

*Minutes of the 382nd Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, April 16, 2008*

CALL TO ORDER: 4 p.m.

ROLL CALL:

Excused: C. Abernethy

SECRETARY'S REPORT:

Motion: To accept the minutes for the 381st Meeting of the Senate of Keene State College

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

COURTESY PERIOD:

Senator Schmidl-Gagne, on behalf of the PAT Council, recognized Senator Menezes formally for his service and thanked him for his long service to the Senate.

The Provost's office, the Senate, and the Senate Executive Committee were incredibly kind in recognizing with beautiful roses (in KSC colors) the service of both Gladys Johnsen and Nancy Gitchell ~ Gladys as Senate Chair and Nancy as Senate Clerk. Thank you so so much from both of us!

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

Wednesday, April 16 through 4/19 *An Evening of Dance @ 7:30 p.m., Main Theatre*

Also, KSC students took dance into some elementary schools, performing *Walklyndon* which was choreographed and performed by Pilobolus last October at Keene State.

Senator Stroup announced that on Friday, April 18 at 2 p.m. in Morrison 101 there will be a meeting of the Keene Is Reading Program for a discussion about next year's version of the Program. If you are unable to attend and you have suggestions, please e-mail William Stroup or Brinda Charry.

Dr. Giles-Gee acknowledged our students in the Student Government and the Student Assembly and in particular their report to the Board on student fees which she said was extraordinary. Sarah DeLisle and Matt Henry represented the Student Assembly and did a fantastic job in answering questions from the Board. That's what shared governance is all about ~ talking about the process, challenging, and then coming to an agreement with what is accepted as tuition fees for next year.

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

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

Motion: By Senator Schmidl-Gagne to approve the following PAT Bylaws change:

There shall be two [2] PAT representatives elected to the College Senate, One [1] from Student Affairs, the Executive Division, or Finance and Planning. One [1] of the representatives should also be a member of the PAT Council. Terms on the Senate are designated as two- [2] year terms. Elections for Senate Representatives shall be staggered on a yearly basis.

Vote: The Senate voted to approve the change.

The following Senate Bylaws changes need Senate approval [SD 07/08-102]

Motion: By Senator Stroup to approve a change under Article VI, F [Presentation of Motions]. It would read as follows:

Substantive motions should normally be presented in memorandum form and typewritten. Supportive reasons should accompany each for the convenience of senators. The maker of an amendment to a main motion is responsible for providing the *Secretary of the Senate* with a written copy of the amendment.

Vote: The Senate voted to approve the change.

Motion: By Senator Stroup to approve a change under Article VI, H [Scheduling of Motions]. It would read as follows:

Proposals which would normally require action by the standing, continuing, or special committees must be submitted no later than the March meeting of each academic year unless otherwise approved by the Executive Committee. Action by the Senate may be taken on substantive motions or any committee report only when submitted to senators in conformance with the 48-hour rule [see Article VI, J].

Vote: The Senate voted to approve the change.

Motion: By Senator Stroup to approve a change under Article VI, J [Reports to the Senate]. It would read as follows:

Information about Reports to the Senate

1. Committee Proposal Reports containing motions upon which action may be taken. A proposal report shall contain one or more motions upon which Senate action is desired by the committee submitting this type of report. Such motions shall be accompanied by a committee vote that indicates the number of affirmative, negative, and abstention votes, as well as the number of committee members absent when the vote was taken. A quorum of a committee, consisting of minimum of fifty percent of the total committee membership, shall be present when a committee vote is taken. Only an affirmative majority vote by the committee on a proposal shall be presented to the Senate in the form of a motion. Each motion in a committee report shall be accompanied by a rationale and a detailed summary of the motion. As a part of the operation of a committee, it shall be considered normal practice to invite the originator(s) of a proposal, submitted for committee consideration, to answer questions, elaborate on the proposal rationale, or in other ways help to inform the committee as to the content of and reasons for submitting the proposal.

2. Informational Reports submitted by either individuals or committees. Reports to the Senate by committees or individuals that contain no motions shall be submitted in writing to the Senate Chair. It is strongly recommended that these informational reports follow the same forty-eight-hour-rule report submission deadline below. The following shall be considered as constituting informational items:

3. Committee Action on Matters Other than Proposals

Committee actions on proposals that have not resulted in a committee-generated motion shall be reported with a detailed summary of committee discussion on these matters as well as the results of the vote taken.

4. Committee Progress Reports

When possible, the due date of the final report, as well as an overview of the possible motions it might contain, shall be indicated.

5. Report Format

All reports should be in standard memorandum form and addressed to "The Senate of Keene State College." Such reports should include the author(s) of the report (in case of committees, a masthead listing committee membership), the date of the Senate meeting at which the report is to be submitted, and a title indication of the subject matter of the report. Each report shall be assigned a Senate document number.

6. Refusal

A committee may refuse to consider a motion submitted to it, but such refusal and its reasons must be reported at the next regular Senate meeting. A majority vote of the Senate, upon motion of any member, will return it to the committee for mandatory consideration and report. The Senate may call back for consideration any motion from any committee by majority vote.

7. Minority Report

Committee members may file a minority report on any motions acted upon by the committee. The minority report should present an alternative motion and the arguments for it in the same manner and on the same schedules as final reports.

8. Forty-eight-Hour Rule

To allow Senators adequate time for thoughtful preparation for each meeting, all motions and final reports shall be included with the agenda and attached in electronic form with appropriate document numbers and available to Senators and those with courtesy of the floor electronically at least 48 hours before each meeting. Senators are responsible for bringing their own copy to the meeting.

9. Preparation of Senate Documents

To allow time for preparation of the Senate documents all reports must be submitted to the Clerk and Chair at least two workdays in advance of the 48 hour rule.

Vote: The Senate voted to approve the change.

Motion: By Senator Stroup to approve a change under Article VI, M [Courtesy Period]. It would read as follows:

Each meeting shall have an agenda item entitled "Courtesy Period" that immediately follows action on the minutes of the previous meeting(s). The period of time allotted to courtesy period statements shall not be of more than fifteen minutes duration. Any senator may speak for no more than *two minutes* on any subject affecting the College community, excepting matters of the agenda of that particular meeting. The presiding officer shall recognize in turn each senator requesting courtesy period time before he or she delivers a courtesy period statement.

Motion: By Senator Stroup to approve a change under Article VII, A [Executive Committee]. It would read as follows:

The Executive Committee shall consist of the Chair, Vice Chair, Secretary of the Senate, the Provost, the President of the Student Body, and one additional member elected by the Senate. The duties of the Executive Committee shall be to set and publicize the agenda for meetings of the Senate, establish membership of all Senate committees, recommend to the President the membership of Presidential committees and other College committees, establish ad hoc committees (as necessary), consider proposals concerning academic freedom and responsibility, consider appeals of elections conducted by the Senate, declare a seat vacant due to excessive absences, and consider proposals which do not fall under the purview of other standing committees. In addition, it will bring to the Senate appropriate proposals from the Presidential committees accomplished by interlocking membership between this committee and Presidential committees. In the case of an emergency, the Executive Committee shall meet during breaks in the academic calendar. Any decisions that are made shall be ratified by the full Senate. The Executive Committee shall be authorized to make editorial changes in the Senate Bylaws to accurately reflect Administrative titles.

Vote: The Senate voted to approve the change.

Motion: By Senator Stroup to approve a change under Article IX, B [Senate Vice Chair]. It would read as follows:

The Senate Vice Chair shall conduct the elections of the at-large faculty representatives. The School Deans shall conduct the elections of the school representatives, the PAT Council shall conduct the elections of the PAT representatives, the Operating Staff Council shall conduct the elections of the Operating Staff representative, and the Adjunct Association shall conduct the elections of the Adjunct representative. All of these constituencies must notify the Senate Vice Chair and Clerk of the results immediately upon conclusion of the election. The election of the at-large faculty representatives should be complete at least three weeks before the April meeting of the full Senate. The election of the School, PAT, Operating Staff, and Adjunct representatives should be complete at least one week before the April meeting of the full Senate so that standing committees of the new Senate can be constituted. The Senate Vice Chair is responsible for ensuring that the School Deans, the PAT Council, the Operating Staff Council, and the Adjunct Association complete their elections in a timely manner. Elections of the student representatives shall be conducted according to the Constitution and Bylaws of the Student Assembly.

Vote: The Senate voted to approve the change.

Motion: By Senator Stroup to approve a change under Article IX, D and E [Appeals and Vacancies, Variations, Sabbaticals, and Leaves of Absence from the Senate]. It would read as follows:

D. Appeals

All appeals regarding elections shall be directed in writing to the Senate Executive Committee within five calendar days of the election. If that committee deems it necessary, the appropriate constituency shall hold a special election to fill the contested position(s).

E. Vacancies, Variations, Sabbaticals, and Leaves of Absence from the Senate

1. A vacancy in a seat filled by an elected representative shall be filled for the remainder of the elected term by an alternate selected by the senator's constituency in the most recently conducted election. In the event that an alternate is not available, a special election will be scheduled by the Executive Committee.

