questions that could lead to requests:

How can the Senate work with the KSCEA to lessen the service workload on untenured faculty?

How can the Senate and KSCEA work to lessen the general workload of all faculty members during time of transition?

What corrective mechanisms could be put into place when Senate policy and KSCEA policy conflict?

4. The Student Senators are TBA.

Submitted by Gladys Johnsen, Chair

## Keene State College Honors Program

**Mission:** to provide exceptional students with intellectual stimulation and academically rich experiences for personal and professional growth.

**Curriculum:** Five Honors courses within the Integrative Studies Program. Students take one shared course each semester in the first two years, then a Study Abroad experience, and a capstone Integrative Studies class for Honors students.

### Program Benefits:

- The opportunity to deeply understand and critically reflect on the intersection of multiple disciplines.
- The possibility to experience a living/learning community at Fiske Hall during their freshmen year
- Students engage in activities in and outside the classroom
- An experience abroad

### Selection process:

- Students admitted to the college who hold a certain GPA and SATs scores are invited to apply
- Submission of a portfolio (3 pieces of work that represent them as students) & letter

### Opportunities for faculty

- Service: by joining the work of the Honors Program Advisory Council
- Teaching an Integrative Studies Honors Course.

More information:

[www.keene.edu/academics/honors](http://www.keene.edu/academics/honors)

Dr. Beatriz Torres  
Director Honors Program  
358-2415

**Report of the Academic Overview Committee to the College Senate  
September 5, 2007**

The Academic Overview Committee met twice to discuss its charge from the Senate to reconsider and revise AOC procedural guidelines and scheduling. Additionally, we discussed and are continuing to discuss actions regarding tabled program reviews from 2006-07.

Current Members of the Committee are:

Gregory Knouff, Chair	Margaret Smith
Gloria Lodge	Beatriz Torres
Thomas O'Brien	Nora Traviss
Kristen Porter-Utley	Barbara Ware
Kim Schmidl-Gagne	

**Academic Overview Committee Minutes  
Wednesday, August 29<sup>th</sup> 2007 4pm, Rhodes Hall Crowley Room**

Present: Gladys Johnsen, Greg Knouff, Beatriz Torres, Kim Schmidl-Gagne, Thomas O'Brien, Kristen Porter-Utley, Margaret Smith, Barbara Ware, Nora Traviss

Discussion:

Gladys Johnson called the AOC Committee together for an initial meeting to determine leadership for the committee. Greg Knouff was nominated to chair the committee and the nomination was seconded. Motion to elect Greg Knouff as chair of the AOC

Yes: 8      No: 0      Abstain: 1

Motion Passed

The committee briefly discussed the outstanding Communications, Journalism and Philosophy report as well as the Chemistry report. Ann Atkinson will be invited to the first meeting of the AOC to further discuss the program review status. Further discussions will occur with Chemistry

Minutes from 2006-2007 will be posted on Blackboard as soon as possible.

Next Meeting: Wednesday, September 5<sup>th</sup> at 4pm in Student Center 309

To: KSC Senate

From: William Menezes, Academic Standards Committee

Re: First Meeting of the fall 2007 Academic Year

Present: Colin Abernethy, Shari Bemis, Lynne Rust, Robert Kostick, and William Menezes

Student representative is yet to be assigned. Corinne Kowpak and Sally Jean were excused.

- 1) The Committee met at 4:30 p.m., Wednesday, September 5, and elected William Menezes chair.
- 2) Menezes then shared with the AC adjustments made by the Campus Calendar Committee to the Calendar guidelines. Once the guidelines are approved by the Senate the Calendar can be set. No votes were taken as this was only an information session. Menezes announced that the Calendar Committee will be holding open campus forums on Friday, September 14 and 21, 2:00 to 3:30 p.m. in the Madison Street Lounge. The entire Campus Community is invited to attend and participate in an open discussion on the proposed changes. The proposed changes are scheduled to appear in Campus News, September 13 and via email to faculty and staff and My KSC
- 3) The AC did not receive the proposal regarding the ACADEMIC PLAN IN THE EVENT THE COLLEGE CLOSSES until after the meeting.
- 4) Both the Academic Plan and the Calendar will be taken up by the AC in its next meetings of September 19 and 26.

**2007/2008 Senate Curriculum Committee Meeting Minutes**  
**4/30/07**  
**Joslin House Conference Room**

**Present:** Becky Dunn, Brian Green, Nigel Malcolm, Tom Richard, Ann Rancourt, Lois Merry, Roxanna Wright  
**Excused:** Carime Bersh, Joe Darby

**New Business**

1. Introductions – all members were welcomed and introduced.
2. The location of the Senate Bylaws and SCC Guidelines were reviewed. Both documents are available via Blackboard under the Senate Curriculum Committee. User name and password are scc.
3. Meeting times for Fall 2007 semester will be on Wednesdays from 4 to 6 pm in Joslin House, room 104. The first meeting for the fall semester is during the second week of classes, **Wednesday, September 5<sup>th</sup>**.

It was decided to meet early in the semester to begin to solidify old business on ISP Guidelines and Curriculum Guideline Suggestions. At the September 5<sup>th</sup> meeting, the committee will also review Library Language on Curriculum Forms and other business.

**ISP Guidelines:** the ISPC has put forward 4 guidelines for approval as policies. Two of the three School Curriculum Committees have submitted their votes. Becky Dunn will follow-up with the third School CC.

**Curriculum Guideline Suggestions:** The 2007/2008 SCC will review and vote on the eight suggestions that were developed at the April 4<sup>th</sup>, 2007 SCC meeting.

**Library Language on Course/Program Proposals:** Revised language for the library resources section on curriculum forms was discussed at the November 8<sup>th</sup>, 2006 Senate meeting. Feedback was provided by several faculty members. The 07/08 SCC will review revisions and feedback.

**Other:** Discussions will also begin on using Blackboard as the main avenue for curriculum proposals (posting and reviewing). Blackboard may also be the best way for programs to provide information on changes to learner outcomes, particularly for upcoming work in the area of assessment.

**2007/2008 Senate Curriculum Committee Meeting Minutes**  
**September 5, 2007**  
**Joslin House: Room 104**

**Present:** Becky Dunn, Tom Richard, Roxanna Wright, Lois Merry, Brian Green, Carime Bersh

**Excused:** Nigel Malcolm, Ann Rancourt

**Vacancies:** 2 Senators (faculty & student)

**New Business**

1. Members reviewed the roles and responsibilities of the Curriculum Committee as set forth by the KSC Senate bylaws. Discussion centered on the outdated version of the Curriculum Committee section, Article VII, page 6, of the bylaws, and ways to update and integrate the IS program. The committee will work on revisions and submit to the Senate for the October 10<sup>th</sup> meeting.
2. Curriculum deadlines were reviewed by SCC members for the 2007/2008 academic year. The deadlines were also reviewed and approved by the Provost on August 31<sup>st</sup>. The deadlines have not been reviewed by School CC Chairs; these appointments have not been made as of yet.

Curriculum Deadlines:

**All proposals are due to their respective School Curriculum Committees by October 17, 2007.**

**All proposals are due to the SCC by October 31, 2007.**

SCC approved proposals will be forwarded to the Senate by either November 9<sup>th</sup> or 30<sup>th</sup>.

3. 2007/2008 SCC member information was obtained to update the Blackboard site.

**Old Business**

1. ISP Policy Guidelines – tabled until next SCC meeting. Awaiting vote from the Arts & Humanities School Curriculum Committee. Becky Dunn followed up with the Chair of the A & H School CC during the middle of August. An official vote did not happen at the August 31<sup>st</sup> School Curriculum Committee meeting

**Schmidl-Gagne, Kim**

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**From:** Johnsen, Gladys

**Sent:** Monday, September 10, 2007 7:07 PM

**To:** Gitchell, Nancy; Knouff, Gregory; Porter-Utley, Kristen; Smith, Margaret; Torres, Maria (Beatriz); O'Brien, Thomas; Schmidl-Gagne, Kim; Menezes, William; Kostick, Robert; Abernethy, Colin; Jean, Sally; Kowpak, Corinne; Rust, Lynne; Bemis, Shari; Dunn, Rebecca; Wright, Roxana; Merry, Lois; Green, Brian; Malcolm, Nigel; Darby, Joseph; Bersh, Carime; Rancourt, Ann; Richard, Tom; Stanish, Karen; Stroup, William; McDonald, Larry; Timney, Mark; Netzhhammer, Emile; Giles-Gee, Helen; 'Sarah DeLisle'

