

Minutes
for the 432nd Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, October 9, 2013
4 p.m., Mountain View Room, Student Center

I. Call to Order 4:07

II. Roll Call

Excused: Senator White-Stanley

III. Secretary's Report

Motion: To accept the minutes from the 431st Senate Meeting

Vote: Motion Carries

IV. Courtesy Period

Senator Schmidl-Gagne - I have lots of fun Symposium pieces. Tonight Kirk Bloodsworth will be in the Mabel Brown Room at 7:00pm. His talk is of Witness Innocence. He is one of the first death row inmates to be cleared by DNA evidence so he is part of our Symposium threaded events. I also have some lovely bookmarks with the Keene is Reading book club dates on it and some postcards that have information about the website so we'll hand those around. The Symposium starts on Sunday night November 3rd with a Key note by a member of the Boston Police Department who was involved one of the major folks involved with the Boston Marathon bombing. So we will be looking at what happens when the common breaks and when your commons is violated. That's the first event.

Senator Stanish - Any other items for the courtesy period? I will announce as many of you folks know since Dean Leverage is here, Melinda did have her baby on Monday night and I just wanted everyone to know and the information I got from Pat Hitchner her name is Margo Eloise Treadwell Morrisett. She was born on Monday night, 8lbs 19 1/2". It seems everyone is doing fine as far as I know. Any other items for the courtesy period?

Senator Dunn - Just to go along with what Kim was mentioning with the Commons events, the Department of Health Science along with Cheshire County Heals is going to be cosponsoring an event coming up on Tuesday, October 22nd titled The Weight of the Nation. It is a film screening and community event where we will be showing - it's a four part movie series and we will be showing part four of the movie series that's looking at the challenges around the obesity epidemic. The movie was done in part with HBO and Center for Disease Control and Prevention, The National Institutes of Health as well as the Institute of Medicine so we actually received funding from the H&H Foundation to host the event here as well as bring in a panel of seven community members who will do a question and answer forum after the movie screening to talk about what initiatives they have in place in the Monadnock region that is addressing the obesity epidemic from a built environment perspective. So not just usually what people are doing but more so of what is happening out in the community with regard to the obesity issue. That is Tuesday, October 22nd from 6-8pm in the Mabel Brown room. Flyers will be going out to announce the event.

Senator Stanish - Any other courtesy period items?

V. Subcommittee Reports

- Executive Committee

Senator Stanish - We will begin with the Executive report which is on page 12 in packet [SD 13/14-5]. As Gordon announced Dean Leverssee will be serving as acting Provost so he will be sitting on the Executive Committee while Melinda is on maternity leave and we welcome him. An update from the Integrative Studies Program Committee at our last Senate meeting this body approved a revised membership and charge document for the ISPC and the Provost did appoint actually Co-Directors is what we landed on so Karen Jennings and Teresa Podlesney will be co-directing the new ISPC. That is what we did for this year as we approved beginning next year the Director will be an elected member of the tenured faculty. Senator Schmidl-Gagne as the Senate Secretary is proceeding with the elections of the additional faculty members that we stipulated. We are currently soliciting self-nominations.

Senator Schmidl-Gagne - There are some folks who put names forward and it was supposed to have closed on Monday and I have contacted the Deans where we don't have any nominees. We still need a few names.

Senator Stanish - Perhaps I will send out a continued call for self-nominations so if you know of any faculty from any of your areas that you think would be good encourage them to serve.

Senator Lucey - Was there any discussion, we had discussed at the last Senate meeting as to whether or not Karen and Teresa will be sitting on the Senate? Or was that the understanding that it would be the elected...

