Minutes of the 332nd Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, September 11, 2002

CALL TO ORDER:  4:35 p.m.

ROLL CALL:

Excused: J. Nelson

SECRETARY’S REPORT:

Motion: To accept the minutes for the 330th Meeting, 330th [Recessed] Meeting, and the 331st 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:

Friday, September 13 Memorial service for Leo Redfern, Alumni Recital Hall, 4 p.m.

Thursday, September 19 Carlota Santana ~ Flamenco Vivo! ~ 7 p.m.

Friday, September 20 Faculty and Guest Artist Recital, Alumni Recital Hall, 7:30 p.m.

Friday, September 27 Faculty Voice Recital, Alumni Recital Hall, 7:30 p.m.

Sunday, September 29 I Musici de Montreal Concert, 3 p.m.

Friday, October 4 Cab Calloway Orchestra, Main Theatre, 8 p.m.

OLD BUSINESS:

Senator Knouff reported that the subcommittee report for the Women's Studies Program is still under revision. It should be forthcoming fairly soon.

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

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

Motion: By Senator McDonald and seconded to reassign Melinda Treadwell to the Senate Curriculum Committee and Bill Doreski to the Senate Executive Committee

Vote: The Senate voted unanimously to accept the motion.

Motion: By Senator McDonald, seconded by Senator Menezes, to have Senator Stuart assume the role of parliamentarian for the 2002/03 Senate
Vote: The Senate voted unanimously to accept the motion.

ACADEMIC OVERVIEW COMMITTEE:

Senator Knouff, facilitator, reported that he has been in contact with each of the programs under review for AY 2002/03. Ellen Nuffer is continuing the revision of the Women's Studies subcommittee report which is forthcoming. The AOC has not yet met, but will meet next week. He asked the members to meet with him briefly following today's Senate meeting.

ACADEMIC STANDARDS COMMITTEE:

Senator Cullinane, chair, said that the committee has not yet met, but that he would like to meet briefly with the members following today's Senate meeting.

CURRICULUM COMMITTEE:

Senator Gianno, chair, said the committee has already met twice and directed the senators' attention to her report included in the packet and asked if there were any questions.

NEW BUSINESS: None

RECESS: The meeting was adjourned at 4:55 p.m.

Minutes of the 333rd Meeting of the Senate of Keene State College
Wednesday, October 16, 2002

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: P. O'Brien

SECRETARY'S REPORT:

Motion: To accept the minutes for the 332nd Meeting of the Senate of Keene State College

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

COURTESY PERIOD:

Senator Menezes reported on the following events:

Wednesday, October 16 -- The Importance of Being Earnest, Main Theatre, 8 p.m.
Saturday, October 19

Wednesday, October 30 -- David Copperfield, Main Theatre, 7 p.m.
Thursday, October 31 School Performance

Wednesday, November 6 Boston Brass, Alumni Recital Hall, 7 p.m.

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

Senator McDonald reviewed the "very brief" minutes that were included in the packet. He said basically the Executive Committee is pleased that each of the subcommittees is working on its respective charge and there are no additional charges at this time.

ACADEMIC OVERVIEW COMMITTEE:

Senator Knouff reviewed the minutes that were included in the packet. He said he assumes the committee will be the happy recipient of the new student representative, Melissa Wenderoth. This will help them to fill out their subcommittee assignments.

In addition to the external reviews that have been scheduled for International Education and American Studies, Senator Knouff has also procured reviewers for the Economics Program.

The revised Women’s Studies AOC report is ready for Senate action and will be included in the November 13th packet.

ACADEMIC STANDARDS COMMITTEE:

Senator Cullinane said that the committee has been meeting every week since the September 11th full Senate meeting. They will be bringing forth for the next meeting a proposal regarding observance of religious holidays as it relates to the Class Attendance Policy. They are also working on a change to the Add/Drop Policy that will also be included in the November 13th packet.

CURRICULUM COMMITTEE:

Senator Gianno said the committee has met three times since the September 11th meeting and she reviewed the minutes that were included in the packet.