**Subject:** Wednesday's Agenda

Greetings Senators,

With thanks to Nancy you have received the agenda for Wednesday's Senate meeting at 4:00. There is one correction that I want to point out. The SEC report does **not** include a Bylaws Amendment to be voted on as stated on the front of the packet. You will see in my report that there was a discussion with some members of the KSCEA and the notes in the middle of my report were prepared by Pete Stevenson for that discussion only. The report of this meeting is FYI and possible discussion only; **not** a request (or vote) for a Bylaw's Amendment vote. Thanks and I look forward to seeing you on Wednesday at our new meeting time. Gladys

*Gladys Johnsen, Ph.D.*

*Professor of Music Education &*

*Women's Studies*

*Chair, KSC Senate*

*Keene State College*

*MS 2611*

*Keene, NH 03435*

## **2007-2008 Senate Committee Members**

### **Executive Committee/6 Members**

Provost: Mel Netzhammer

Chair: Gladys Johnsen

V-Chair: Karen Stanish

Sec.: William Stroup

Faculty-at-Large: Larry McDonald (fall) and Mark Timney (spring)

Student Body President: Sarah DeLisle

### **Curriculum Committee/8 senators**

Ex-Officio-AVPAA: Ann Rancourt

Ex-Officio-Registrar: Tom Richard

A&H: Joe Darby

SC's: Roxana Wright

Library: Lois Merry

PS's: Becky Dunn, Chair

SC's: Brian Green

A&H: Nigel Malcolm

PS's: Carime Bersh

Student: TBA

### **Academic Overview Committee 7 Members**

Adjunct: Tom O'Brien

PS's: Margaret Smith

A&H: Beatriz Torres

SC's: Kristen Porter-Utley

A&H: Greg Knouff, Chair

PAT: Kim Schmidl-Gagne

Student: TBA

### **AOC Non-Senators/5 Members**

A&H: Barbara Ware

PS's: Nora Traviss Velazquez

SC's Checking with Gordon

PAT: Gloria Lodge

Prov.Appt: Checking with Mel

Student: TBA

### **Academic Standards Committee 8 Members**

PAT: William Menezes, Chair

VPSA: Corinne Kowpak

Operating Staff: Lynne Rust

A&H: Robert Kostick (fall) & Larry McDonald (spring)

PS's: Sally Jean

SC's: Colin Abernethy

SC's: Shari Bemis

Student TBA

**2007-2008  
SENATE OF KEENE STATE COLLEGE  
COMMITTEE MEMBERS**

**ACADEMIC OVERVIEW COMMITTEE**

Greg Knouff (chair)  
Kristen Porter-Utley  
Margaret Smith  
Beatriz Torres

Tom O'Brien  
Kim Schmidl-Gagne  
student

**Non-voting members:** Gloria Lodge, Barbara Ware, Nora Traviss

**ACADEMIC STANDARDS COMMITTEE**

William Menezes (chair)  
Robert Kostick/Larry McDonald\*  
Colin Abernethy  
Sally Jean

Corinne Kowpak  
Lynne Rust  
Shari Bemis  
student

**CURRICULUM COMMITTEE**

Becky Dunn (chair)  
Roxana Wright  
Lois Merry  
Brian Green  
Nigel Malcolm

Joe Darby  
Carime Bersh  
student  
Ann Rancourt (ex-officio)  
Tom Richard (ex-officio)

**EXECUTIVE COMMITTEE**

Gladys Johnsen, Chair  
Karen Stanish, Vice Chair  
William Stroup, Secretary

Larry McDonald/Mark Timney, \* Faculty-at-Large  
Sarah DeLisle, Student Body President  
Mel Netzhammer, Provost

**\*fall/spring**

**MEETING DATES**

**Full Senate**

**Mountain View Room ~ 4 p.m.**

September 12  
October 10  
November 14  
**December 5,\*** December 12 [if necessary]

February 6  
March 12  
April 16, April 23 [if necessary]

**\*Madison Street Lounge**

**Executive Committee**

**Crowley Room (Rhodes N121) ~ 4 p.m.**

September 5  
October 3  
November 7

January 30  
March 5  
April 9

*Minutes of the 372<sup>nd</sup> Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, March 21, 2007*

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

**ROLL CALL:**

*Excused:* no info  
*Absent:* no info

**SECRETARY'S REPORT:**

*Motion:* To accept the minutes for the 371<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 Stroup reminded the senators that John Irving will be lecturing in the Main Theatre on Sunday, March 25 at 2 p.m. On Wednesday, March 28 Dr. Douglas Lanier from UNH will present a lecture on "Jazzing Up Shakespeare" in the Mountain View Room at 4 p.m.

They are talking about the future of the Summer Reading Program since it will no longer be tied to a particular first-year writing course. They are seizing on the opportunity of possibly connecting it to the Symposium on Citizenship.

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

Wednesday, March 28	KSC Chamber Ensembles @ 7:30 p.m., Alumni Hall
Sunday, April 1	KSC Chamber Orchestra @ 3 p.m., Main Theatre
Tuesday, April 3	KSC Percussion Ensemble @ 7:30 p.m., Alumni Recital Hall
Wednesday, April 4	Dallas Brass @ 7:30 p.m., Main Theatre
Wednesday, April 11	KSC Guitar Orchestra and KSC Latin American Ensemble @ 7:30 p.m., Alumni Recital Hall
Sunday, April 15	KSC Chamber Singers and Concert Choir @ 3 p.m., Alumni Recital Hall
Tuesday, April 17	KSC Faculty Artist Recital @ 7:30 p.m., Alumni Recital Hall
Wednesday, April 18 - 21	<i>An Evening of Dance @ 7:30 p.m., Main Theatre</i>

Dr. Rancourt reminded the senators about the 7<sup>th</sup> Annual Academic Excellence Conference on Saturday, March 31.

President Giles-Gee reminded the senators that the first in a series of Presidential candidate forums sponsored by KSC and the Greater Keene Chamber of Commerce will be held in the Lantern Room on Monday, March 26 @ 9 a.m. The candidate will be Congressman Duncan Hunter (R-CA).

She also said that last week we had 300 members of the New England Association of Physical Plant Administrators on campus. Tim Garland was on a panel with her and spoke of his representation of staff on the Senate. There were a lot of questions about shared governance at Keene State.

Senator Kowpak said she is pleased to announce that they have had over a dozen proposals for living/learning communities at Pondsides III next academic year. Some of them are listed on the Web. The proposals are very solid and there are a number of faculty members who have committed to work with these students. She said many of you will see a transformation in one residence hall anyway by having these academic programs in place. To complement that Dean Feinberg has been leading a faculty group that has invited 218 incoming first-year students who meet a set academic qualification for participating in an honors program. There is an application process that is currently taking place. The Freshman Honors Program will be held in Fiske Hall.

### **REPORTS OF COMMITTEES:**

#### **EXECUTIVE COMMITTEE:**

Senator Johnsen pointed out in Article VI C 5 (Limitation of Debate) of the Bylaws that she has not been following it as written; therefore she will change her process to be consistent with the Bylaws.

Senator Johnsen announced that Senator Atkinson has offered to be our Parliamentarian next year even though she will not be serving as a senator.

#### **Integrative Studies Program Guidelines**

Senator Stroup said that complying with Guideline #4 (three ISP courses) would take away from our being a liberal arts college.

Senator Welsh suggested with regard to Guideline #4 that the proposal be submitted to a "third party" to make the judgment about an exception, rather than submitting it to the ISP.

He also commented that when the Senate passed the ISP proposal last year, it was presented as a work in progress and one of the things we'd hoped to do was develop and append to this some system for amending. This document (five guidelines) is an amendment to the Program. If we adapt it to the Program, we are setting precedent for how we amend and is this the procedure with which we're comfortable?

Dr. Rancourt said these are policy issues. When you're talking about curricular changes with regard to ISP courses, what we voted on last year is in fact the process. The Senate process is that when departments bring forth policies, they go to the SEC and then to the ASC. From a structural perspective the Program has to have policies and that is separate from the curriculum.

She also said she has a problem with the word *amend* in this context. You do not amend a curriculum; you do not amend a program. Therefore that word was inappropriate to use last year relative to curricular changes or policy changes with regard to programs and it's confounding the issue.

Dr. Nielsen said he would be willing to go back to the Committee and remove #4 for reconsideration because it is clearly different from the other four in terms of nature of the courses, etc.

Senator Netzhammer said that we should have the revision process available at our next meeting and the SEC will be reviewing it at its next meeting. Since there are issues that we'll want to send back to the ISPC, do we want to send this back to them with the idea that we'll have a process in place that meets everyone's approval and addresses all of the helpful info that came out today?