Senator Stanish - Right, for now they will not be sitting on the Senate. They will serve as liaisons with the Senate Executive Committee so we would expect that they will be giving regular reports to the Executive Committee. Certainly they are welcome to attend Senate meetings but they will not be members of the Senate. Going forward with the elected member that is where we will continue to consider that piece. Other questions or discussion on that item? The next item is the Provost Search Committee and the President has asked for a Senate Representative so as Senate Chair I will represent all of you on the Provost Search Committee. I will let you know as we proceed where we are. Thank you also a coincidence Senator Mallon is Chairing that committee so thank you Senator Mallon for doing that. A couple of charges to the Academic Standards Committee that we talked about, one was there is a course proposal for a KSC internship that is currently moving its way through the School Curriculum Committees but there is also a minimum standards piece attached to that. We are going to ask the Standards Committee to look at the standards piece as well as the Curriculum Committees are looking at the curriculum piece so we can eventually look at them together as we move along in the Senate year. So that will be coming. Also, a new piece for the Senate the Academic Standards Committee, in looking back in some of the items that past Senates have approved that we would need to catch up on, two years ago the Senate did approve this accredited program time to graduation waiver form that can be found on the Senate website and really what this was, was that if any majors required more than 120 credits to graduation or less than 40 upper level credits, those were two requirements that we put into place, if any majors were out of compliance of either of those they would fill out this waiver form to explain why. That form would then be filed with the Provost office because either the Provost would accept this or not accept this so it would be a Provost decision. Since this came from the Senate we are asking the Standards Committee to just do a review of that to get perhaps with help from the Registrar's office, we could arrange for that and direct any programs to that form. Does that make sense?

Senator Martin - I have to say that I don't understand the phrase of less than 40 upper level credits for the case of the major.

Senator Stanish - Right

Senator Martin - Majors are not going to be 40 credits.

Senator Stanish - 40 Upper level credits in totality over all of your program however there may be some majors that require so many, the way that the major is designed is that it is impossible for students to take 40 upper level credits in totality because they are taking so many major courses. Does that make sense?

Senator Martin - Yes.

Senator Stanish - So that's the piece, you are absolutely right, the 40 upper level credits would include major, ISP, electives everything that you take. Not in your major but 40 upper level credits somewhere however there are some majors that are so prescriptive you don't have enough room to take those 40 upper level credits in say electives for example, potentially and so we want to finalize that.

Senator Martin - Thank you.

Senator Stanish - Does that make sense to everyone especially to the students? One example we have here is the Nursing and the RN completion option. These are folks that already have an associates degree or certification to be registered nurses but are coming back to complete their Bachelor's degree. This is exactly the example of this type of program where they really cannot take extra courses within their program can not take 40 upper level credits because of the way that that program is designed. The Nursing Director did file exactly this form, this waiver with the Provost's office and the Provost did approve that so we are simply reporting this to the Senate as an FYI. The Director is here tonight if anyone has any questions for her.

Mary-Ellen Fleegeer - I would like to explain and verify it a little bit for you. Our traditional bachelor student that starts as a freshman and they go the four years and they follow everything the RN completion students graduated from a community college they could transfer 90 credits here as long as they have an unencumbered RN license in the State of NH. The law for the RN's is that they only need 30 credits from Keene, Plymouth, Granite State any place else they take 30 nursing credits to graduate. They do here have to take the two upper division ISP if they didn't have an upper division 300 or 400. One of the required courses they have to take for nursing is also that one so it gets double counted. What happened was when the Senate passed the 40 credit upper division requirement these nurses in our program only have to take 32 to get their BSN and we are a prescribed program so I had 16 RN's in

the program last January and this fall we went down to 3 because they don't have to take those extra 8 credits at Granite State College, at Plymouth State University, at SNHU or any other RN completion program. What we did was meet with Karen and Melinda and we got a waiver for them so they take their last 32 here but not 40 so that's the issue. These people are men and women that are probably between 40 and I think 54 are the oldest. They are not traditional students they are coming back because nursing practice is changing where they want nurses now with a BSN. The clinical agencies are very interested in us supporting them so they can get the BSN and go on. So that is where the issue is.