2. A vacancy in a seat filled by a Principal Administrator or the Student Body President shall be filled by his/her interim replacement.

3. In the event of a sabbatical within the duration of a senator's term, an interim senator may be elected for not less than one semester. At the completion of the sabbatical or leave of absence the senator may return to his/her position and the interim senator will leave. The election of this interim senator must be held before the semester or year on leave by a general election of the senator's constituency.

4. In the event that a senator must take a temporary leave of absence during his/her elected term to the Senate of Keene State College, the following rules will go into effect: The Senate Executive Committee must grant an official leave of absence. If one is not granted, the Senate seat will be declared vacant and should be filled by the procedure in 1 and 2 above. In the event the absence will extend less than one full semester, the seat will not be filled and the senator will return to serve the remainder of his/her elected term.

a. In the event that a senator elected at-large is granted a leave of absence of at least one semester, that seat will be filled by the person receiving the next highest number of votes in the most recent at-large election. If no one is left in the pool, an appointment will be made by the Provost and approved by the Senate Executive Committee.

b. In the event that a senator elected as a School representative is granted a leave of absence of at least one semester, that seat will be filled by the next alternative in the most recent School election; if there is no candidate, an appointee selected by the dean of the school and approved by the Senate Executive Committee will fill this seat.

c. In the event that a senator elected as a PAT or OS representative is granted a leave of absence of at least one semester, that seat will be filled by the next alternative in the most recent PAT or OS election; if there is no candidate, an appointee selected by the PAT or OS council and approved by the Senate Executive Committee will fill this seat.

d. In the event that a Student Senator is not able to complete his or her term the Executive Committee must be notified and the Student Assembly shall find a replacement. The replacement will be subject to the approval of the Executive Committee.

5. To ensure continuity in committee assignments once replacement senators have been assigned, they will serve no less than a full semester. Any senator returning from a leave of absence must be available to serve throughout that semester.

6. If any of the above procedures is believed to be inappropriate in a given election, a variance may be approved by a two-thirds vote of the full Executive Committee.

Vote: The Senate voted to approve the change.

ACADEMIC OVERVIEW COMMITTEE:

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

Motion: By Senator Knouff to approve the AOC Program Review Flow Chart [SD 07/08-104]

Vote: The Senate voted to approve the motion.

Senator Knouff thanked the members of AOC who were excellent hard workers and he said he appreciated everything they did this year.

Senator Smith said the AOC would like to thank Senator Knouff for his phenomenal leadership.

ACADEMIC STANDARDS COMMITTEE:

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

Motion: By Senator Menezes to accept the following three items included in the "Policy on Academic Honesty":

- (a) Defining the role of the assistant deans
- (b) Defining the role of the department chair/coordinator
- (c) Adjusting the Appeals process to utilize the dean except in cases which result in suspension or dismissal

Because of some concerns expressed by several senators, it was suggested to vote on items a, b, and c separately.

Motion: By Senator Johnsen to approve Item a [defining the role of the assistant deans]

Vote: The Senate voted to approve the motion.

Motion: By Senator Johnsen to approve Item c [adjusting the Appeals process to utilize the dean except in cases which result in suspension or dismissal]

Vote: The Senate voted to approve the motion.

Motion: By Senator Johnsen to approve Item b [defining the role of the department chair/coordinator]

Vote: The Senate voted to **not pass** the motion.

Motion: By Senator Menezes to approve SD 07/08-107 [approved minimum admittance requirement of 2.8 GPA to the Safety Studies Graduate Program through CE]

Vote: The Senate voted as follows:
20 for 1 against 4 abstentions

Senator Johnsen thanked Senator Menezes and his committee for all of their work.

CURRICULUM COMMITTEE:

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

NEW BUSINESS: None

ADJOURNMENT: The Senate voted to adjourn at 5:10 p.m.

Senate Executive Committee Report, April 23, 2008

There was no formal meeting of the SEC.

Ad Hoc Honor's Curriculum Committee Report: SEC representatives William Stroup, Karen Stanish, and Gladys Johnsen along with SCC representative Becky Dunn met with Phyllis Benay and three members of Ad Hoc Honor's Curriculum Committee on Thursday, April 17th at 3:00 in the Writing Center. This meeting was in preparation of the Ad Hoc Committee's written report with recommendations for the Honor's Council. Today Phyllis Benay, who has been serving as chair of this special Senate Committee is presenting their final report (which is included in the SEC report as an FYI only).

The original charge to the Ad Hoc Committee was as follows:

Committee Charge

- Review the advisory opinions from departments, School 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 2nd, 2008, which will be reviewed and presented to the full Senate at the April 16th meeting.

Date: April 18, 2008

To: Senate Executive Committee

From: Phyllis Benay, Chair, Ad Hoc Honors Committee
Tom Durnford, Modern Languages
James Stemp, Anthropology and Sociology
Peter Nielsen, ISPC
Pat Halloran, Advising
Peg Barrett, Library
Ben Hall, Student Representative
Elizabeth Malone, Student Representative in Honors Program

Re: Ad Hoc Honors Committee Report

The Ad Hoc Honors Committee begins this report by acknowledging the hard work and expertise of the Honors Council in the creation of their proposal. The Ad Hoc Committee made every attempt to work with the pre-existing proposal in an effort to address the faculty concerns stated in the Advisory Opinions collected in October, 2007. Toward that end, we have carefully studied every document relating to the Honors Program; below are our studied suggestions and rationale for change that will hopefully garner the campus-wide support this program deserves. We have not completed the last part of the Senate's charge to "Submit a revised Honor's Council Proposal" due to time constraints.

- **Program Title:** We recommend a consistency of word choice regarding the program title throughout all related documents. We feel it is important in not only distinguishing *this* program from any "honors in the major" programs, but in clarifying for faculty precisely what the program is and is not. Several comments in the Advisory Opinions suggested some confusion which can readily be addressed by referring to the program, the director, and all attendant documents in the same way.
ISP courses form the core of this Honors Program and the courses are based on a distinct, pedagogical approach that distinguishes it from many traditional general education models. Since ISP is a highlighted program of the College, this proposed program title would address multiple critiques and be in keeping with the stated goal of the ISP.
We recommend designating this Honors Program as *Honors in Integrative Studies*.
- **Program Courses:**
The Ad Hoc Committee recommends that the standard curricular process for course approval be followed. Honors courses should be designated in the course title rather than the course prefix; this would provide a more transparent process for course adoption.

1) **Thinking & Writing:** We suggest eliminating honors sections of Thinking and Writing course as one of the components of the program. There are several reasons for this recommendation:

- it will create a uniform policy about substituting AP English for both honors and non-honors students;
- it will restore for honors students the same choice of special topics that is available to non-honors students and insures the integrity of the original Thinking and Writing plan for students to select an area of special interest to them;
- and lastly, it will allow students entry to the program who have already completed a non-honors section of Thinking and Writing (see Multiple Entry Points, p. 3).

This recommendation does not diminish the importance of Thinking and Writing—quite the contrary. The Ad Hoc Committee feels strongly that *all* students be required to enroll in Thinking and Writing and suggests that AP English be equated with an IHENG at the 100-level.

2) **Perspectives Courses:**

We recommend that the number of Perspectives courses be increased from three to four: one in each area of Arts, Humanities, Natural Sciences, and Social Sciences. We suggest that three of the four required Honors Perspectives courses be at the 200-level or higher. The first Honors Perspective course that students will enroll in should be at the 100-level; this Perspectives course will provide the incoming honors students the opportunity to develop as a learning cohort in their critical first semester at the College.

The three remaining 200-level courses should include a writing-intensive project, designed by the faculty member teaching the course. This component might include attention to discipline-related discourse, primary research methods, intensive literacy skills, and attention to writing as process. A writing-intensive component will also help considerably in distinguishing and defining what constitutes an honors course from a non-honors course. Though we appreciate that faculty will have increased expectations for such a motivated cohort, more specificity would help define the course objectives.

3) **Study Abroad/ Interdisciplinary Honors Course:** The Ad Hoc Committee recommends that the study abroad component be merged into a single Interdisciplinary Honors course in the following way: during the spring semester of their junior year, students will enroll in one of the Interdisciplinary Honors courses which will have a particular focus based on the cultural and social context of the study-abroad destination. This will be followed by the summer study-abroad experience “to include lectures/seminars from local experts, site visits, field work, and/or project work” (Honors Council 2007-08 Course Proposal for Study Abroad). The course will then culminate in a substantial project of the students’ and faculty members’ design.

We also encourage the Council to fully inform the faculty about the available financial support for the Study Abroad component of the program since so many views in the Advisory Opinions expressed concern about the expense of this requirement.