**Motion:** By Senator Timney to table approval of the ISP Guidelines [SD 06/07-87] until the SEC can determine the proper procedure for handling amendments to the ISPC

**Vote:** The Senate voted to accept the motion (4 abstentions).

### **Foreign Language Requirement**

Senator Netzhammer said he thinks the issue is that the idea of this requirement being retroactive was implicit in what we approved both on a temporary basis in December and on a permanent basis in January. The issue as it was presented on a temporary basis was that we need to make a decision about this for our students; it was related to the 4-credit conversion and the idea that there's not a lot of flexibility in the program and therefore we're limited to what our students can do and therefore we should move to a 1-credit foreign language requirement in A&H. This was the assumption under which the Elliot Center, for one, was operating.

We committed to that decision; the info is largely out there. It's a one-course requirement for our current students and for our incoming students as well.

### **Four-Credit Final Exam Schedule**

**Motion:** By Senator Netzhammer, that given transition issues related to the four-credit conversion and the necessity of creating a course schedule in a timely manner, to discuss the briefing on 4-Credit Time Block issues for the purpose of providing feedback to the Provost and the President

Senator Timney added a friendly amendment ~ *that the Senate vote in favor of one of the Options.*

Senator Bersh suggested that the Senate in voting start with Option 3 because it is the only option that maintains Reading Day on Monday.

Many senators spoke in favor of Option 3 for a multitude of departmental reasons.

**Straw Vote:**

**Option 3:** 23 in favor

### Academic Calendars through 2010

President Giles-Gee said that rather than having the task force study the issue of why almost 1,000 students aren't attending the Fall Honors Convocation, she charged the Provost and the Deans to develop a way to bring in more students and determine a time for an honors convocation that would address this. Additionally though we would still hold the Spring Honors Convocation. The task force was charged with determining when and where the distribution of various awards will take place. They have a charge of coming to the table next month with closure on this.

### Graduation Regalia for Students

Senator DeLisle reported that the students, in addition to their black robes and honors cords, can purchase a red stole and pins designed by the various campus organizations. Each pin can be purchased to go on the stoles of those students who participated in any of these designated organizations. This is not applicable to this year's Commencement.

### *ACADEMIC OVERVIEW COMMITTEE:*

Senator Patterson reviewed the minutes that were included in the packet. The only two major reports that will be ongoing next fall are Chemistry and Social Science.

Senator Kowpak asked that the Multicultural Programs and Disability Services be deleted from the list in SD 06/07-89 because they are subject to a review process that is ongoing in a part of the division of Student Affairs.

Senator Schmidl-Gagne said they are trying to determine how these programs are evaluated and they will probably adopt the process that is currently in place. They are trying to decide on the best course of action for each of these programs outlined in the report.

Senator Porter-Utley said as a member of the AOC their objective is to make this review process both more efficient and more useful.

### *ACADEMIC STANDARDS COMMITTEE:*

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

### *NEW BUSINESS:*

*Motion:* By Senator Timney to establish an Information Coordinator and a Senate Blackboard site for next year

*ADJOURNMENT:* The Senate voted to adjourn at 7:12 p.m.

*Minutes of the 376<sup>th</sup> Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, October 10, 2007*

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

**ROLL CALL:**

*Absent:* Shari Bemis

**SECRETARY'S REPORT:**

*Motion:* To accept the minutes for the 375<sup>th</sup> Meeting of the Senate of Keene State College

Under Executive Committee Reports (6<sup>th</sup> paragraph) Senator Johnsen clarified by saying that it was not the SEC that suggested amending the Senate bylaws; rather it was the KSCEA.

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

**COURTESY PERIOD:**

Provost Netzhammer reminded the senators of Sr. Helen Prejean's talk on October 11<sup>th</sup> and of the Citizenship Symposium on November 6-9<sup>th</sup>.

Senator DeLisle announced that on Friday, October 19<sup>th</sup> the "pumpkin lobotomy" would take place on the Quad. Following the lobotomy there will be a bonfire and live band on Joyce Field.

Senator Stroup announced that on Tuesday, October 16 the English Department's Third Tuesday speaker series continues and their new colleague, Katherine Tirabassi, will be talking about how to deal with gaps in historical archival research.

Also on October 18<sup>th</sup> "Keene Is Reading" will present:

- ~ a talk by Patricia Pedroza relating to the book, *The Devil's Highway*, Madison Street Lounge @ 1 p.m.
- ~ a showing of *El Norte* in the Nite Owl Café.

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

<b>Tuesday, October 9-13</b>	<i>The Rimers of Eldritch</i> @ 7:30 p.m., Wright Theatre
<b>Thursday, October 11</b>	Faculty Artists Recital @ 7:30 p.m., Alumni Recital Hall
<b>Friday, October 19</b>	Guest Artist Recital with George Loring and tenor Thomas Gregg @ 7:30 p.m., Alumni Recital Hall
<b>Wednesday, October 24</b>	Performance by guitarist Alpha Yaya Diallo and the Bafing Riders @ 7:30 p.m., Alumni Recital Hall
<b>Saturday, November 3</b>	Iceland Dance Company @ 7:30 p.m., Main Theatre

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

## **ACADEMIC OVERVIEW COMMITTEE:**

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

**Motion:** By Senator Knouff that the tabled program review of Chemistry be completed by the AOC in AY 2008/09 [SD 07/08-8]

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

**Motion:** By Senator Knouff to recommend that a meeting among the Chair of Chemistry, the Dean of Sciences, and the Provost take place in AY 2007/08 to discuss Chemistry staffing [SD 07/08-8]

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

## **ACADEMIC STANDARDS COMMITTEE:**

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

With regard to the issue of grade prerequisites and de-registration, Senator Netzhammer said the reason we're dealing with this at all is because it has become very clear that there is no consistency in how grade prerequisites are being applied. This will help to clarify the process for students.

## **CURRICULUM COMMITTEE:**

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

Senator Green asked when a curriculum proposal becomes "official."

Provost Netzhammer pointed out that there's not a single answer to the question. For a new program, SAPC approval is required; the College has traditionally held that a new program or a program revision cannot be implemented until it appears in the Catalog. Procedurally, for changes within the College, it becomes official when the President signs it.

President Giles-Gee commented that the Administration would raise questions in terms of resources, not curricular issues.

**NEW BUSINESS:** None

**ADJOURNMENT:** The Senate voted to adjourn at 5:05 p.m.

**Senate Executive Committee Meeting Report**  
Wednesday, November 7, 2007  
Crowley Room of Rhodes Hall

**Present:** Larry McDonald, Karen Stanish, Sarah DeLisle, William Stroup, Mel Netzhammer, and Gladys Johnsen

- I. Following are proposals and/or documents that the SEC has received, reviewed, and forwarded to the respective committees.
  - Annual Assessment Plan Document prepared by the Academic Council—A copy is attached as an FYI.
  - Admissions Criteria Change: Health Science/Nutrition Option—sent to the SCC and then the ASC.
  - Changes in Admissions Requirements for the Education Graduate Programs—forwarded to the ASC.
  - The Art Department Policy Addition—forwarded to the ASC
  - Report of the Ad Hoc Calendar Committee—forwarded to the ASC
- II. The committee prepared a written memo to Pete Stevenson and the board of the KSCEA in response to his (their) union requests made at the September SEC and Full Senate meetings. A copy of the memo is attached as an FYI.
- III. The SEC is reviewing the Senate Bylaws and requests that the Senators forward to our committee any concerns, questions, or recommendations as we go through this process.

Submitted by Gladys Johnsen, Chair

**The Academic Affairs Council is making the following recommendation to the Senate Curriculum Committee regarding the curriculum process for reporting changes to program outcomes. The recommendation was made September 26, 2007. Based on feedback from members of the SCC, the document was revised and resubmitted on September 27, 2007.**

The Annual Assessment Report (see attached) each program submits to their deans will be revised to include the following:

Please indicate whether you have revised your program learning outcomes and describe how the changes have impacted your program. Examples include: deleting outcomes, adding outcomes, consolidating outcomes, editorial changes that lead to greater clarity regarding intent, or no revisions made.

This information will be consolidated for each school and will be sent to the SCC as information.

**Annual Assessment Plan  
Report to the Deans  
Beginning in 2008, Annual Reports will be due on September 30<sup>th</sup>**

**Department/Program** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

**Program Outcomes – Please attach your department's list of program outcomes from last year's annual report and the revised list of program outcomes (if there are any) for this annual report.**

1. Please indicate whether your department has changed program learning outcomes and describe how the changes have impacted your program. Changes include: deleting outcomes, adding outcomes, consolidating outcomes, and/or revising outcomes, or no revisions made.
2. From the departmental assessment plan, identify student learning outcomes to be assessed during this academic year.

**Means of Assessment:** Identify the means of assessment (direct and indirect) for identified outcomes. Direct assessment involves an assessment of student work. Indirect assessment includes surveys, focus groups etc.

**Results of Assessment for the Past Academic Year:**

1. Summarize the assessment results (outcomes assessed, process used, methods used, findings)
2. Describe changes that have been made as a result of assessment (e.g. curricular changes, pedagogical changes, revision of program outcomes, changes in the assessment process, changes in assessment methods used).