Senator Stanish - I think another important piece in the Provost's decision there was the accredited program piece. I think the 40 upper level credit requirement in totality is in some way a measure of rigor not the total measure but some sort of measure and accreditation is another measure of that. That is another piece in the decision. Any other questions on that? The last item on the Senate Executive Committee agenda is about the Senate minutes. We continue to struggle with the format of our senate minutes and in reviewing what we had done last year even though we had tried new technologies to hope to minimize the amount of work that the Senate Clerk needs to do and the amount of work that we need to do to get these senate minutes to you we really didn't succeed in reducing the amount of work at all. It is still an excessive amount of time that we are all spending on putting together the senate minutes and we have exceeded our budget. This is another consideration there but in addition to that in looking at Robert's Rules of Order about senate minutes it actually discourages a complete transcript the way I read it. They are actually discouraging actual transcription on every word and that minutes should really be what happened at the meeting rather than what was discussed. Putting those pieces together what the Senate Executive Committee is proposing is sort of a happy medium that the Senate Clerk would take some annotated notes during the meeting so trying to capture some of the points of discussion but not word for word what was said but also to couple that with the audio recording that would be time stamped so it would be time stamped every time a motion is made and discussion begins on that motion so you can search by that time stamp and you can hear the discussion of a certain motion. It would also be time stamped every time a subcommittee report begins so if you wanted to hear a certain subcommittee report you could go to that time stamp and listen to that piece. The annotated minutes together with this time stamped audio would be made available as our record of the senate meeting. This is our proposal we don't know if this will be the right solution and what we have done over the past couple of years is make motions that very much prescribe exactly the format of the senate minutes. We would have to make another motion to prescribe exactly what I just described and if we want to change it then make another motion to change that and as technology advances I think even if we find a good solution better solutions may appear. To try and make this a little bit cleaner for us we proposed a bylaw change that you'll see there.

Motion: The SEC moves that the Senate By-laws Article VI Parliamentary Rules, J. Reports to the Senate, 10. Senate Minutes be added as proposed below, effectively immediately. 10. Senate Minutes The SEC

shall determine the format of the Senate minutes that shall at a minimum be a record of the motions made and votes held during the Senate meeting.

Discussion - Senator Stanish - I will remind us that at the beginning of the discussion that we are proposing a bylaw change so if we choose to vote on this today the vote would need to be unanimous and to be effective immediately as well. Most bylaw changes would not go into effect next year but we would like this to go into effect immediately for exactly the reasons I just described. Today the vote would have to be unanimous for this to pass. If it is not unanimous we would have to vote on this again at the next senate meeting in which case we would need 2/3 vote. Any other discussion?

Senator Martin - May I address the Parliamentarian?

Senator Stanish - Absolutely, thank you.

Senator Martin - Does Robert's Rules say that is was actually improper using in the word improper to maintain a transcript? It has a bearing on our discussion and it would be helpful to know if it says improper. While you are looking may I address the Senate?

Senator Stanish - Yes, I will make one note about your improper and then. You are absolutely right what I quoted from the Robert's Rules of Order frequently asked questions says improper however that is not actually Robert's Rules of Order it was referencing the other pieces. I think that is your question, right Senator Martin?

Senator Martin - Yes

Senator Stanish - This was someone's interpretation.

Senator Martin - Yes, to boil down Robert's Rules involves some editorializing. I am very concerned that the effort to boil down what we say will introduce editorial decisions that may or may not be accurate. The larger point that I am going to make is that a transcript is entirely accurate.

Senator Stanish - We will have the Parliamentary look and Senator Martin please continue.

Senator Martin - I would like to if I may read a statement that I provided for everybody but I would like to read it into the record.

There are at least five considerations that I would like us to keep in mind when we contemplate the value of retaining a transcript of our decisions and deliberations.

1. We represent people who are not present when we deliberate. Consequently, a readily accessible, written record of our discussions enables people are not present to follow our reasoning and to identify the issues that underlie college policy when it is formulated. In the absence of this record, our colleagues simply become the objects of our policy making, rather than colleagues who can understand our policy making.
2. Our membership changes from year to year. Consequently, a complete record enables new members and future members to reconstruct legislative intent when revising policy.
3. Our subject matter is often complex and our decisional processes are often protracted. Both the complexity and the duration of our work require that there be records that are both detailed and accurate—and there is nothing more detailed and accurate than the actual transcript of a discussion.
4. If cost is a concern, I propose that we remind ourselves that we make policy for a \$115 million enterprise that employs more than 1,100 people.
5. If our deliberations were to be boiled down into a set of “notes” then the person who takes those notes would need several unusual qualities:
 - skill in the art of editing other people’s prose;
 - thorough knowledge of both academic and administrative matters;
 - disinterestedness on the issues at hand.

Thank you for your generosity to allow me to read that long.