- **Living/Learning Community:** As expressed by the Honors Council, the creation of a living and learning community—developing a cohort philosophy—is essential to the proposed Honors Program. While this component may be extremely valuable, the Committee recommends that the Honors Council be flexible regarding the wide variety of students' circumstances and personal situations. As housing becomes an increasingly worrisome issue on campus, some portions of the student body have already taken note of the housing privilege extended to participants in this program.
- **Multiple Entry Points:** In order to accommodate many faculty concerns about exclusivity and in all fairness to our student body, students should be allowed access to the program in one of two ways: upon admission to the College *or* after completing one semester and meeting the requirements set by the Honors Council. None of the requirements for the program completion should be waived, i.e. if a student has already completed one or two non-honors Perspectives courses, those courses cannot be used to replace the honors sections of those courses.
- **Admission to Honors Courses for Non-Honors Students:** To ensure fairness to our students, faculty, and in keeping with our College's mission statement, we recommend that 5 seats in every honors class be reserved for non-honors students. (Many faculty commented about this in the Advisory Opinions.) Non-honors students may gain admission to the course only with the permission of the instructor. This will allow faculty to recommend a particular non-honors student to register for a course that might be of great benefit to that student.
- **Faculty Participation/Honors Council Membership:** Many comments throughout the Advisory Opinions addressed confusion about how faculty were selected to participate in the program and their obligations once they did participate, i.e., does a faculty member need to be on the Council if they want to teach in the program. These perceptions can be remedied by clear statements from the Honors Council about process and attention to word choice. Terms like "Honors Faculty Fellows," or descriptions such as "Classes [in the Honors Program] taught by talented professors committed to help students grow personally and professionally," as currently stated on the KSC website, suggest that those not teaching in the program do not share those objectives and that only an elite cadre of faculty subscribe to those goals. Since faculty support of the program is critical to its success, the Ad Hoc Committee recommends that a clear process be established for not only teaching in the program, but also for membership in the Honors Council. Members should be determined by campus-wide elections.

- **Faculty Forums:** In whatever ways this program is or is not revised by the Honors Council, one of the resounding critiques throughout every Departmental and School Curriculum Committee response was that there was not enough time allotted for a thorough review of the proposal. Therefore, we strongly suggest that a revised proposal be presented by the Honors Council to the campus during the Fall, 2008 Opening Week activities, followed by several forums during early fall so that faculty response is integrated into a final proposal. That proposal should then follow the College's already established process for curricular changes and program addition.

We respectfully thank the Senate for your attention during this process and hope that our work is useful for this ongoing project.

2007/2008 Senate Curriculum Committee Report
April 15, 2008, 4 to 6:10 p.m.
Joslin House: Room 104

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

New Business

1. The curriculum package for a new major in Sustainable Product Design and Innovation was approved by the SCC (5-0-0-3).

****The SCC moves that the Sustainable Product Design and Innovation curriculum package for a new major be approved by the Senate.**

2. The following Anthropology course proposal was approved by the SCC:
ISANTH 111 Archeology and Physical Anthropology (5-0-0-3)

****The SCC moves that the IS Anthropology 111 course proposal be approved by the Senate.**

3. Revisions to the Anthropology Minor were approved by the SCC (5-0-0-3).

****The SCC moves that the revisions to the Anthropology Minor be approved by the Senate.**

4. Revisions to the Sociology Major were approved by the SCC (5-0-0-3).

****The SCC moves that the revisions to the Sociology Major be approved by the Senate.**

5. The following Physics course proposal was approved by the SCC:

~~I~~PHYS 100 Inquiry into Physics (5-0-0-3)
N

****The SCC moves that the IN Physics 100 course proposal be approved by the Senate.**

6. The following Physics course proposal was approved by the SCC:

~~I~~PHYS 201 Phenomenal Science (5-0-0-3)
N

****The SCC moves that the IN Physics 201 course proposal be approved by the Senate.**

7. Revisions to the Physics Minor were approved by the SCC (5-0-0-3).

****The SCC moves that the revisions to the Physics Minor be approved by the Senate.**

The following course proposals are presented as information:

ANTH 110 – course deletion
ANTH 111 – course deletion
BIO 498 – prerequisite change
MGT 408 – title change
MGT 446 – course addition
PHYS 201 – course deletion

After extensive discussions (beginning last spring), the SCC presents the following revisions and addition to the curriculum process as information: (see attached documents)

- a. Revisions to the curriculum guidelines
- b. The addition of an Intent of Curriculum Changes form
- c. Revisions to the Course and Program Proposal forms
- d. Revisions to the Signature Page form

The revisions and addition to the curriculum process were approved by SCC members 7-0-0-1.
Final approval was completed electronically.

THE CURRICULUM GUIDELINES
Senate Curriculum Committee
REVISED SPRING 2008

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*Minutes of the 381st Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, March 12, 2008*

CALL TO ORDER: 4 p.m.

ROLL CALL:

Excused: C. Abernethy

SECRETARY'S REPORT:

Motion: To accept the minutes for the 380th Meeting of the Senate of Keene State College

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

COURTESY PERIOD:

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

Wednesday, March 12	Tapestry Vocal Ensemble @ 7:30 p.m., Alumni Recital Hall
Thursday, March 13	KSC Concert Band @ 7:30 p.m., Main Theatre
Tuesday, March 25	The Capitol Steps @ 7:30 p.m.

Senator Jean announced that the National Science Teachers Association's (NSTA) KSC Student Chapter, nationally recognized, will be running its second annual workshops on Monday, April 14th. There will be six presenters (two from each of elementary, middle, and high schools); three of the six are alumni of KSC. President Giles-Gee will be the keynote speaker. Anyone with an interest in science is welcome.

Senator Stroup announced that on Wednesday, March 26, Luis Alberto Urrea, author of *The Devil's Highway*, will be speaking in the Mabel Brown Room @ 7 p.m.

President Giles Gee reported that for the past year she has been working with the Board of Trustees to provide them with info about fundraising and our infrastructure for fundraising here. We do not have the staff that other institutions do, some having as many as 25 in their fundraising offices. The capacity of the institution to raise money to support scholarships, programs, faculty projects, etc. depends on having a group to do this. She is pleased to report that the Board has agreed to provide us with the funds to build our fundraising infrastructure starting this semester and through next semester, releasing a total of \$1,000,000. Also the Chancellor has awarded us an Innovation Grant that will go to two areas: the development of our expo center for athletics and track and field, etc. plus the broad venue ~ that was for \$40,000; \$50,000 goes toward the biodiesel projects.

Thursday, March 13 she'll be speaking at the Finance Committee of the City Council of Keene regarding the report from the Heritage Committee about the Alumni Center which would be an outstanding facility for alumni.

The Advancement Council is putting together the stages of their next campaign and she thanked everyone in advance for their support. She is headed to Florida next week to visit alums.

Senator Johnsen announced that there are wonderful Women's Studies events occurring this month

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

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

With regard to the Ad Hoc Honors Committee, Senator Dunn made a change on SD 07/08-90 under Time Line ~ that the fine-tune writing for catalog copy for 09/10 academic year should be completed by December 2008, not Spring 2009.

Senator Timney said the SEC has discussed ways in which the Senate can better communicate with faculty. One of the ways they hope to accomplish this is by creating a Blackboard site and they're hopeful that it will be available by the April meeting.

Motion: By Senator McDonald to delete Section G (Senate Tenure) from Article III of the Senate Bylaws [SD 07/08-92]

Senator Stroup said he would argue against this motion because he feels the Senate should be a rotating representation from faculty, students, PATs ~ all constituencies on campus.

Senator Knouff agreed with Senator Stroup. He said the term limit [6 years] is a pretty significant one and there's nothing to preclude someone from leaving for a year and then returning so there would be no shortage of experienced senators. He thinks it's a good idea to allow people to rotate off so that new people can serve.

Senator Henry said the Student Assembly resolved a problem by suspending the bylaws for a year which he thought was a more reasonable approach.

Senator Netzhammer asked the parliamentarian if there is a provision to suspend the bylaws.

Parliamentarian Atkinson said after checking she found no provision for suspension of the bylaws.

Vote: The Senate voted to not pass the motion (21 against, 2 for, 2 abstentions)

Motion: By Senator Schmidl-Gagne to amend Article III, Section C to read: There shall be two (2) PAT representatives elected to the College Senate, one (1) from Academic Affairs and one (1) from Student Affairs, *the Executive Division or Finance and Planning. One (1) of the representatives should also be a member of the PAT Council. Terms on the Senate are designated as two (2) terms. Elections for Senate representatives shall be staggered on a yearly basis.*

Friendly Amendment: By Senator Netzhammer to insert *Advancement Division* after Student Affairs and before the Executive Division ~ it would then read:

There shall be two (2) PAT representatives elected to the College Senate, one (1) from Academic Affairs and one (1) from Student Affairs, *the Advancement Division, the Executive Division or Finance and Planning. One (1) of the representatives should also be a member of the PAT Council. Terms on the Senate are designated as two (2) terms. Elections for Senate representatives shall be staggered on a yearly basis.*

Vote: The Senate voted to accept the motion with 2 abstentions.

Senator McDonald said since it was introduced at this meeting it would have to pass by a unanimous vote. If it is voted on at the next meeting it will need only a 2/3 majority vote.

ACADEMIC STANDARDS COMMITTEE:

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

Motion: By Senator Menezes to accept the “Academic Plan in the Event the College Closes”

Sylvie Rice said the committee worked very hard to come up with a plan that would allow flexibility given that there’s such a range of potential disasters, most importantly a pandemic.