November 7, 2007

To: The KSCEA Executive Board:  
FR: 2007-2008 Senate Executive Committee of the KSC Senate  
RE: Response to the KSCEA Requests of the Senate

At our meeting on September 5, 2007 several representatives from the KSCEA met with the Executive Committee of the College Senate to talk about workload issues for faculty and about communication between the Senate and the Union. Notes from this meeting were included with the agenda for our Senate meeting on September 12, 2007 and we welcomed Pete Stevenson for discussion with the full senate at that time. These discussions were hopefully valuable for everyone in terms of keeping Senate actions open and transparent across the college. We appreciate and share the concerns expressed at that meeting about service expectations for junior faculty, and like the KSCEA often try to think of new ways to encourage senior faculty to participate in the shared governance of the College. Two salient parts of the discussion can be identified here for further clarification and discussion:

#### **1. Request for Membership on the Executive Committee**

One request that was raised as a possibility by the KSCEA representatives at the SEC meeting was to have a member of the KSCEA serve on the SEC in order to report back to the board of the Union. After much discussion, we decided that we were satisfied with the current composition of the Senate and the SEC for the following reasons:

1. There is already a KSCEA liaison serving as a senator on the Senate.
2. Adding another member to the SEC would draw needed resources from the other Senate committees.
3. The current 29-member Senate seeks to maintain a balance of representation from the various constituents across campus, with a clear majority of faculty at any time already in place.
4. The addition of another SEC member, or the creation of another Senate position, would likely create the demand for more representation from other groups already represented on the Senate as well. Only the student body president and Provost are pre-determined as members of the SEC. Any tenure-track faculty member can run for Senate, and any Senator can be nominated for the Senate Executive Committee.
5. We welcome and encourage any KSCEA member to run for the SEC; and it just so happens that the current SEC includes four KSCEA members.

#### **II. Workload issues as a result of college-wide curriculum changes.**

In the last two years the College Senate has been the site of debate and important votes about changes in our campus wide curriculum. As part of the curriculum process, the proposal to move the entire College to a 4-credit curriculum had to be approved by the Senate, and this vote was preceded by the gathering of advisory opinions from all programs as well as a vote by secret ballot of all faculty members. With notable exceptions and reservations, there was a very strong majority vote in these advisory opinions in favor of these proposals. Similarly, the Integrative Studies program was approved in the College Senate, and though the vote on the Senate floor and the advisory opinions were more divided and numerous caveats included in the advisory opinions, the Senate followed the wishes of a clear majority of its campus constituents in moving this program proposal forward. These actions directly impacted most if not all faculty members at the College: those few departments who did not want the 4-credit proposal to pass had to develop new versions of their programs, and those departments who did not advise passage of the Integrative Studies program had to think about the implications of their teaching duties for the needs of our new students. A lot of work? Yes, and also a lot of work for those programs who did vote in favor of one or both major changes. It is up to the administration to help with the implementation of these programs and to arrive at a reasonable understanding of workload issues in negotiation with the KSCEA. On the current SEC there are four members of the KSCEA, and we are all grateful that this kind of mutual gains bargaining is being carried on by our elected union representatives, for it is a separate kind of work. In contrast, the Senate's role is to consider whether any proposal on the floor positively or negatively impacts the quality of academic life at the college, with each elected Senator mindful of the concerns expressed by his or her constituents, and that is where the voice of the faculty can be heard loud and clear.

**We hope that discussing these issues in this way can further campus-wide discussions of how to do our work well as a College, and invite further responses. Finally the SEC will be reviewing the Senate Bylaws throughout this Senate year and we welcome further requests from senators including those who are KSCEA members.**

**Sincerely,**

**The 2007-2008 Senate Executive Committee**

Gladys Johnsen, Chair

Karen Stanish, Vice-Chair

William Stroup, Secretary

Mel Netzhammer, Provost

Larry McDonald, Member-at-Large

Sarah DeLisle, Student Body President

Report of the AOC to the KSC Senate:  
Nov. 14, 2007:

The AOC met twice since the last Senate meeting (see attached meeting notes).

In both meetings the AOC has worked on articulating the scope of program review in preparation for the revision of procedural guidelines.

Also the AOC discussed and approved Communications, Journalism, and Philosophy Subcommittee reports. Due to the need to allow the Dean and chair of the department to have the opportunity to respond to the reports in writing, the AOC will present the reports and any written responses for a Senate discussion and vote at the next Senate meeting.

**Academic Overview Committee Notes**  
**Wednesday, October 24, 2007 4pm, Student Center 307**

Present: Greg Knouff, Kim Schmidl-Gagne, Barbara Ware, Matt Henry, Margaret Smith, Nora Traviss

Discussion:

The AOC discussed the changes to the Communications Report and agreed that with some editorial changes, it accurately reflected the opinion of the AOC. Edits will be made and forwarded to Communications for final review. We plan to vote on the report next meeting.

The AOC began discussions regarding the scope of the review of the committee and the calendar. We reviewed the co-curricular programs and began to categorize them into class offering and support programs. We discussed the need to see the original charge documents for the committee and Greg said that he would contact Mel to obtain a copy.

Next Meeting: Wednesday, November 4<sup>th</sup> at 4pm in Student Center 307

**Academic Overview Committee Notes**  
**Wednesday, November 7, 2007 4pm, Student Center 307**

Present: Gloria Lodge, Beatriz Torres, Greg Knouff, Kim Schmidl-Gagne, Barbara Ware, Kristen Porter-Utley, Tom O'Brien, Margaret Smith

Excused: Matt Henry

Discussion:

The AOC discussed the scope as defined by USNH and how we feel it should apply for KSC. We reviewed the current calendar list and began to reorganize the programs into categories.

Motions:

1. Greg Knouff made a motion to approve the Journalism Review. Kristen Porter-Utley seconded.  
Vote: Yes=9                  No=0                  Absent=1
2. Kim Schmidl-Gagne made a motion to approve the Philosophy Review with the changes discussed. Barbara Ware seconded.  
Vote: Yes=9                  No=0                  Absent=1
3. Greg Knouff made a motion to approve the Communications Review with the changes and additions discussed. Nora Traviss seconded.  
Vote: Yes=9                  No=0                  Absent=1

Next Meeting: Wednesday, November 28<sup>th</sup> at 4pm in Student Center 307

**Report from the Academic Standards Committee**

**The Committee met three times since the last Senate Meeting**

**I. The Committee voted (5 for, 0 against, and 3 excused) to pass the following language to be included in the College Catalogue regarding grade prerequisites:**

"Grade prerequisites are not enforced at the point of registration. If a student does not earn the prerequisite grade requirement, he/she may be deregistered from the course. Any student who is deregistered for failing to meet an established prerequisite may adjust <sup>his</sup> ~~this~~ or her course schedule during the next available schedule adjustment period."

The ASC moves that the above language be adopted by the Senate.

**II. The ASC voted ((8 for and 0 against) to pass the following language in the College Catalogue to replace the current language appearing in the College Catalogue regarding Student art work.**

"As a student in the Art Department, you own all of your artwork. However on occasion the Art faculty holds pieces of artwork for grading, exhibitions, teaching, or assessment purposes. The greatest possible care is exercised to protect the artwork. Due to space limitations: 2-D student artwork left behind will be held for 1 semester and then disposed of, 3-D student work must be removed at the end of each semester in which it is completed, unless arrangements have been made between the individual instructor and student."

**This would replace the following language:**

"As a student in the Art Department, you own all of your artwork.

However, on occasion the Art faculty holds pieces of student artwork for exhibitions and demonstrations for up to two years. The greatest possible care is exercised to protect the work."

The ASC moves that the above language be adopted by the Senate.

**III. The ASC voted ((8 for and 0 against) to pass the Calendar Committee's guidelines and calendars to cover the academic years of fall 2008 through spring 2012.**

**Revised guidelines are attached in a separate document. The Calendars will be sent in separate cover.**

The ASC moves that the Calendars be approved by the Senate.

**IV. The ASC are still in the process of reviewing and seeking further input on the following three items:**

Nutrition Proposal  
College Closure Policy  
Requirements for Admission to Graduate School.