Parliamentarian Robinson - I can read what it says about the minutes. The official record of the proceedings of a deliberative assembly is usually called the Minutes or particularly sometimes legislative bodies, or the Journal. In the ordinary societies the minutes should contain mainly a record of what was done at the meeting and, not what is said by the members. The minutes should never reflect

the Secretary's opinion favorable or otherwise. Any minutes that are done should be kept in a standard book or binder. That is a summary.

Senator Stanish - Thank you

Senator Lucey - On the archive of the audio, how do we make that available?

Senator Stanish - What we are planning to do is work with Institutional Technology so that it will be available on the Senate website as an audio file. You search by time stamp and I am hoping maybe searchable by word. My dream for how we would do it and it will take a little while to get here would be you would have the annotated minutes and a motion would be there and there would be a link. You would click on the link and you would hear the discussion or the Curriculum Committee report would come up and you click on the link and hear the discussion. I think it will take a little while so right now it would be two separate files but it would be an audio file we would have on the Senate website.

Senate Jean - This would be available to all.

Senator Stanish - Yes, yes the entire world if they so choose.

Senator Schmidl-Gagne - As our minutes are now. They are posted on our website.

Provost Robinson - I should make it clear there are several more pages about what should be included in the minutes. What I read was just the summary.

Senator Stanish - So if people have more detailed questions perhaps there will be more detailed answers.

Senator Harfinest - Is that the intent of the SEC to make that change to have the audio and your basic transcripts

Senator Stanish - Yes, that would be our first format, exactly yes, yes.

Senator Fleeger - I have only been on the Senate a short period of time but I thought any sort of transcript we might want to reference our legislative intent in both making a change to this policy a year ago and then reversing it only a short time ago. I am wondering if we might be reminded of why when we initially proposed this we went back to going to a full transcript because I am trying to remember in my own mind what the argument was in addition to what issue of what Wess brought forward now why we decided to go back.

Senator Stanish - Senator Schmidl-Gagne she has been on the Senate Executive Committee the entire time.

Senator Schmidl-Gagne - We had moved away from a transcript and the audio was just one continuous stream which meant that if you wanted to find a conversation you had to have some sense of where in the Senate that conversation occurred to be able to even get to that place. The audio wasn't very clear either it was at times significantly garbled and then what you needed to do was to be able the way the audio file was sent I mean I am almost 50 so when I was a kid and I really liked a song on a record player and I wanted to get the lyrics you couldn't Google that you had to keep listening to the record over and over again and put the needle back and you always put the needle back to far and you would have to keep listening to the thing that you listen to and so that's how this audio file worked. It was just a slide that wasn't precise so you couldn't say I am just going to go back to one minute and thirty seconds. You kind of had to look at where the button was and try to estimate moving it and you would wind up listening to the same thing over and over again. Literally I think I was trying to get the transcript for the graduation commencement sashes to clarify what we had decided in a Senate and it took me it's not a long conversation but took me about two hours to do that. Other things would arise and it became very problematic when it was a situation where part of a conversation happen in one senate meeting and then another and another and another. Again it is because it was just one big long stream that wasn't searchable you couldn't do any time stamping on it so it was taking literally probably more hours for me to extract when we needed that transcript than what it does for when we need in the past couple of years was have Cheryl work on the transcript and then have Karen and I and sometimes Mel and Melinda well never Mel work through that. Go back through and edit it and things. Overall this has saved time from the first way but there's now new technology that would allow us to eliminate the problems that I ran into and keep us moving forward I think.

Senator Stanish - Does that answer your question?

Senator Schmidl-Gagne - Probably too much.

Senator Stanish - Yes. I will even give another even further back history. When I was first on the Senate 12 years ago, I know some folks have been on the Senate longer than that we didn't actually have a word for word transcription. We were somewhere in this happy medium without an audio recording exactly how we moved from place to place I don't know. There is history for not having full translation as well. That's all I wanted to say.

Senator Sapeta - Would it be possible to maybe do a test run of that technology at the same time we are doing a real transcript?

Senator Stanish - Yes

Senator Sapeta - There seems a real time saving and saving money.

Senator Stanish - Yes

Senator Sapeta - Before we make a decision...