Under *Policy Recommendations (Number 2)*, Sylvie changed the second sentence to read: A new alternative course delivery category *should* be added to all syllabi.

Senator Netzhammer commented that the expectation is that syllabi will be up for all faculty on Blackboard. Ultimately, if we’re going to have the resources to continue to pay faculty and staff and to continue the operation of the institution, then we have to continue to have an academic program. Safety first but we also have to have as a priority some ability to continue the academic program. For this purpose, it’s worth getting the syllabi out on Blackboard.

Vote: The Senate voted to accept the motion.

Senator Menezes said it was brought to the ASC’s attention that there were only 64 instructional days in the fall of 2009 and the fall of 2010. To build in the required 69 days, they moved the final exam week to December 14-18, 2009 from December 7-11, 2009.

Motion: By Senator Menezes to approve the amended Academic Calendar for 2009/2010

Vote: The Senate voted to approve the calendar.

Motion: By Senator Menezes to approve the amended Academic Calendar for 2010-2011 (moved the final exam week to December 13-17, 2010 from December 6-10, 2010)

Vote: The Senate voted to approve the calendar.

ACADEMIC OVERVIEW COMMITTEE:

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

Motion: By Senator Knouff to approve the revised AOC Procedural Guidelines [SD 07/08-94]

Senator Netzhammer asked if there should be a provision built into the Guidelines for the Department, the Provost, or the President to meet with external reviewers, should they feel such a meeting necessary.

Senator Knouff replied that without actually stating it, that option exists. He said the AOC purposely left that out because previous VPAs asked to be excused from that responsibility. It was, in essence, to protect the time of the principal administrators, but there is nothing to preclude such meetings from happening.

President Giles-Gee said it has been her experience with academic matters that the Provost tends to have the final authority as well as the VPSA in terms of student judicial matters; the President would step in and speak with the reviewers if there might be something exceptional that could really impact the Department.

Senator Stanish said Senator Knouff defined academic programs as those bearing curricula. How are those programs that previously were considered academic now evaluated?

Senator Knouff said AOC truly punted and said other arrangements will be made and he said that they're not suggesting what those arrangements may be.

Senator Schmidl-Gagne said they did meet with the directors of all of those programs and discussed that situation with them and in most cases they already had in place other means of program review.

Vote: The Senate voted to approve the AOC Guidelines.

Motion: By Senator Knouff to approve the AOC Program Review Calendar

Friendly Amendment: By Senator Bersh to change Teacher Cert to Teacher Education Programs

Vote: The Senate approved the Friendly Amendment.

Senator Bersh requested that the external accreditation review be synchronized with the internal AOC process.

Vote: The Senate approved the AOC Program Review Calendar.

Motion: By Senator Knouff to approve the Bylaws change with regard to AOC constitution [SD 07/08-96]

Vote: The Senate voted to accept the Bylaws change.

CURRICULUM COMMITTEE:

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

Motion: By Senator Dunn to approve the Bylaws change [SD 07/08-100]

Vote: The Senate voted to approve the motion.

NEW BUSINESS: None

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

Senate Executive Committee Report

Tuesday, April 9, 2008, at 4:00

Guests: Ann Atkinson & Linda Toomey--Senators: Mark Timney, Karen Stanish, Sarah DeLisle, William Stroup, and Gladys Johnsen—Excused: Mel Netzhammer

1. **PAT Bylaw Motion**—Kim Schmidl-Gagne, PAT Chair: This motion is brought back to the Senate floor because at the March meeting there were two abstentions included in the vote.

Motion: The PAT Council requests the College Senate vote the following revision to the College Senate By-Laws

Senate Article III c: There shall be two (2) PAT representatives elected to the College Senate, one (1) from Academic Affairs and one (1) from Student Affairs, the Executive Division, Advancement or Finance and Planning. One (1) of the representatives should also be a member of the PAT Council. Terms on the Senate are designated as two (2) year terms. Elections for Senate Representatives shall be staggered on a yearly basis.

Original Article III. C: There shall be two [2] PAT representatives, one [1] from Academic Affairs and one [1] from Student Affairs, elected for a two-year term. One [1] PAT representative shall be elected every year.

2. The **Safety Graduate Degree** document was reviewed and forwarded to the ASC.
3. The **Policy on Academic Honesty** was reviewed and forwarded, with comments from Senator Timney to Senator Bill Menezes, ASC Chair.
4. The SEC received a **request from the AOC** to reduce their 2008-2009 committee membership because there will be only one program to be reviewed during that time; however, this request was not in congruence with the Senate bylaws. The SEC (using a suggestion made by Senator Netzhammer) recommended to the AOC to not reduce the membership; rather to use the members as consultants to the departments coming up in 2009; there are a number of departments that will be beginning their two-year cycle and the AOC members would serve as professional development consultants for the new AOC procedures. Greg Knouff, AOC Chair, said that his committee would accept the SEC decision.
5. **SEC Senate Bylaws Changes:** William Stroup, Senate Secretary

Report of the AOC to the KSC Senate:
April 16, 2008:

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

Via email, the AOC unanimously approved a recommendation to be forwarded to SEC regarding the constitution of the 2008-09 AOC

Via email, the AOC unanimously approved a flowchart sketching out the new AOC procedures to be placed in the faculty handbook (requires Senate approval).

Academic Overview Committee Notes
Wednesday, March 26, 2008 4pm, Student Center 308

Present: Greg Knouff, Margaret Smith, Kim Schmidl-Gagne, Matt Henry

Discussion:

- The AOC discussed final revisions of the calendar based upon the friendly amendment during Senate
- The committee discussed the composition of the AOC for next year and Greg will draft a recommendation for the SEC to consider
- The newest draft of the flow chart was reviewed and revisions were suggested. A final copy will be made available and voted on via email by the members of the AOC before being sent to the SEC.

The AOC does not plan to meet again this semester.

The Academic Standards Committee met on April 2, 2008

Present were Senators Rust, Menezes, Bemis, Jean, McDonald, Fowler, and Robinson Senator Abernethy cannot attend, since he has a class at the meeting time.

- 1) The ASC met and approved unanimously the following items in the Academic Honesty proposal.
 - a) Defining the role of the Assistant Deans (AH violations are in the position description of the ADs and it seemed appropriate for the policy to reflect this)
 - b) Defining the role of the Department Chair/Coordinator
 - c) Adjusting the Appeals process to utilize the Dean except in cases which result in Suspension or Dismissal

However, we are recommending that the AH Committee re-evaluate the levels and consequences. We were particularly concerned that a minor error in citation is judged on the same level as a student caught cheating. In effect the student caught cheating gets a second chance. Meanwhile error in citation could be an honest mistake and used as a teaching moment.

Senator Schmidl-Gagne, Chair of the Academic Honesty Committee charged updating the policy responded that: "The committee was charged to do its work a bit late in the semester and did not have time to do some of the longer term work that will be needed to review the violations/sanctions, flow chart...and such. We needed to focus on what we could accomplish with a short window of time so our plan became to take care of the administrative aspects and then to begin meeting to review the rest and have recommendations in the fall/early spring on those. We plan to meet at least once or twice before the end of this year to begin the work on the rest of the document and follow up in the fall." Therefore, the Senate can expect to see further revisions in the fall of 2008.

2) On April 9, The ASC met.

Present were Senators Rust, Bemis, McDonald, and Fowler. Senators Jean and Robinson were excused, and Senator Menezes, late from another meeting, forgot to attend. Senator Abernethy cannot attend, since he has a class at the meeting time.

Via a email the ASC met and approved the minimum requirement of 2.8 GPA for admittance to the Safety Studies Graduate Program through Continuing Education.

Senator Robinson, noted the following, "I hope exceptions could be made by the Department if so desired."

It must be noted that this is only one step since the program has yet to be approved. It will go forward for further review until the fall of 2008. If it is approved, it will not need to be returned to the ASC.

**KEENE STATE COLLEGE
2007-2008 ACADEMIC PROGRAM PROPOSAL FORM**

DATE: 03/03/08

SPONSORING PROGRAM AND CHAIR:

This is sponsored by the:

Safety Studies Program

Technology, Design & Safety

Larry McDonald, Chair

lmcdonal@keene.edu

358-2976

PROPOSAL SPONSOR:

Melinda Treadwell

mtreadwe@keene.edu

358-2945

TITLE SUMMARY:

Master of Science Applied Safety Sciences

PROPOSED ACTION:

Underline proposed changes.