**That the ASC will bring all three proposals for a Senate vote at the next Senate meeting, 12/5/07**

## **Proposed Calendar Guidelines for Fall 2008-Spring 2012**

### **Relating to Semesters**

1. Fall semester classes start at 8a.m. on the Monday before Labor Day.
2. Fall Break Day (No classes today) shall occur on the Friday prior to Columbus Day.
3. The following National Holidays will be reflected on the calendar, along with the notation "College Closed": Labor Day, Veterans Day (shall be observed on the same day as it is in other New Hampshire State agencies) on the day of the week – if it falls on the weekend, the closest weekday), Thanksgiving, Martin Luther King Day, Memorial Day and the July 4<sup>th</sup> Holiday (shall be observed on the same day as it is in other New Hampshire State agencies – if it falls on the weekend, the closest weekday).
4. The Wednesday prior to the Fourth Thursday (Thanksgiving Day) in November shall be the first day of the Thanksgiving Break (Wednesday-the College is open but no classes, Thursday and Friday-College Closed).
5. The President's Cabinet approves the dates for which the College shall be closed between the Fall and Spring semesters. This closure shall include December 25<sup>th</sup> and January 1<sup>st</sup>.
6. The Spring and Fall semesters will each include a minimum of 69 instructional days.
7. Final Exam Week, in both the Fall and Spring Semesters, will begin with a Reading Day on Monday followed by a four-day exam period. The final exam schedule will begin at 6pm on Monday and extend through 3pm on Friday.
8. The Spring Semester shall begin on the Tuesday following Martin Luther King Day.
9. Spring Break (College open, no classes) shall occur the calendar week which contains March 17<sup>th</sup>. If March 17<sup>th</sup> occurs on the weekend, Spring Break will be the week ending March 17<sup>th</sup> or 18<sup>th</sup>.
10. A minimum of a one-week break shall take place between Spring Graduation and the start of Summer Session I.
11. Final Exams shall end at 5p.m. on the last Friday of each Summer Session.
12. No break shall take place between the end of Summer Session I and the beginning of Summer Session II.
13. A minimum of one full week shall take place between the end of Summer Session II and the beginning of the Fall semester of the new academic year.

### **Academic Policies:**

1. A Schedule Adjustment period for fall semester shall begin at 8am on the first day of classes and end at 4:30pm on the 5<sup>th</sup> day of classes. Additional Schedule Adjustment periods will be established and communicated by the Registrar, in consultation with the Director of Student Financial Services.
2. A Course Withdrawal period for fall semester shall begin at 8am on the 6<sup>th</sup> day of classes and end on the first day of the 11<sup>th</sup> week of classes.
3. A Schedule Adjustment period for the Spring Semester shall begin at 8:00am the first day of classes and end the following Tuesday at 4:30 PM. Additional Schedule Adjustment periods will be established and communicated by the Registrar, in consultation with the Director of Student Financial Services.

5. The Schedule Adjustment period for each summer session shall begin at 8a.m. with the first class of each summer session and end at 5:00pm on the third day of each session.
6. The Course Withdrawal period for each summer session shall begin with the first class on the fourth day of each session.
7. All summer session activities carrying academic credit, having different time periods from those of six-week summer sessions, shall have, where appropriate, comparable time parameters as those established for Schedule Adjustment and Course Withdrawal (W) time periods of the regular six-week summer sessions.
8. Registration for summer sessions classes shall begin when classes resume after spring break.

#### Ceremonies

1. New Student Convocation shall be scheduled on the Sunday before the first day of classes in fall semester.
2. Fall Graduation date shall occur on Saturday immediately following the end of the Fall Final Exam Period (No College Ceremony).
3. The Spring Honors Convocation shall be scheduled at 4:00pm on the day preceding Commencement.
4. The Spring Commencement ceremony shall occur at 2pm on Saturday immediately following the end of the Spring Final Exam Period.
5. The Summer Graduation date shall occur on the Saturday immediately following the end of the Summer Session II Final Exam Period (No College Ceremony).

#### Other:

1. Information on the Calendar regarding Residential Life, Bursar's Office and Registrar's Office is for informational purposes only, and may be changed by those offices.

#### Decision making authority:

1. The Calendar is created and maintained by the Office of the Assistant Vice President of Academic Services.
2. All of the above guidelines and the calendar are subject to modification by action(s) of the Keene State College Senate.

Associated Guidelines  
**Calendar Guidelines: Office of Residence Life**  
**Created 10/15/2007**

Fall Opening: The Residence Halls will open at 9am on Saturday the week before the Labor Day holiday for First Year Students. The Residence Halls will open at 9am on Sunday the week before the Labor Day holiday for Returning Students.

Thanksgiving: The Residence Halls, with the exception of the apartment areas, will close at 12pm on the Wednesday before Thanksgiving. The Residence Halls will open at 12pm on the Sunday after Thanksgiving.

Strict Quiet Hours: Strict Quiet Hours shall begin on the Friday before the first final exam at 9pm for both fall and spring semesters.

Spring Opening: The apartment areas will open at 12pm on January 2<sup>nd</sup>. The remaining Residence Halls will open at 9am on the Sunday before the MLK Holiday.

Spring Break: The Residence Halls, with the exception of the apartment areas, will close on Saturday at 12pm. The Residence halls will open at 12pm on the Sunday at the end of the Spring Break period.

Spring Closing: Residence Halls close for all students at 12pm on Sunday after graduation

Summer School: Residence halls will open at 12pm on the Sunday before classes begin for Summer Session I and II. The Residence halls will close at 12pm on the Saturday after the last final for each Summer Session.

**2007/2008 Senate Curriculum Committee Meeting Minutes**  
**October 24, 2007, 4 p.m. to 6 p.m.**  
**Joslin House: Room 104**

Present: Becky Dunn, J-Lynne Brown, Roxana Wright, Rosemary Gianno, Carime Bersh, Brian Green, Lois Merry,  
Nigel Malcolm, Tom Richard  
Absent: Ann Rancourt

**New Business**

1. **History:** 2 ISP course proposals were approved by the SCC (8-0-0-0) with revisions to be coordinated with the SCC chair.

**\*\*The SCC moves that the History course proposals be approved by the Senate.**

IH HIST 111 The Ancient and Medieval World

IH HIST 112 The Modern World

**THE FOLLOWING COURSE PROPOSALS ARE PRESENTED FOR INFORMATIONAL PURPOSES:**

HIST 338 European Encounters in the New World

HIST 339 The Age of Enlightenment

2. AMST Proposals were discussed and tabled until the package is complete with the AMST 250 course deletion and the II AMST 250 course proposal.

**Old Business**

3. **ISP Policy Guidelines** – the guidelines were approved by the SCC (8-0-0-0) – *see supporting document.*

**\*\*The SCC moves that the ISP Policy Guidelines be approved by the Senate.**

1. FYI
  - a. Annual Assessment Plan – forwarded to the SEC; the SEC will present to the Senate as information.
  - b. Non-ISP Interdisciplinary courses – Deans Leverssee and Fienberg (after discussing with their respective chairs) saw no reason to keep the non-ISP interdisciplinary courses. Advisory opinions have been requested from each of the School CC Chairs.
2. Curriculum Guideline Suggestions - tabled
3. KSC Bylaws and Program & course proposals will be visited once curriculum guidelines are revised.
4. Using Blackboard as the main site for proposal submission and review – discussion - tabled

**NEXT MEETINGS:** October 31<sup>st</sup>, November 7<sup>th</sup>, November 28<sup>th</sup>

By a vote of 19 for, 0 against, 2 abstentions, the ISPC approved the following guidelines and presents them to the Senate Executive Committee for senate action to approve these as policies governing the Integrative Studies Program approved by the Senate on 19 April, 2006.

- 1 **All sections of a perspective course and an interdisciplinary course in the ISP will meet a common set of core outcomes as identified in the approved course proposal.**

**Rationale:** It is central to the integrity of the program that a course (irrespective of the number of sections offered) have a core set of IS outcomes that will be addressed by any faculty teaching the course. A core set of outcomes refers to those outcomes in the ISP (TW, QL, Perspectives of Interdisciplinary, Integrative and Skills)

- 2 **ISP courses are** available to all students; therefore, departments may not reserve ISP seats for their majors.  
**Rationale:** Unlike the past General Education Program, where introductory major courses are offered as GENED-eligible courses, the IS program aims to introduce all students to broad topics and exciting content. ISP courses are not meant to serve as introductory major courses.
- 3 **Prerequisite requirements for upper level courses include: 300 level ISP courses require completion of both foundation requirements and four additional ISP courses or equivalent and may specify that one of the ISP courses come from an interdisciplinary or perspectives area (Arts, Humanities, Social Sciences or Natural Sciences). Specific disciplines cannot be required.**  
**Rationale:** This is necessary to ensure that students have completed ISP lower level courses prior to enrolling in upper level courses. In addition, this will afford faculty teaching upper level ISP course the flexibility to require broad-based knowledge and competencies so that students are able to achieve higher levels of learning.
- 4 **For perspectives and interdisciplinary/multidisciplinary courses, faculty need to identify a rationale, subject to the appropriate dean's approval, for a cap other than 38).**  
**Rationale:** The ISPC is privileging a small class model. This approach is reflective of the intentionality of the ISP. While the ISP prioritizes the enhancement of students' developing skills and student interaction, the ISPC is also cognizant of the college's resource realities.