NEW BUSINESS: None

ADJOURNMENT: The meeting was adjourned at 4:47 p.m.

Minutes of the 334th Meeting of the Senate of Keene State College

Wednesday, November 13, 2002

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: P. Stevenson, M. Wenderoth

SECRETARY'S REPORT:
Motion: To accept the minutes for the 333rd 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:

Tuesday, November 12 -- Picasso at the Lapin Agile, Wright Theatre, 8 p.m.
Saturday, November 16

Wednesday, November 13 KSC Guitar Orchestra, Alumni Recital Hall, 7:30 p.m.

Wednesday, November 20 Chanterelle (songs and fiddle music), Alumni Recital Hall, 7 p.m.

Friday, November 22 KSC Concert Band, Main Theatre, 7:30 p.m.

Sunday, November 24 KSC Chamber Orchestra

Wednesday, December 4 KSC Jazz Ensemble

Friday, December 6 KSC Concert Choir and Chamber Singers

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

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

Senator Nelson asked if the removal of the catalog editor from the SCC also removes him from his role in the curriculum process.

Senator Gross said it is still under discussion, but it most certainly will be modified.

Senator Nelson said that it is important that the catalog be as accurate as possible and the group last year agreed that the catalog editor was the person who could guarantee that accuracy. If he is being removed from the SCC, he felt that the senators should know the reason for his removal other than just being told that it's a "personnel" matter.

Senator Gianno said she thinks in part that it was felt that the curriculum should be overseen by faculty. She doesn't think the catalog editor can ever "guarantee" the accuracy of the catalog. Certainly the person who occupies that job has been doing that, but it's not as if only that person can do it.

Senator Nelson said that he agrees that faculty should have a primary role, but last year there was a problem with faculty seemingly not having the knowledge needed for cross-disciplinary curriculum preparation, and at the time the group decided that it was helpful to have the catalog editor in the process.

Senator Long said that one of the issues that came up in the SCC was that given the new curriculum guidelines, there are actually two places where the editor does his work and that is at the very beginning where he gets feedback and again at the end. The committee was feeling that in effect the new guidelines really make his role at the end of the process less necessary because he was seeing that
information earlier. Now that process may change, but it is important to understand, as part of the SCC discussion, because in the past he was not there at the beginning to give that feedback.

Senator Nelson asked what we do in the interim to insure that the catalog is accurate if we are going to remove the catalog editor from that role immediately.

Senator Gross said there is still a role for someone to edit the catalog and there are ongoing discussions on how that role can be fulfilled by a faculty member. It is very important that the curriculum process be faculty driven, not a catalog-driven process as it is currently. Our goal should be the creation of the most engaging curriculum possible for students. Right now that does not seem to be a goal of the curriculum process; it begins and ends with the catalog.

Senator Nettleton asked if the catalog editor would still have the capacity to review the changes that are made before they come before the Senate for approval.

Senator Gross said that no decisions have been made as yet. Certainly the deans, for example, can ask questions about the proposal and how it fits within the total curriculum.

Senator Nelson said that because of inconsistencies and problems with proposals last year, it is important that we have a process in place before we remove the catalog editor from his current role.

Senator Knouff said that the faculty is capable of doing some of this oversight.

Senator Gianno said there is nothing magical about any one particular person. She asked if Senator Nelson was referring to "the person" or "the position."

Senator Nelson said he was referring to "the position." The person in that position should have the knowledge to cross disciplinary lines ~ to understand the entire curriculum of the College, whereas a faculty member may only have the curriculum knowledge relative to his/her own department.

Senator Gianno agreed that the role of the catalog editor is an important one. However, she doesn't think that the editor necessarily has to be the one to review the proposals. Faculty members can also play that role.

Senator Nelson agreed but said there should be a plan in place before removing the editor from that responsibility.

Senator Gross said that there is a plan, but it has not yet been fully discussed/approved. The SCC is supposed to be a representative body and should represent all the different facets of the curriculum and ultimately the goal is to make faculty more responsible for the curriculum and for the totality of the curriculum.