Program addition Change in requirements* Program redesign

Program deletion Other:

***Please note that changes pertaining to admission requirements for a major require approval of the Senate Academic Standards Committee.**

EXISTING (OLD) DATA:

New Program-

PROPOSED (NEW) PROGRAM:

This proposal seeks to expand the scope and vision for the *Safety Studies Program* and the *Safety Center at Keene State College* by offering a Graduate Certificate in Safety and Health Management (already in existence), and a Graduate program offering a Masters of Science Degree in Applied Safety Sciences. The intent behind this proposal is to provide improved visibility for the diverse curriculum and applied research opportunities for potential students and extramural funding agencies and to create opportunity for future growth and innovation for Safety Studies at Keene State College. Typically, many national resources for extramural funding in the field of Occupational Safety and Health are only available to programs with a Graduate component. The aspiration of this new program is to encourage intellectual excellence, research, and scholarship by providing in-depth study in a highly specialized profession. The Graduate Studies program will offer a stimulating environment that provides continued cultural and intellectual growth to Safety Professionals in New England. In surveys conducted by the Safety Studies program many Safety Professionals in the region are interested in the opportunity for quality education at an affordable cost, this proposed graduate studies program allows students to study on a part-time basis. Students will work closely with faculty members who have gained practical experience in their areas of expertise while remaining committed to teaching.

In addition, we anticipate, our graduate students will have access to specialized research and training opportunities through our Applied Research Lab, which designs and conducts research projects of national importance.

This innovative proposal requires no investment in additional resources by Keene State College. All costs would be borne by tuition and fees through *The Office of Continuing Education and Extended Studies* and extramural funding resources.

The graduate curriculum in Applied Safety Sciences for the Master of Science degree has a 36 semester credit hour requirement. A Thesis or Graduate Practicum (each 4 credits) will be submitted in addition to 32 credit hours of graduate coursework. A final (written) comprehensive examination is administered to all candidates, thesis and non-thesis, by *The Post-Baccalaureate Safety Committee (PBSC)*

Admissions Criteria Candidates for admission to the *M.S. Applied Safety Sciences* must submit the appropriate application, including all required materials, to *The Post-Baccalaureate Safety Committee (PBSC)*. Furthermore, the following requirements must be met: submission of *official* transcripts for all undergraduate and graduate course work, and an admissions essay. NOTE: This admissions process must be completed even if you have been admitted into the *Graduate Certificate in Safety and Health Management* program, however, courses completed in the Graduate Certificate program will be fully transferable to the Master's Degree program.

Candidates for admission to the *M.S. Applied Safety Sciences* must submit an Application for Graduate Study in Safety, including required materials (transcripts, etc.), to the *Post-Baccalaureate Safety Committee (PBSC)*. All material must arrive no later than the deadlines set for admission to the next semester. Furthermore, the following criteria must be met:

- one year full-time employment as a Safety Professional with a Bachelor's degree in any discipline, verified by a letter from your employer.

- or a Bachelor's Degree in Safety (or related degree as determined by the PBSC). Applicants must have earned a baccalaureate degree with a minimum 2.8 grade point average for all undergraduate course work and be supported by official transcripts.

- submission of an official score report indicating completion of the (General) Graduate Record Exam (GRE). A score above the 50th percentile is desirable

- a personal interview with the Post-Baccalaureate Safety Committee may be required.

- submission of an essay

- and approval by a majority vote of the PBSC is required.

In extraordinary circumstances the PBSC can waive admissions criteria by a unanimous vote of the full membership.

Upon admission to the Graduate Program, the *PBSC*, after consultation with the student, identifies an advisor. The *PBSC* monitors matriculated student progress through the program.

The Safety faculty in conjunction with well-qualified adjunct faculty (faculty with an advanced degree and exceptional professional experience) will offer courses in a planned three-year cycle that allows realistic student planning for completion of degree requirements in two to three years. The three-year cycle includes fall, spring, and summer semesters. Courses will be scheduled in a format that will meet the requirements of working professionals including weekend courses. Courses in the ***M.S.***

Applied Safety Sciences will include a hybrid format incorporating both classroom meetings and online content.

Degree Requirements

The minimum course requirements must be completed as specified in the program, with an average grade of B or higher (3.0 on a scale of 4.0). No grade less than C is acceptable, and no more than two grades less than a B may be applied to the degree. The Forgiveness Policy does not apply to courses taken for graduate credit.

The residence requirement for graduate students must be fulfilled (normally completed by taking at least 28 credits through Keene State College courses).

An Intent to Graduate Form must be submitted to the Office of the Registrar during the first two weeks of the semester before the semester of graduation.

Payment of the graduation fee is required.

Transfer of Credit Matriculated students may submit a Transfer of Credit Request form to the **PBSC**. Keene State College may accept up to eight transfer credits provided these credits apply to a candidate's graduate program and are approved by the student's advisor, department chair and/or the **PBSC**. Only credits are transferred, not grades. Transfer course grades are not included in the 3.0 grade point average required for program completion. Transcripts must indicate that the student was enrolled in a graduate-level course in an appropriately accredited institution. Grades below a B (3.0 on a scale of 4.0) are not acceptable for transfer into graduate programs. Normally, courses taken more than seven years before the date of matriculation may not be transferred into a graduate program.

Time Limitations The statute of limitations (total time period in which to complete a graduate program) is six calendar years from the date of official admission for programs that require 30 credits or more to complete.

Administration of the Graduate Degree Program

The *Master's of Science Degree in Applied Safety Sciences* is administered collaboratively by The *Safety Center at Keene State College* and *The Office of Continuing Education and Extended Studies*. The College's Admissions Office coordinates the admissions process and notifies students of acceptance into the graduate program. The Registrar's Office maintains academic records. The *Office of Continuing Education* and *The Post-Baccalaureate Safety Committee (PBSC)* monitors students who enroll in graduate courses but are not matriculated in order to assist non-matriculated students in the admission and course selection process.

** The Post-Baccalaureate Safety Committee (PBSC) will consist of all tenure-track Safety Faculty with the exception of those on leave of absence or sabbatical. The PBSC may also include adjunct faculty or practicing safety professionals. The admission of any member from the latter group will require the unanimous vote of the tenure-track Safety Faculty.*

Admission to these advanced classes will be limited and the PBSC will make the final decision on admissions.

PROGRAM OBJECTIVES AND /OR LEARNING OUTCOMES:

The new *Master of Science Applied Safety Sciences* program will seek accreditation by the *Accreditation Board for Engineering and Technology (ABET)*. The information below is the text from the ABET website.

ABET provides leadership and quality assurance in Applied Science, Computing, Engineering and Technology Education. In the United States, ABET, Inc., is responsible for the specialized accreditation of educational programs in applied science, computing, engineering, and technology.

ABET accreditation is assurance that a college or university program meets the quality standards established by the profession for which it prepares its students. For example, an accredited engineering program must meet the quality standards set by the engineering profession. An accredited computer science program must meet the quality standards set by the computing profession. Applied science programs must demonstrate that graduates have:

- (a) an ability to apply knowledge of mathematics, science, and applied sciences
- (b) an ability to design and conduct experiments, as well as to analyze and interpret data

- (d) an ability to function on multi-disciplinary teams
- (e) an ability to identify and solve applied science problems
- (f) an understanding of professional and ethical responsibility
- (g) *an ability to communicate effectively*
- (h) the broad education necessary to understand the impact of solutions in a global and societal context
- (i) a recognition of the need for, and an ability to engage in life-long learning
- (j) a knowledge of contemporary issues
- (k) an ability to use the techniques, skills, and modern scientific and technical tools necessary for professional practice.

RATIONALE:

This proposal will create integrative opportunities for faculty and students to work together to create innovative solutions for the challenges facing occupational safety, health and environmental professionals in today's world

To provide high-quality academic programs that are affordable and accessible to a wide range of learners; Safety Studies has been an innovative program throughout its history---offering on-line courses, working with businesses to develop educational opportunities for employees, developing certificate programs for continuing professionals, and collaborating with Continuing Education to contribute to the education of over 20,000 professionals through the OSHA Outreach and Education Center. The new graduate program will include innovative curricular offerings for traditional and non-traditional students

The Graduate Program will seek national accreditation

The Graduate Program will expand opportunities to secure extramural funds

the Graduate Program will work to support business needs and tech transfer to assure program relevance

The expansion in curricular offerings will increase opportunities for student and faculty engagement, community engagement, and will increase the visibility of the academic programs at Keene State College

The Graduate Program will provide expanded opportunities for faculty and students to engage more actively in regional and national organizations to share the successes of our work

The overarching goals are:

To introduce new applied research challenges

To continue to support the state legislature by sharing policy-relevant results of our work

To work more aggressively to collaborate with local municipalities and state agencies to support initiatives

To expand our successful OSHA Outreach and Education Training Institute to become a regional and national resource for occupational safety and health education and research

To create a conduit for Technology Transfer

To invest in faculty and staff so they can provide leadership in the science and art of Safety

To create new revenue streams to support the college, and expanded opportunities to attract extramural research funds to the college

Faculty and students will also be encouraged to engage with community and business world through research and service to expand our program's reputation and the regional and national recognition for Keene State College

RESOURCES:

The Safety Studies Program has a history of creating innovative programs and of working with community partners to develop engaging learning experiences and to provide qualified professionals who will strive to improve the health and safety in workplaces and the environment alike. What we are proposing here is smart, fiscally responsible growth for the program. There is an opportunity to create new and innovative educational opportunities at Keene State College, an opportunity to connect our programmatic achievements and interests with business partners, community organizations, and other academic institutions through enhanced undergraduate and novel graduate programs. We have been successful in attracting competitive grant funds to Keene State College and have used these funds to enhance educational opportunities and experiences for our undergraduate students. In the past five years, the Safety Studies Program faculty have received approximately \$4.5 million in extramural funds. These funds have been used to complete targeted research activities, to purchase new equipment for the college and the department, and to expand educational opportunities and to offer curricular enhancements. In addition, these monies have supported the release time for one faculty member and have supported four full-time equivalent staff in the department. These individuals have contributed to the research activities and have instructed courses in our undergraduate program.