Respectfully Submitted,  
*B. Dunn*  
*SCC Chair*

**2007/2008 Senate Curriculum Committee Meeting Minutes**  
**October 31, 2007, 4 p.m. to 6 p.m.**  
**Joslin House: Room 104**

Present: Becky Dunn, J-Lynne Brown, Roxana Wright, Rosemary Gianno, Brian Green, Lois Merry, Nigel Malcolm,  
Tom Richard

Excused: Carime Bersh Absent: Ann Rancourt

**New Business**

1. Health Science: 1 program proposal was reviewed and discussed. The proposal is for changing the Health Science/Nutrition Option Admissions Criteria to ensure that KSC Nutrition Option students are competitive for their post-graduate dietetic internship application process and assist with departmental enrollment management strategies. The program proposal was approved by the SCC (7-0-0-1) with revisions to be coordinated with the SCC chair.

**\*\*Note: This motion is pending (awaiting approval from ASC).**

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

ASC will review proposal at its meeting on 11/28/07

**THE FOLLOWING COURSE PROPOSALS ARE PRESENTED FOR INFORMATIONAL PURPOSES:**

HLSC 216 Current Topics in Food Culture  
HLSC 290 Topics in Health Science  
HLSC 330 Psychology of Health and Physical Activity  
SOC 275 Deviance and Social Control  
SOC 363 Corrections

**Old Business**

5. Curriculum Guideline Suggestions – the SCC discussed the need to re-visit the existing process, but given the number of proposals to review over the next several meetings, this discussion will begin in late January 2008. Our plan is to review the existing SCC curriculum guidelines from 2003/2004 closely examining the process and curriculum forms. We will also review the bylaws at this time.

**NEXT MEETINGS:** November 7<sup>th</sup>, November 28<sup>th</sup> (both from 4 to 6 p.m.)

\*\*\*A third meeting has been scheduled for Friday, November 16<sup>th</sup> from 2 to 4 p.m. to ensure the SCC has sufficient time to review curriculum proposals.

Respectfully Submitted,  
*B. Dunn*  
*SCC Chair*

**2007/2008 Senate Curriculum Committee Meeting Minutes**  
**November 7, 2007, 4 p.m. to 6:15 p.m.**  
**Joslin House: Room 104**

**Present:** Roxana Wright, Becky Dunn, J-Lynne Brown, Tom Richard, Carime Bersh, Lois Merry, Brian Green, Rosemary Gianno. **Excused:** Nigel Malcolm, Ann Rancourt

**New Business**

2. **Political Science:** the program proposal for a new major was approved by the SCC (7-0-0-1) with revisions to be coordinated with the SCC chair.

**\*\*The SCC moves that the Political Science program proposal for a new major be approved by the Senate.**

3. **English Proposals:** the following course proposals were approved by the SCC with revisions to be coordinated with the SCC chair:

IAENG 204 Creative Writing (6-0-1-1)  
 IHENG 220 Readings in British Literature (7-0-0-1)  
 IHENG 240 Readings in American Literature (7-0-0-1)  
 IHENG 250 Readings in Continental Literature (7-0-0-1)  
 IHENG 252 Literature of the Holocaust (7-0-0-1)  
 IHENG 260 Readings in World Literature (7-0-0-1)  
 IHENG 286 Children's Literature (7-0-0-1)

**\*\*The SCC moves that the 7 English course proposals be approved by the Senate.**

The Writing Minor program proposal was approved by the SCC with revisions to be coordinated with the SCC chair.

**\*\*The SCC moves that the Writing Minor program proposal be approved by the Senate.**

English program proposal will be discussed at the Nov 16<sup>th</sup> meeting once II ENG course proposals have been reviewed.

4. **Criminal Justice Studies Proposal:** the program proposal for Criminal Justice was approved by the SCC (6-0-0-2). *mm81*

**\*\*The SCC moves that the Criminal Justice program proposal be approved by the Senate.**

5. **General Science Proposals:** the course proposal for General Science was approved by the SCC with a revision to be coordinated by the SCC chair (6-0-0-2).

GS 301 The Web of Science

**\*\*The SCC moves that the General Science course proposal be approved by the Senate.**

The program proposal for General Science was approved by the SCC (6-0-0-2).

**\*\*The SCC moves that the General Science program proposal be approved by the Senate.**

6. **Geology Proposal:** the course proposal was approved by the SCC (6-0-0-2).

INGEOL 300 Geoscience Issues and Society

7. **Environmental Studies Proposal:** the program proposal was approved by the SCC (6-0-0-2).

**\*\*The SCC moves that the Environmental Studies program proposal be approved by the Senate.**

8. **TAD proposals:** course proposals were sent back to TAD for revisions and questions. Additionally, a request for a program proposal was made.

9. **History:** the course proposal was approved by the SCC (6-0-0-2).

IHHIST 162 American Perspectives from 1877

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

**THE FOLLOWING COURSE PROPOSALS ARE PRESENTED FOR INFORMATIONAL PURPOSES:**

English Course Deletions

ENG 345 Studies in African American Literature

CJS 201 Corrections

GEOG 495 Seminar II

**NEXT MEETINGS:** November 16<sup>th</sup> (note this is Friday from 2 to 4 p.m.), November 28<sup>th</sup>

Respectfully Submitted,

*B. Dunn*

*SCC Chair*

*Minutes of the 375<sup>th</sup> Meeting  
of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, September 12, 2007*

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

**ROLL CALL:** All present

**SECRETARY'S REPORT:**

**Motion:** To accept the minutes for the 372<sup>nd</sup>, 373<sup>rd</sup>, and 374<sup>th</sup> Meetings of the Senate of Keene State College

**Vote:** The Senate voted to accept the minutes from each of the three meetings as an accurate record.

**COURTESY PERIOD:**

Senator Torres introduced the new Honors Program. Invitations to submit course proposals will soon be going out to all faculty.

Senator Green announced that Steve Marchand, 31-year-old Mayor of Portsmouth, will be speaking on Monday, September 17<sup>th</sup> in the Lantern Room at 12:30 p.m. He is running for the US Senate.

President Giles-Gee announced that on September 14<sup>th</sup> there will be a reception at the Thorne for the exhibit, "From Cassatt to Wyeth," which runs through November 11<sup>th</sup>. On September 17<sup>th</sup> there will be a wonderful announcement in the Library at 4:30 p.m.

The Board of Trustees Executive Committee approved the formation of a stand-alone Student Affairs Committee. This committee will be a standing member of a committee reporting directly to the Board of Trustees.

There have been talks with members of the City concerning an Expo Center. They have been looking at how they can collaborate on building a facility that would be a joint venture to help provide a field house for KSC and an ice rink for the community.

They are also continuing to talk with the City Council and the Mayor about the proposed Alumni Center.

The College's work on integrative learning has been wonderful; now the producers who worked with the BBC in London are working with us to coordinate different interviews to present as a five-minute segment during a national conference in Chicago.

Senator Menezes announced that there will be two meetings presented by the ad hoc Calendar Committee, the first of which will be held in the Madison Street Lounge on Friday, September 14<sup>th</sup> from 2-3:30 p.m. He is hopeful that the Committee will have calendars for 2008/09, 2009/10, and 2010/11 at the November Senate meeting.

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

<b>Tuesday, September 25</b>	Aquila Theatre Company's presentation of <i>Catch-22</i> @ 7:30 p.m., Main Theatre
<b>Wednesday, October 3</b>	Pilobolus Dance Company @ 7:30 p.m., Main Theatre

Senator Kowpak reminded us that we are ranked 19<sup>th</sup> out of 429 Division III institutions. We also made the top 5 in New England (the #1 public institution). Forty-nine percent of our student athletes have achieved a GPA of 3.0 or higher.

Senator DeLisle introduced the new student representatives. They are Matt Henry, Zach Fowler, and J-Lynne Brown.

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

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

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

Sylvie Rice visited and offered her thoughts on the Emergency Operations Plan being developed by the College. This document has a plan for any type of emergency that we might encounter ~ natural disaster, fire, explosion, chemical spill, pandemic, etc.

The SEC saw the Academic part of the Plan as it was developed by the Provost. This *Academic Plan in the Event the College Closes*, including guiding principles, was forwarded to the ASC for its review and ultimately for the Senate to make a recommendation back to Academic Affairs and to the President about how we continue to operate the core academic program during an extended campus closure or emergency.

Dr. Giles-Gee expressed her thanks to the Committee for its work and pointed out that it has already been useful. We thank Ms. Rice for her efforts.

Senator Netzhammer said it's a huge amount of work for something you hope you never have to implement! He made a request to invite Sylvie to the meeting at which the ASC will make its report on this issue because if there are questions about the broader plan, she is better versed than anyone.