Senator Stanish - We will absolutely save money, that I am certain of. It takes Cheryl probably for every two hour meeting how many hours do you put into transcription? She puts about 10 hours of time per hour of our meeting time. So for every 2 hours she is putting in 20 hours. Then Kim and I review it after so we don't even keep track of those hours. We will absolutely save money but does it work is really your question. We have the audio recording right now we can try to give you simply what I've described the annotated minutes and the timestamp if it doesn't work we have the ability to go back and get the complete transcription. We haven't lost that ability it's just whether or not we do it now. That would be the question.

Senator Lucey - The bylaw you are putting forward allows us the flexibility.

Senator Stanish - Exactly, exactly

Senator Lucey - We could just put in the potential to change. We can make that change where we go back and change that at any time.

Senator Stanish - Exactly, exactly yes. So what I am asking and you can decide if this is a legitimate request is for this body to trust that the Senate Executive Committee will give you a form that you want and you can live with and we will continue to listen to your feedback.

Senator Denehy - As a clarification, I was going through the bylaws when we were talking and currently there is nothing in them that requires us to do anything at all in any format.

Senator Stanish - You're absolutely right.

Senator Denehy - So this motion would set how the bylaws would come about.

Senator Stanish - That's correct

Senator Denehy - If this motion fails we are not required to continue to go in the current format it would just be a sense of the meeting is my understanding.

Senator Stanish - Yes, I was wondering the same question. You are absolutely right, we did comb the bylaws and there is nothing currently in the bylaws about any sort of record of the senate minutes whatsoever. In the absence of something in the bylaws, what the bylaws say is we would refer to Robert's Rules of Order and Robert's Rules of Order does say is that there should be something. However last year we actually made a motion in this body that we would have a complete transcript so following our own history we are somewhat required to have a complete transcript. Other discussion?

Senator Hanrahan - So there is no bylaw and it's just a motion? Couldn't we vote just to rescind the motion so you could start immediately if the bylaw doesn't pass unanimously?

Senator Stanish - We absolutely could. We were trying to make this cleaner for future use but you are correct. We could have rescinded and we can if we choose. Further discussion. Seeing none I would like to call the question to see if this is unanimous vote and if not we will revisit it at our next meeting.

Vote: Motion does not carry

Senator Stanish - The last thing that I would like to do is just thank President Anne Huot for being here. We have invited the President to come and sit in our meetings as has been the case for the last President so thank you for being here. That concludes the Senate Executive Committee report. We will now move to the Academic Policy Committee which did have a set of meeting notes. I apologize, Kim was out of town and I was out of town and Cheryl, we didn't give her her work. We missed the notes so I apologize for that. There are no motions thank goodness so we didn't violate our 48 hour rule but hopefully folks received them in an email from Senator Schmidl-Gagne the notes from the Academic Policy Committee.

- Academic Policy Committee:

Senator McDonald – The Academic Policy Committee met on October 2nd and I would like to point out that we still have not yet been assigned a student member for the Academic Policy Committee.

Senator Stanish - You are now. Marissa will be your student member as of this morning.

Senator McDonald - At this time, and at the time of the meeting we were not aware of that. Remind the Senate the charges of the APC are for us to review the travel policy for the campus, look at the challenges suggest potential solutions, look at the 24 hour or after-hours access policy and identify the challenges and also potential solutions for that, the Student Survey policy for review and also the

Academic Advising Policy as it refers to the NEASC self-study. Most of our meeting was used to discuss the college travel policy. It is actually a fairly complex issue. Sue Castriotta was there and she did an excellent job reviewing the issues in that. Most of this is based on the liability issues that the college and the University System face in travel in all campus through activities. One of the things that was kind of obvious we are going to change the policy. What we were hoping to do was be able to change the procedures in that policy and simplify those. The other thing that was brought up in the meeting was the concern of what are the liabilities for faculty and staff who are participating in off campus travel for students also. As a result of the discussion we've invited Jim Draper to our next meeting. Jim is the person on campus which is responsible for things like that liability issues, insurance policies and that connection with the University System and to address the concerns about faculty and staff liability. Okle Johnson will also be at that meeting he will be able to question and give some answers I guess. The Policy Committee did distribute and is currently reviewing the Student Survey Policy. It seems to be a well written document but it is relatively complex. We felt we could not go over that at our meeting but it is on our agenda for discussion at our next meeting. At that time we hope to conclude that discussion and bring our decision back to the Senate. I would like to invite anyone who within your departments or programs who have concerns at some of these issues and would like to talk to us and get some input I can assure you as far as the travel policy it is kind of universal issue across campus that we have gotten a lot of feedback on that already. As far as the 24 hour access policy, this seems to be more specialized in certain areas but I will certainly welcome the opportunity to speak with anyone who has any concerns they want to bring up. We know there are very specific needs in Redfern Arts Center, the Media Arts Center, the Sciences and also in the TDS Center. There may be others that may not be as obvious out there and we would like everyone to have input as we look at the after hours access policy. Are there any questions?