In addition to expanding the opportunity for revenue from extramural grant applications, this proposal will provide new revenue through an expansion of certificate program offerings and through the launch of a Masters degree in Applied Safety Sciences. With 81% of alumni and those participating in KSC OSHA Training Institute courses we surveyed expressing interest in graduate program in Applied Safety Sciences at Keene State College, we anticipate revenue from this program could be significant.

The Safety program is proposing a novel approach to pilot the *Master of Science in Applied Safety Sciences*. The initial cohort will enter through the existing *Graduate Certificate in Safety & Health Management* program. This program is administered collaboratively by *The Safety Center at Keene State College* and *The Office of Continuing Education and Extended Studies*.

The *Graduate Certificate in Safety & Health Management* would initially comprise the first half of the Graduate Degree Program. By fall 2009, two cohort groups will have the opportunity to complete the Certificate Program. At that point the pilot cohort for the *Master of Science in Applied Safety Sciences* program will begin. The inauguration of the Master's program will be staffed by faculty contracted through *The Office of Continuing Education and Extended Studies* and approved by the *PBSC*. In 2011, we ask that the program be reviewed by the College Administration. This review could lead to these possible outcomes:

1. The Administration does not believe the program is viable and should be discontinued after giving the current students a reasonable opportunity to complete the program.

2. The program is successful in all aspects and the Administration has to option to seek permanent resources to incorporate the *Master of Science in Applied Safety Sciences* into the college structure.

3. The program appears viable but more study is required and will continue to operate in the pilot mode until 2013 when it will be reviewed again. If the decision is to terminate the Graduate program, no new admissions would be accepted and the program would be discontinued except to offer the current cohort a reasonable opportunity to complete the program.

ADVISORY OPINIONS:

No other programs outside of *Technology, Design and Safety* are affected by this proposal.

2007/2008 Senate Curriculum Committee Report
March 26, 2008, 4 to 5:45 p.m.
Joslin House: Room 104

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

1. Updates
 - a. Recommendations for changing the SCC bylaws passed at last Senate meeting.
 - b. Some curriculum proposals on the horizon...stay tuned. Will distribute to committee members by April 2nd.

2. Revisions to curriculum process
 - a. Reviewed draft of curriculum guidelines, discussed outcome of Academic Affairs Council meeting (e.g. Dean stage, suggestion for intent of curriculum changes form), and feedback from School Curriculum Committee chairs and Interdisciplinary Integrative Studies Subcommittee Coordinator on curriculum deadlines. All are in support of announcing the deadlines earlier (e.g. end of the spring semester), which would allow committees an additional week to review proposals in the fall.
 - b. Reviewed and revised intent of curriculum changes form.
 - c. Guidelines and intent form will be updated and circulated to SCC members via email by 3/31.

NEXT MEETING: April 9, 2008

Respectfully submitted,
Becky Dunn
SCC chair, 2007/2008

**2007/2008 Senate Curriculum Committee Report
April 9, 2008, 4 to 6:00 p.m.
Joslin House: Room 104**

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

Guests: Ockle Johnson, John Pappalardo, Lisa Hix, Rick Foley

New Business

3. Curriculum Proposal - Sustainable Product Design and Innovation (New Major – program proposal)

Extensive discussion (95 minutes) on the program and course proposals from the Department of Technology, Design and Safety (TDS) to delete the Product Design program and add a new B.S. degree titled, Sustainable Product Design and Innovation along with a minor in the same area. The program is a multidisciplinary approach from the departments of TDS and Management (MGT). Proposal sponsors presented the rationale for the new programs. Concerns were raised by the interim Dean of Professional Studies on the number of credits required for the major (64), which is a substantial increase from the current program (40 credits). Proposal sponsors discussed the rationale for the number of credits and also compared this requirement to other programs with higher requirements. Additional conversation focused on resources, the concept of sustainability in the program, course sequencing, course proposals, and technical aspects of the proposals. Proposal sponsors plan to revise the proposals based on the discussions and forward to the SCC. The SCC will vote on the proposal at the April 15th meeting pending revisions.

NEXT MEETING: April 15, 2008

Respectfully submitted,
Becky Dunn
SCC chair, 2007/2008

*Minutes of the 380th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, February 6, 2008*

CALL TO ORDER: 4 p.m.

ROLL CALL:

Excused: G. Johnsen, T. O'Brien, M. Smith, C. Abernethy

SECRETARY'S REPORT:

Senator Stroup thanked Robert Kostick for serving on the Senate during Fall '08 and welcomed Senator Timney back from his sabbatical. He also welcomed Andy Robinson who is filling the Vice President for Student Affairs seat this semester.

Motion: To accept the minutes for the 378th and 379th Meetings of the Senate of Keene State College

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

COURTESY PERIOD:

Senator DeLisle announced that she has started a new job selling cutlery and if anyone is interested, she would be happy to schedule a no-obligation-to-buy appointment with you.

President Giles-Gee said she was privileged to attend the AAC&U meeting and she had the opportunity to view the video of our integrative studies program which was displayed in the conference hotel; in addition, there was an accompanying document that was distributed to over 1600 participants. Dr. Rancourt worked with producers from BBC to make the video.

Dr. Giles-Gee also attended the NCAA conference in Tennessee. A critical issue there was with regard to Division III and whether or not it will become one of two recommended options ~ one that splits it into IIIA and IIIB, the other into a fourth ~ III and IV. She is working with the other presidents of the Little East Conference to develop a philosophy statement.

On February 12th she was invited to speak before the Legislature about our Small Business Development; she congratulated Provost Netzhammer for his success in putting together our economic development for the campus.

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

Wednesday, February 6	The Eroica Trio @ 7:30 p.m., Alumni Hall
Friday, February 15	Faculty Artists Recital @ 7:30 p.m.
Wednesday, February 20	Guest Artist Recital @ 7:30 p.m., Alumni Hall ~ Craig Sylvern Krista Wallace-Boaz (guest)
Thursday, February 28	Claire Porter in <i>Namely, Muscles</i> @7:30 p.m., Alumni Recital Hall
Tuesday, March 4	Faculty Composers Recital @ 7:30 p.m., Alumni Recital Hall

Wednesday, March 5-8

The Rolling Collections: A Puppet Theatre Collaboration @

7:30 p.m., Main Theatre ~ created by Celine Perron and

Ron Spangler

Senator DeLisle announced that on Saturday, February 9th the KSC men's and women's basketball teams will be playing UMass-Dartmouth at Spaulding Gym (men's UMass team is undefeated and ranked second in the nation in Division III). There will be a "whiteout" to not only support KSC, but also the Community Kitchen. If you don't have a white shirt, just bring a canned good donation or a monetary donation and they'll provide you with one.

REPORTS OF COMMITTEES:

CURRICULUM COMMITTEE:

Provost Netzhammer asked Dean Johnson to provide the Senate with an update on the WEL Program. Dr. Johnson reported that the Program is currently under review and will not be accepting applications for 2008/09 for any of the secondary certification areas. They will be accepting applications for 2008/09 for elementary education certification and early childhood certification. The directors of the Program (Janaki Tschannerl and Judy Reed) will be working with the Education faculty to address concerns about the Program.

Senator Dunn reviewed the minutes that were included in the packet. Proposals for spring review will be due to the SCC by April 2, 2008.

EXECUTIVE COMMITTEE:

Senator Stanish (chairing the meeting in Senator Johnsen's absence) reviewed the minutes that were included in the packet.

ACADEMIC OVERVIEW COMMITTEE:

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

ACADEMIC STANDARDS COMMITTEE:

Senator Menezes reported that the Emergency Plan will be brought forward for a Senate vote at the March 12th meeting.

Senator Timney asked about the state of the free-speech statement, particularly given the recent controversy about the faculty art exhibit. Senator Schmidl-Gagne said the ad hoc committee is currently working on it.

NEW BUSINESS: None

ADJOURNMENT: The Senate voted to adjourn at 4:40 p.m.

March 7, 2008
Senate Executive Committee Meeting Report

Present: Mark Timney, Karen Stanish, Sarah DeLisle, William Stroup, Mel Netzhammer, Daniel Saucier, guest and Gladys Johnsen

1. Perused and provided feedback to the Ad Hoc Honor's Curriculum Committee Chair, Phyllis Benay. Their reports are **SD 07/08-90**.
2. Perused the ASC Calendar changes and the *Academic Plan in the Event the College Closes* which will be included in the ASC report.
3. Perused bylaw change requests for the AOC and SCC which their chairs will include in their committee reports.
4. Discussed the following suggestion and motion that was submitted by Senator Larry McDonald at the October 7th SEC meeting regarding the length of time that senators can serve--Please see included Senate Bylaws (Bylaw III.G.).