Senator Johnsen said that in meeting with some members of the KSCEA it was recommended that the Senate amend its bylaws to make the KSCEA liaison a permanent member of the Senate Executive Committee (either a dually elected member of the Senate (voting) or an ex-officio member appointed by the KSCEA Executive Board (non-voting)). This would provide better communication between the Senate and the KSCEA.

Senator Johnsen said that the SEC "drives" the Senate agenda and she pointed out that the agenda is created from what the College brings to the Senate.

Peter Stevenson said that the KSCEA's request is basically to start exploring some of the languages between the Senate and the KSCEA. The KSCEA drives workload and work-life issues for full-time, tenure-track faculty. Sometimes curriculum changes for which the Senate is responsible can affect contractual obligations. For example, any changes to the calendar could result in contractual issues at some point. There are these instances when the KSCEA and the Senate have intercepting interests. Ultimately, working together would allow for shared governance; it would avoid redundancy and with the SEC it would be possible to get a "heads up" on matters of overlap.

President Giles-Gee said that contracts are negotiated between faculty and the administration. She expressed concern about previous experiences at other institutions when the role of the Senate and the Union have become too close, making it difficult to see them as independent bodies with very separate missions.

Senator Stanish said there are different options. We could do a bylaw change or we could do something

Future Senator Gianni pointed out that the Senate Liaison has traditionally been a member of the KSCEA Executive Board.

Senator Schmidl-Gagne said as far as the composition of the SEC, she sees only faculty, not an OS or a PAT member. Should it be representative of all governing bodies on campus?

Senator Stroup referred the Senate members to the bylaws. It so happens that the current SEC has four faculty members serving, but that is not in the bylaws. It's just how it worked out this year in terms of who was nominated in the election we had. It is entirely possible that other constituencies could be represented on future SECs.

Senator DeLisle said that the Student Assembly changed its bylaws so that students can sit on the Senate without being a member of the Student Assembly.

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

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

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

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

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

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

***NEW BUSINESS:***      None

***ADJOURNMENT:*** The Senate voted to adjourn at 5:25 p.m.

**Senate Executive Committee Meeting Report**

Wednesday, October 3, 2007

Crowley Room ~ Rhodes Hall

Present: Larry McDonald, Karen Stanish, Sarah DeLisle, William Stroup, Mel Netzhammer, and Gladys Johnsen

We discussed the KSCEA requests brought to the Senate last month and our possible written response. Any thoughts or comments from members of the Senate are welcome and can be sent to [gjohnsen@keene.edu](mailto:gjohnsen@keene.edu)

Possible Bylaws changes were discussed but were tabled until the November SEC meeting.

Submitted by Gladys Johnsen, Chair

**Academic Overview Committee Report to the KSC Senate  
October 10, 2007**

Meeting notes for our last three meetings are enclosed. AOC has taken actions on the two tabled program reviews from last year: Chemistry and Communications/Journalism/Philosophy. In terms of the former the AOC voted for procedural guidelines to govern the review of Chemistry in 2008-09 (see attached motions that require Senate action). The latter program review is ongoing as the AOC convened a subcommittee to revise the draft of the Communications subcommittee report. AOC also is continuing ongoing discussions of how to revise the Committee's procedural guidelines by examining its charge and discussing the scope of programs and academic units that fall under its review. The committee has also produced a draft schedule of program review for the next ten years which it is also discussing.

**Academic Overview Committee Notes**  
**Wednesday, September 19, 2007 4pm, Student Center 307**

**Present:** Greg Knouff, Beatriz Torres, Thomas O'Brien, Kristen Porter-Utley, Margaret Smith, Kim Schmidl-Gagne, Matt Henry

**Guest:** Colin Abernathy, Chemistry Department

**Discussion:**

Colin presented the concerns of the Chemistry Department regarding postponing the AOC Review. Greg clarified the process that the AOC was suggesting. Greg will draft a document which outlines the timeline and manner in which the Chemistry Department review will occur.

The committee briefly discussed the outstanding Communications, Journalism and Philosophy. Ann Atkinson will meet with the committee next week to present the response from the CJP department. We will look to draft an executive summary for the Senate to review by the end of the semester.

Greg Knouff requests that members of the AOC review the Guidelines in the Faculty Handbook and the CJP reviews before our next meeting.

**Next Meeting:** Wednesday, September 26<sup>th</sup> at 4pm in Student Center 307

**Academic Overview Committee Notes**  
**Wednesday, September 26, 2007 4pm, Student Center 307**

**Present:** Greg Knouff, Beatriz Torres, Kristen Porter-Utley, Barbara Ware, Dan Patterson, Gloria Lodge, Kim Schmidl-Gagne, Matt Henry

**Guest:** Ann Atkinson, Communication, Journalism, Philosophy Department

**Discussion:**

The AOC and Ann Atkinson discussed the CJP response to the AOC report and agreed to several revisions. Ann will revise response and solicit feedback from CJP faculty and resubmit to AOC. AOC will then draft an Executive summary for Senate review.

The AOC briefly discussed the Chemistry review and Greg will draft a letter regarding two motions. One motion will describe the tabling of the Chemistry review and future procedures for completing the review and the other will regard Chemistry's staffing issues.

Greg requested that committee members come prepared to discuss the scope of AOC at the next calendar meeting.

**Next Meeting:** Wednesday, October 5<sup>th</sup> at 4pm in Student Center 307

**Academic Overview Committee Notes**  
**Wednesday, October 3, 2007 4pm, Student Center 307**

**Present:** Greg Knouff, Beatriz Torres, Barbara Ware, Gloria Lodge, Kim Schmidl-Gagne, Matt Henry, Margaret Smith, Thomas O'Brien, Nora Traviss

**Discussion:**

The AOC discussed the most recent version of the Communication review and decided to form a subcommittee to review the external and self reports to gather more information before submission of a final report.

The scope of the AOC was reviewed and a discussion of the role of the AOC in co-curricular program followed. Membership discussed the process by which co-curricular programs might be reviewed, the name of AOC vs the functional role and our commitment to program review.

**Next Meeting:** Wednesday, October 24<sup>th</sup> at 4pm in Student Center 307

**Academic Overview Committee**  
**Program Review Procedures Regarding the Tabled Chemistry Review**  
(Requires Senate Action)

**Motion:**

That the tabled program review of chemistry be completed by the Academic Overview Committee in academic year 2008-09. Additionally, the AOC recognizes that the chemistry department has fulfilled its obligation to write a self study by its submission of its self study in March 2007. As a result, both the external reviewers and the AOC will use this self study in their evaluation of the chemistry program and will adhere to the AOC procedural guidelines in the 2006-07 Faculty Handbook. Since the self study was prepared under the rubric of the 2006-07 guidelines, external and AOC review should also be consistent with these procedures. However, the following two additional provisions shall also apply. First, the chemistry department will have the opportunity to write a *one page* summary of changes in the program since 2006-07. This document will serve as a brief update on the program, but the submitted self study will constitute the main document in program review. Second, any changes in AOC procedures that mandate a meeting between the department and administrators to discuss an action plan based on the outcome of program review will apply to the chemistry review.

**AOC Vote:**

7 in favor; 0 opposed; 2 abstentions, 0 absent.

**Motion:**

Based on AOC members' reading of the chemistry self study and meeting with a representative of the chemistry department, the AOC recommends that a meeting between the Chair of Chemistry, Dean of Sciences, and Provost to discuss chemistry staffing needs take place in academic year 2007-08.

**AOC Vote:**

7 in favor; 0 opposed; 2 abstentions, 0 absent.

**2007/2008 Senate Curriculum Committee Meeting Minutes**  
**September 26, 2007, 4 to 5:45 p.m.**  
**Joslin House: Room 104**

**Present: Becky Dunn (minutes), Ann Rancourt, Tom Richard, Nigel Malcolm, Lois Merry, Brian Green, Roxana Wright, Carime Bersh, Rosemary Gianno, J-Lynne Brown**

**New Business**

1. Non-ISP Interdisciplinary Prefixes (p. 144 of catalog)
  - a. It's been noted that the non-ISP interdisciplinary courses have been under-utilized during the past several years. Tom Richard reviewed course use and found that 4 out of the 11 courses have been offered in the last 3 years. These courses are IDSS 150 (now offered as IITDS 199), IDAH 290 (not offered this academic year), IDSM 301 (proposing to leave the non-ISP interdisciplinary offerings and move under General Science), and IDSS 290 (not offered this academic year).

In an effort to avoid confusion with the ISP Interdisciplinary courses and to adhere to the 3-year rule under SCC Curriculum Guidelines, the SCC is proposing to remove the non-ISP Interdisciplinary courses from the catalog. A letter will be drafted by B. Dunn and sent to the Deans of Sciences & Social Sciences and Arts & Humanities for an advisory opinion.