Senator Lucey - There is always a learning curve with new acronyms and so this should be the Academic Policy Committee because it is concerned with academics and not the policy of the Senate.

Senator Stanish - Yes

Senator Lucey - APC

Senator Stanish - Yes, it is what we decided on last year, yes. Does that make sense?

Senator McDonald - I was not on the Senate last year.

Senator Stanish - We didn't fill you in and I apologize that was my fault.

Senator McDonald - That concludes the Academic Policy Committees report

Senator Stanish - Any other questions or discussion for the APC?

Senator Depolo - I just have one quick question, it is noted that the next meeting is November 6th where will that be?

Senator McDonald - It is in the TDS Center Conference Room 229 and it is at 3:00pm.

Senator Stanish - Thank you, any other questions or discussion? We will now move to the Academic Standards Committee.

- Academic Standards Committee:

Senator Lucey - I do have a question about going back to the Senate Executive Committee report. How do you think this should be conducted, should it be us as a committee going through the catalog or should we get this through the Registrar's office the information about 120 credits necessary for a degree?

Senator Schmidl-Gagne - I believe Melinda made a request before she left.

Senator Stanish - What I was going to say was and I asked the Provost if that was a reasonable request to make of the Registrar to do as much of an audit as possible about the 120 credit.

Senator Denehy - I would like to report that we could produce.

Senator Stanish - Ok if that's easy and it seems to fit your job description then we will request the Registrars of getting as much information as possible and then request that you go from there.

Senator Lucey - We are currently working on the revision to Commencement Policy. We have a course that was mentioned earlier that has a gateway in terms of the admissions, standards and ...

Senator Stanish - Wonderful, thank you. We will now turn to the Curriculum Committee.

- Curriculum Committee

Senator Gianni - We met on September 18th and there are just a few things here. The deadline went by of October 2nd and we got a few proposals after that and we are expecting many more coming down the pike in the next month or so. As you saw we have lots of members on the SCC this year. We have a full group, eight elected members and we are very pleased about that. The Blackboard login seems to be working well thank you Kim and everyone in the CELT helped us with that. We actually did not meet on the 2nd of October after all because we didn't have a lot of business so our next meeting is on the 16th, next Wednesday at 4:00pm. Basically most of the business at our meeting in September had to do with the proposals from Arts & Humanities that had been approved at the end of last spring after our last SCC meeting. We needed to vote on some of them, some of them were informational, some of them had to be sent back so you have what happened in the case of each proposal here and we need to vote on a few of these. They are either program changes, are part of the ISP Program or if they cross school lines then they need to be voted on by the full Senate.

Motion: The SCC moves that revisions to IHAMST 291 be approved by the Senate.

Vote: Motion Carries

Motion: The SCC moves that the addition of IHENG 191 to the college curriculum be approved by the Senate.

Vote: Motion Carries

Motion: The SCC moves that revisions to the English major be approved by the Senate.

Vote: Motion Carries

Motion: The SCC moves that revisions to the Holocaust and Genocide major be approved by the Senate

Vote: Motion Carries

Motion: The SCC moves that the deletion of IIAMST 375 be approved by the Senate.

Vote: Motion carries

Senator Gianno - Beyond that we simply have a list of courses that are presented as information and those were sent back. Our next meeting is next Wednesday. Thank you very much.

I. New Business

Senator Lucey - I don't know if this is old business or both. It will be new business but it is about the minutes. Will the SEC be bringing forth the bylaw change about recording Senate minutes at the next meeting?

Senator Stanish - We will.

Senator Lucey - What are the parameters again, how is that going to go?

Senator Stanish – We will need a 2/3 majority vote to approve a bylaw change if it had already been introduced at a previous meeting.

VII. Adjournment: 5:00pm