In the past months we have conducted two parallel conversations. One topic relates to finding willing candidates to serve on the College Senate the other voices concerns relating to members who serve beyond the term limits set forth under the Senate Tenure Rule. Deletion of Article III, Section G, would eliminate the problem of Senators staying beyond the mandatory six year limit and would mitigate the problem of securing enough experienced Senators. Term limits would simply be enforced through the election process. The constituencies would always have the have the option of electing an alternate candidate at the end of every one, two or three year term. **[SD 07/08-91]**

5. Perused the following document from the PAT including an FYI for the Senate and a requested motion by the PAT Chair as follows—Kim Schmidl-Gagne, PAT Chair

The PAT Council (**FYI only**) has made the following additional changes to the PAT Council By-Laws to come into compliance with the Senate By-laws and allow full participation by PATs in the Senate:

- PAT Bylaw Article 3, Section b): Elections are held each spring, no earlier than March 1 and no later than March 15th. These elections will be called/prepared by the Council Chair Person or his/her designee. Candidates for positions will be asked to submit a self nominating paragraph of intent outlining qualities the individual will bring to the council.
- PAT By Law Article 3, Section c): Newly elected members will participate in transition meetings of the council in April (which will be held before the final Senate meeting of the semester) and May. During the April transition meeting designees to the Senate for the upcoming year shall be determined and those selected should attend the final Senate meeting of the spring semester. Newly elected members officially begin to serve and become voting members of the PAT Council on June 1.

New PAT Bylaw Motion: [SD 07/08-92]

Add Advancement

Senate Article III c): There shall be two (2) PAT representatives elected to the College Senate, one (1) from Academic Affairs and one (1) from Student Affairs, the Executive Division or Finance and Planning. One (1) of the representatives should also be a member of the PAT Council. Terms on the Senate are designated as two (2) year terms. Elections for Senate Representatives shall be staggered on a yearly basis.

Old PAT Bylaw

C. PAT Representation

There shall be two [2] PAT representatives, one [1] from Academic Affairs and one [1] from Student Affairs, elected for a two-year term. One [1] PAT representative shall be elected every year. (Please see included **Senate Bylaws**)

6. Mel Netzhammer brought an update on the Faculty Recognition Dinner.
7. Mark Timney reported that he will get Senate information out via Blackboard.

Submitted by Gladys Johnsen, Senate Chair

Date: February 28, 2008
To: Gladys Johnsen, Chair, Senate Curriculum Committee
From: Phyllis Benay, Chair, Ad Hoc Honors Curriculum Committee

Since the Ad Hoc Honors Committee was formed on January 30, 2008, we have thoroughly reviewed not only the actual Program Proposal and Course Proposal Forms, but the Advisory Opinions which include feedback from Departments and School Curriculum Committees, the Strategic Plan Initiative Proposal, and the official KSC website.

Based on the above information and many hours of formal and informal discussion among Committee members, we have arrived at a plan for revising and building on the Honors Program as it now stands. A quick glance at the outline below reflects our collective need to carefully rethink and rewrite several pieces of what now stands in the original proposal. As a result of what appears to be many changes, we are respectfully requesting an extension of the original April 2nd, 2008 deadline. Every attempt will be made, however, to have a revised proposal completed by the end of the semester.

Because so many Departments and School Curriculum Committees expressed confusion about the process, the Ad Hoc Committee strongly recommends that the revised proposal be vetted again and all procedural channels be carefully followed. We recognize that this will take some time, but are convinced that doing so will help create the needed support and recognition for this worthwhile program. We have also created a tentative timeline for your review.

Program:

- Specific course outcomes
- Program Title
- Course titles/ Prefixes
- Program Design
 - Number of courses and distribution
 - Study Abroad

Process/ Policy:

- Membership in Council
- How does a course gain approval?
- Admission to program
 - Routes to admission & movement within program

Time Line

- Spring, '08 revised program ready by the end of the semester for departmental/school curriculum committee review
- Fall, '08—open forums *prior to revisions?*
- Spring, '09 semester—fine tune writing for catalog copy for 09-10 academic year
Dec '08 for catalog readiness

The Ad Hoc Chair's response to the SEC suggestions.

The Ad Hoc Honors Committee did respond to the SEC's recommendation about the revised timeline, but unanimously decided to advocate for our original proposal.

Our reasoning is as follows:

The Committee thoroughly reviewed all the Advisory Opinions, wrote a letter to all faculty explaining who and how the Ad Hoc Committee was created, and fully acknowledged their valuable opinions and critiques. We also invited further response, but there was none except from a few who said they were happy this was happening.

The Committee feels that we have enough information to work with and to have a campus forum without anything new for the faculty to work with would only invite more of the same critique which we have already heard and acknowledged.

So we were thinking that we would spend the rest of the semester revising and building the program and then present that revision to the faculty in an open forum.

We understand that, of course, there will be things that need to be tweaked in a revised edition, but are hoping that if we do our work carefully then many of the original issues will be resolved.

Report of the AOC to the KSC Senate:
March 12, 2008:

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

The AOC approved the following three documents that require Senate consideration, discussion, and vote:

1. Revised AOC Procedural Guidelines
2. AOC Calendar of Program Review
3. Proposed Bylaw change regarding AOC constitution.

Academic Overview Committee Notes
Wednesday, February 20, 2008 4pm, Student Center 308

Present: Greg Knouff, Kristen Porter-Utley, Margaret Smith, Beatriz Torres, Kim Schmidl-Gagne, Gloria Lodge

Discussion:

- The AOC met with the Director of the Library and a representative of the Library faculty to discuss the curricula of the library in relation to the new proposed AOC charge and guidelines.
- Updated revised AOC program review guidelines were shared with the committee
- The proposed calendar was reviewed and additional changes discussed
- The NEASC guidelines sent to the committee by Mel were reviewed to ensure compliance with new AOC program review guidelines
- Potential Senate By-Law revisions were discussed and it was the sense of the AOC that we would seek advice from the SEC regarding the timing of By-Law revisions specific to the AOC.

Next Meeting: Wednesday, February 27, 2008 in Student Center 307

Academic Overview Committee Notes
Wednesday, February 27, 2008 4pm, Student Center 308

Present: Greg Knouff, Margaret Smith, Barbara Ware, Beatriz Torres, Kristen Porter-Utley, Kim Schmidl-Gagne, Matt Henry

Discussion:

- The committee further discussed the revised guidelines. We hope to complete discussions during the meeting next Wednesday and send to the Senate for the March 12th meeting.
- Kristen agreed to draft language for the self-study regarding advising
- Kim agreed to draft a flow chart.

Next Meeting: Wednesday, March 5, 2008 in Student Center 308

Academic Overview Committee Notes
Wednesday, March 5, 2008 4pm, Student Center 308

Present: Greg Knouff, Margaret Smith, Kristen Porter-Utley, Kim Schmidl-Gagne, Matt Henry, Nora Traviss

Discussion:

- The committee completed discussions of the program review guidelines. Motion by Kristen Porter Utley: I motion that the committee accept the revised AOC Program Review Guidelines pending agreed upon revisions. The motion was seconded by Margaret Smith.
For-6 Against-0 Abstentions-0 Absent-0
- The committee completed discussions of the program review calendar. Motion by Nora Traviss: I motion that the committee accept the revised AOC Program Review Guidelines pending agreed upon revisions. The motion was seconded by Margaret Smith.
For-6 Against-0 Abstentions-0 Absent-0
- The Committee requests that the Senate approve the following by-law change:

Suggested Senate Bylaw Change regarding AOC:

AOC Before (Article VII D)

D. The Academic Overview Committee shall consist of seven members of the Senate, one a student, and six non-senators as follows: three faculty (one elected from each school), one PAT as elected by that group, one student as selected by Student Assembly, and a member of the campus community designated by the Provost. This Committee shall be responsible for establishing the process for and the reviewing of all academic programs on a periodic basis.

AOC Changes

Senate By Law Article VII D.: "The Academic Overview Committee (AOC) shall be responsible for establishing the process for, and the reviewing of, all curricular programs (those that offer majors, minors, certificates, graduate programs or other academic courses) on a periodic (not more than 10 years) basis. The committee shall be comprised of 13 members of the Keene State College community drawn from the following constituencies:

- Seven members of the Senate (one of the seven must be a student)
- Three non-Senate faculty members (one from each school)
- One non-Senate PAT member (as selected/appointed by that group)
- One non-Senate Student (as selected/appointed by that group)
- One non-Senate member of the campus community designated by the Provost

All members of the AOC shall have full voting rights within the AOC; however, only the seven Senators shall vote in the Senate. The AOC should appoint a Chair and a Vice Chair who serve staggered, two year terms. The Chair and Vice Chair must be members of the Senate. The Chair will oversee the program review process, lead the committee and report to the Senate. The Vice Chair shall assist the Chair and serve as Chair as necessary.

The Academic Standards Committee met on February 20, 2008

Present were Senators Rust, Menezes, Bemis, Jean, and Robinson. Excused were Senators McDonald and Fowler. Senator Abernethy cannot attend, since he has a class during the meeting times of the Senate and the ASC.