Motion will be made to remove the non-ISP interdisciplinary courses once advisory opinions are received.

2. Program Outcomes
  - a. Ann Rancourt presented a document, Annual Assessment Plan, which would allow departments to change their program outcomes without having to follow the standard curriculum process. Departments were required to develop or revise program outcomes with their 4-credit model proposals. As departments begin their assessment plans, questions have been raised on how to go about revising program outcomes and the need to follow the standard curriculum process. This is an area that has not been addressed in the past. The Academic Affairs Council has proposed that program outcomes be documented in a newly created form that is part of a department's annual assessment plan. This report will be due every September. It will go to the Deans, Provost, and then to the SCC as information. The form was presented to the SCC with discussion. Revisions will be made by Ann Rancourt and reviewed at the October 3<sup>rd</sup> SCC meeting.

**Old Business**

3. ISP Guidelines
  - a. ISP policy guidelines have been reviewed and voted on (passed) by all 3 School Curriculum Committees. The SCC reviewed and discussed the policies. Discussion focused primarily on the language in policy #3 with regard to **"but not a specific discipline or department"** and the impact this would have on prerequisites as well as what is currently listed in the catalog for the two 300-level ISP courses.

Tom Richard raised concerns on the implications this proposed statement would have on listing prerequisites for all 300-level ISP courses. For example, all of the potential disciplines would need to be added into the prerequisite if an upper-level course required

Becky Dunn then asked if the current prerequisites, specifically for the IHECON course, were incorrect based on proposed policy #3 because it requires 1 of 4 specific disciplines; it was noted that the prerequisite for the IHECON course would be correct, and it was asked how can it be if we are stating "not a specific discipline or department". It was suggested that the proposed wording be deleted. Ann Rancourt will be bringing these revisions to the ISPC for further discussion and back to the SCC on 10/3.

4. KSC Bylaws – SCC section updates

- a. At the first meeting of the fall 2007 semester, it was noted that the Curriculum Committee section of the KSC Senate Bylaws required revision. SCC members reviewed the current version of the bylaws and suggested several revisions. B. Dunn to update bylaws and circulate revised copy for members to review at next meeting.

5. Program & course proposals – *Tabled until next meeting*

- a. Outdated language
- b. Library language

6. Curriculum Guideline Suggestions – *Tabled until next meeting*

7. Using Blackboard as the main site for proposal submission and review – discussion – *Tabled until next meeting*

**NEXT MEETING: October 3<sup>rd</sup> at 4 p.m.**

Respectfully Submitted,  
*Becky Dunn*  
SCC Chair 2007-2008

**2007/2008 Senate Curriculum Committee Meeting Minutes**

**October 3, 2007, 4 to 6:30 p.m.**

**Joslin House: Room 104**

Present: Becky Dunn (minutes), Tom Richard, Nigel Malcolm, Brian Green, Roxana Wright, Ann Rancourt, Rosemary Gianno, J-Lynne Brown

Excused: Lois Merry, Carime Bersh

**New Business**

1. Circulating proposals to SCC members
  - a. Reviewed options for circulating proposals once they come in (electronically via email, post on Blackboard, and/or have hard copies available). It was decided that proposals will be forwarded to SCC members via email. If necessary, large documents will be forwarded to members via hard copy upon request.
  - b. SCC Blackboard site will be used in the same manner as last year: proposals before the SCC, proposals before the Senate and approved proposals.
2. Signature Page
  - a. The signature page for this year is out of date and does not reflect the current curriculum process (potential for confusion). Revisions to the document were discussed; it was noted by Ann Rancourt that she does not see/sign signature pages on proposals; since she sits on the SCC, she felt that it's not necessary for her signature area. The committee also noted that there is not a place for Provost and President signatures. Their approval is part of the program proposal process. B. Dunn will contact Mel to discuss procedure (prior and current).
  - b. Revised signature page for 2007/2008 is attached for information; this will replace the current document that is in Public Folders and up on Blackboard.
3. Extension Request from Honors Option proposal
  - a. The SCC reviewed the Honors Program Option request for a 1-week extension. It sounds as if the program proposal is ready for review with the exception of "wait time" for advisory opinions. The SCC suggests submitting the program proposal to each of the School Curriculum Committees by the October 17th date so committee members can begin to review the proposal; however, School CCs should officially discuss and vote on the Honors Program Option proposal once advisory opinions are provided to each of the Schools no later than October 24th. Our hope is that the Honors Program Option proposal can still be forwarded to the SCC by the 10/31 deadline.

**Old Business**

1. Annual Assessment Plan
  - a. Reviewed revisions to the document and minor suggestions were made to clarify content. B. Dunn to check with Gladys on how to handle document; it may need to go to the SEC.
2. ISP Policy Guidelines
  - a. Reviewed another round of revisions to policy #3.

Questions and concerns that were raised are as follows:

1. If a course were to specify that students complete ISP courses in II, IA, IH, IS and IN, this would require students to complete both foundations courses and five additional ISP courses in order to register for that 300-level course. The likelihood of all areas as requirements for prerequisites would be slim, but we'd prefer to not have this as an option. It would be prohibitive

2. The SCC understands the necessity for students to have attained a certain level of integrative skills and broad-based knowledge to prepare them for 300-level courses, which should happen with 24 ISP credits. So, the SCC recommends specifying one ISP area rather than one or more. Recommendations to go back to the ISPC.

3. KSC Bylaws – tabled
4. Follow-up: non-ISP Integrative Studies courses – awaiting opinions from Deans
5. Program & course proposals – tabled
6. Curriculum Guideline Suggestions – tabled
7. Using Blackboard as the main site for proposal submission and review – discussion - tabled

**NEXT MEETINGS:** October 17<sup>th</sup>, October 24<sup>th</sup> or 31<sup>st</sup> (pending approved proposals from School CCs), November 7<sup>th</sup>, November 28<sup>th</sup>

Respectfully Submitted,  
*Becky Dunn*  
SCC Chair 2007-2008

## **Report from the Academic Standards Committee 10/10/07**

The ASC met three times since the last Senate meeting.

ASCASC Meeting of September 19, 2007: present were Senators, Kowpak, Rust, Bemis, Kostic, Menezes, Fowler, Abernethy, and Jean.

ASC Meeting of September 26, 2007: present were Senators, Kowpak, Rust, Bemis, Kostic, Menezes, Fowler, and Jean. Provost Netzhammer joined us for a discussion regarding the Emergency Planning Document

ASC Meeting of October 3, 2007: present were Senators Rust, Bemis, Kostic, Menezes, Fowler, Abernethy, and Jean. Sylvie Rice joined us for a discussion regarding the Emergency Planning Document.

The ASC felt that though there was a very compelling need for an **Academic Plan in the event the College closes** and that the President and administration are best prepared to make the final decision on what level of emergency the college is dealing with, the document given to us was too vague for the ASC and the Senate to make an informed decision.

It was also not clear what our exact charge was and that we need better guidelines and more meat to the document than is in it. With the current document we felt ill-prepared to come to any informed decision. As a result we requested Provost Netzhammer and Sylvie Rice meet with us. After meeting with them, we requested that the expectations as to faculty and department obligations be clearer.

It is important that the faculty and the Departments understand clearly, what are the different levels of emergency closings, so they can respond appropriately and be prepared in case of an emergency. What are their responsibilities and what are the responsibilities of students?

Sylvie Rice said that she would go back to the emergency planning committee to have them refine and more clearly state the recommendations of the document, so that the ASC would have more depth to consider.

We would like to note here that there is also some concern by the Committee as to whether it is appropriate for the ACS alone to be dealing with this issue.

The second issue that the ASC discussed and received feed back from Tom Richard on was the following statement to be added to the catalogue:

***Grade prerequisites are not enforced at the point of registration. If a student does not earn the prerequisite grade requirement, he/she will be de-registered from the course.***

After discussing the issue with Tom it was apparent that this proposal would certainly and simplify the de-registering process. However the ASC was concerned that the timing would be difficult particularly between the fall and spring semesters for students to register for course so that they did not find themselves without financial aid or housing. Some rewording by the Policy Subcommittee of the Academic Affairs Council to include the following:

### ***Caution:***

We need to assure that students who are deregistered do not lose financial aid and housing.

Registration should be open to students who have been deregistered so that they may register for courses that will allow them to meet minimum requirements for full load.

Also there is some question that this timing issue could be addressed through the lengthening of the Schedule Adjustment Period (Add/Drop), some of which already occurs.

We should be able to have a final statement for the Senate to review by the next meeting.

Finally, it is our understanding that the **Ad Hoc Campus Calendar Committee** will be forwarding its recommendations to the Senate Executive Committee within two weeks.