1) The ASC met with Provost Netzhammer and we came to agreement on the Academic Closure Plan in the event that the College has to close because of an emergency. The policy had been discussed and amended several times over the previous semester. The ASC voted 5-0 to accept the plan as submitted to the Senate.

2) It was brought to the ASC's attention that the Academic Calendars for the 2009-2010 and 2010-2011 had an error in calculating the number of actual class (teaching) days in the fall of each year. In each case there were only 64 days while 69 are required. The ASC voted that the following changes be made to the academic calendars.

Fall of 2009: final exams begin December 14 at 6 p.m. and conclude December 18 at 3 p.m.. There is a four week break between the fall and spring semesters.

Fall of 2010: final exams begin December 13 at 6 p.m. and conclude December 17 at 3 p.m. There is a four week break between the fall and spring semesters.

The reason is that in both instances Labor Day falls later in the month, therefore classes start later. It is also important to notice that in the past 15 academic years there have been nine four week breaks between semesters and six five week breaks between semesters.

2007/2008 Senate Curriculum Committee Meeting Minutes

February 20, 2008, 4 to 5:45 p.m.

Joslin House: Room 104

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

Excused: Ann Rancourt

New Business

1. Revisions to the SCC section of the bylaws were discussed. Changes that were made from fall 2007 were reviewed and additional revisions were incorporated. Recommendations for bylaw changes to the SCC section included: Membership terms (minimum of 2 tenured faculty and number of years for service on the committee), SCC chair election time frame, revision of language (i.e. change general education to integrative studies), and administrative review. It is recommended that ex-officio membership from the Associate Vice President for Academic Affairs be eliminated from the bylaws. Ann Rancourt feels that her role is not necessary on the SCC given that there is administrative review at the level of the Deans and through the Registrar, and curriculum review through faculty and Deans.

The SCC approved the revisions to the bylaws (8-0-0-0).

The SCC forwarded approved revisions to the SEC.

(Addendum: the SEC provided feedback on our suggestions; these suggestions were approved 5-0-0-3). See attached recommendations for bylaw changes.

2. SCC Chair for 2008/2009 academic year was elected – Becky Dunn was voted chair for the upcoming academic year (8-0-0-0).
3. The SCC reviewed the first draft of revisions to the most recent version of the “Curriculum Guidelines” (2003/2004). Since the electronic curriculum proposal format is no longer working (and hasn’t been for several years), this area has been de-activated from the college’s web site. This will hopefully result in less confusion on the process for submitting curriculum proposals.

The SCC began its discussion on the curriculum process, specifically the dean/assistant dean stage. Becky Dunn will contact the deans and assistant deans for their input. Discussion also started on the curriculum deadlines. A suggestion was made to announce the deadlines at the end of the spring semester, and move deadlines earlier in the fall to provide the School Curriculum Committees and the Interdisciplinary Subcommittee with ~ 3 weeks to review the proposals and ~ 5 weeks for the SCC to review all proposals. Becky Dunn will contact Committee Chairs/Coordinators for their input.

Revisions to guidelines will continue at the March meeting; additional areas to discuss include the format for curriculum forms.

NEXT MEETING: March 26, 2008

Respectfully submitted,

Becky Dunn

SCC Chair

REVISED 3.5.08

B. The Curriculum Committee shall consist of eight senators, including (when possible) a minimum of two tenured faculty, at least one from each school, and the library, and a student. The Senate Curriculum Committee (SCC) faculty members should serve a minimum of two consecutive years. The Registrar shall serve as an ex-officio member. The Chair for the following academic year should be elected by the SCC before the end of February. The SCC oversees the College's undergraduate and graduate curriculum. This includes working with the School Curriculum Committees and the Integrated Studies Program Committee to ensure that the process of curriculum revision is professional and uniform across schools. The SCC reviews proposals that cross school lines, including Integrative Studies Program proposals, and proposals on which the School Curriculum Committee and the Dean disagree, and establishes the guidelines for the curriculum process. Actions by the School Curriculum Committees that do not cross school lines are reported directly to the Senate for information. If any senator wishes to discuss a proposal, a motion and a second are required to bring the proposal to the floor for discussion. A majority vote is required to bring it to the floor for a vote. Any curriculum proposal which crosses school lines or on which the Dean and School Curriculum Committee have disagreed is reviewed by the SCC and then, upon approval by the SCC, the Senate. Faculty members, administrators, and students may attend committee meetings when proposals of interest are discussed. To ensure clarity of operations and consistent treatment of all curriculum proposals, the SCC develops procedures, guidelines, forms and timetables that are then presented to the Senate as information. If a senator wishes for the Senate to discuss a document created by the SCC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.

Current Bylaws

The Curriculum Committee shall consist of eight senators, at least one from each school, a librarian, and a student. The Associate Vice President for Academic Affairs and the Editor of the Catalog shall serve as ex-officio members. The Chair shall be elected by the committee during a special meeting to be held during the spring before the committee's work begins. The committee oversees the College's undergraduate and graduate curriculum. This includes working with the School Curriculum Committees to insure that the process of curriculum revision is professional and uniform across schools, reviewing proposals that cross school lines and proposals on which the School Curriculum Committee and the Dean disagree, assessing General Education, and writing the guidelines for the curriculum process. Actions by the School Curriculum Committees that do not cross school lines are reported directly to the Senate for information. If any senator wishes to discuss a proposal, a motion and a second are required to bring the proposal to the floor for discussion. A majority vote is required to bring it to the floor for a vote. Any curriculum proposal which crosses school lines or on which the Dean and School Curriculum Committee have disagreed are reviewed by the SCC and then, pending approval by the SCC and the Senate. Faculty

discussed. To insure clarity of operations and consistent treatment of all curriculum proposals, the SCC develops procedures, guidelines, forms and timetables that are then presented to the Senate as information. If a senator wishes for the Senate to discuss a document created by the SCC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.

Schmidl-Gagne, Kim

From: Gitchell, Nancy
nt: Monday, March 10, 2008 12:21 PM
o: Gianni, Rosemary; Green, Brian; Porter-Utley, Kristen; Stanish, Karen; Abernethy, Colin; Dunn, Rebecca; Johnsen, Gladys; Malcolm, Nigel; Jean, Sally; Timney, Mark; Stroup, William; McDonald, Larry; Knouff, Gregory; Torres, Maria (Beatriz); Smith, Margaret; Bersh, Carime; Bemis, Shari; Wright, Roxana; Barrett, Peg; Schmidl-Gagne, Kim; Menezes, William; Rust, Lynne; O'Brien, Thomas; Robinson, Andrew; Netzhammer, Emile; Giles-Gee, Helen; Sarah DeLisle; jbrown12@ksc.mailcruiser.com; zfowler@ksc.mailcruiser.com; mhenry1@ksc.mailcruiser.com; Atkinson, Ann; Rancourt, Ann; Kahn, Jay; Richard, Tom; Fienberg, Nona; Leverage, Gordon; Johnson, Ockle; Gagnon, Ann; Hitchner, Pat; Sears, Jack; Madden, Robert
Subject: FW: A short written statement

Please include Dr. Netzhammer's statement with the SEC report.

Thanks,
nancy

From: Netzhammer, Emile
Sent: Monday, March 10, 2008 10:40 AM
To: Johnsen, Gladys
Cc: Gitchell, Nancy
Subject: RE: A short written statement

*Tues after academic excellence
conference*

Keene State College has a tradition of supporting and celebrating excellence in the teaching and scholarly endeavors of members of our community. Over the past year we have been reshaping the programs delivered to support our community and seeking to identify appropriate moments during the academic year to recognize excellence in the professional contributions of our colleagues. The Academic Affairs Council is working to create an engaging series of events to support our community during our professional development weeks in May--more information regarding this schedule will be forthcoming. With respect to celebration, this year we will celebrate teaching and academic excellence from March 25 - April 1st. The four days prior to the College's Academic Excellence Conference, panels and invited speakers will share their experiences in transforming curriculum, using technology to create effective pedagogy, and engaging students in learning through research and service. Our campus will then join together for our annual Academic Excellence Conference on Saturday March 29th. To culminate this celebration, on April 1st, our community will recognize the accomplishments of our Outstanding Teacher and our Distinguished Scholars with a dinner program--Drs. Therese Siebert, Helen Frink, and Albert Rydant will be honored at this event.

AGENDA
for the 380th Meeting
of the
SENATE OF KEENE STATE COLLEGE

Wednesday, February 6, 2008
4 p.m., MOUNTAIN VIEW ROOM, Student Center

- I. Call to Order
- II. Roll Call
- III. Secretary's Report
- IV. Courtesy Period
- V. Subcommittee Reports
 - **Executive Committee**
~ Meeting Notes [SD 07/08-86]*
 - **Academic Overview Committee**
~ Meeting Notes [SD 07/08-87]*
 - **Academic Standards Committee**
 - **Curriculum Committee**
~ Meeting Notes [SD 07/08-88]*
- VI. New Business
- VII. Adjournment

*** indicates that a complete Senate Document is included**