Senator Nelson asked if what she was saying was that the role that the catalog editor played has been given to the SCC and if that is so who is going to train the committee so they will know the curriculum of the entire college?

Senator Gross said she is quite confident that faculty will acquire this knowledge. If there is a faculty member who becomes the "secretary" of the Curriculum Committee, that individual is responsible for doing a lot of "tracking" of the curriculum and along with the committee as a whole will assume responsibility for some of these cross-disciplinary issues. The knowledge of curriculum is not something that only one individual holds.

Senator Joyce said that faculty advise students in matters of general education and therefore every faculty member should know the catalog. She said she would guess that many faculty glance at the catalog during advisement.
Senator Knouff said it is the faculty who create the curricula. Nobody really knows the curricula as well as faculty, and if for some reason they don't, they should.

Senator Treadwell asked if it might be possible to clarify the role of the position by the next Senate meeting.

Senator Gianno said she supposes they could try, but if it's not an "emergency," they are extremely busy with curriculum proposal review.

Senator Stuart asked about the deadline for catalog entry.

Senator Gianno said the catalog editor has set the deadline at the end of fall semester.

Senator Nettleton said she agrees with Senator Nelson that there should be a plan in place before removing the catalog editor from his current responsibilities.

Senator Long pointed out that all of the proposals that are currently in the curriculum process and that are going to be reviewed by the SCC this semester have been reviewed by the catalog editor. He said he feels that we don't need to deal with this until the spring, given what they have "on their plate" right now.

Senator Doreski suggested that in considering how to handle that position, the SCC might want to take the time to revisit the old set of guidelines to see if there are other issues that need to be dealt with at the same time. He said he doesn't think this is a process that should be rushed.

Senator Nelson said a "new plan" should not be implemented until it has been approved by the College.

Senator Gianno said that the deadline for curriculum proposal submission has passed. After this time there is very little curriculum work that is done until the spring.

Senator Nelson asked if there is still "even a little" curriculum review, how can we guarantee that those proposals are as accurate as possible or that they follow the same guidelines as previously submitted proposals?

Senator Gianno said the committee can suspend curriculum review.

Senator Knouff said he is completely comfortable with the SCC continuing its work in determining whether proposals are accurate and catalog ready.

Senator McDonald announced that 15 minutes of discussion has elapsed.

Motion: To extend debate

Vote: The Senate voted to end the discussion.

ACADEMIC OVERVIEW COMMITTEE:

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

Motion: By Senator Knouff, and seconded, to approve the Women’s Studies AOC report for Program Review

Vote: The Senate voted unanimously to approve the report.
**ACADEMIC STANDARDS COMMITTEE:**

**Motion:** By Senator Cullinane, and seconded, to approve the revised Add/Drop Policy

Senator Doreski said he is concerned about the fact that a student can drop a course essentially without informing the faculty member; therefore, the faculty may not realize that he/she has empty seats even though he/she may have students interested in taking the class. He feels this is giving up a measure of control over the composition of one's class ~ getting the class together before two or three classes go by. He said he's not sure he sees the value of streamlining so that it can all be done online. He thinks it may create more problems than it will solve.

Senator Knouff said typically the first person to know that seats have been given up (by students who do not attend the first class of the semester) is the faculty member. At that point he/she can add students who have asked to be considered if there is an opening. If we take this process out of the hands of the faculty on the first day and turn it over to the Registrar's office, there will be a lapse of time until the faculty can communicate to the Registrar that students have not shown and have therefore lost their seats, thus freeing up available seats. Instead of streamlining the process, it might make it more arduous and difficult for students.

Senator Gross asked if we know for certain that Web registration will result in a centralized process. She said it has been her experience at other institutions where they went to online registration that the process became more decentralized rather than centralized.

Susan Sielke said that to her right now, Web registration means registering for courses. It can include the add/drop period, but we're not there yet. If that does happen, it will be decentralized. Faculty do have access to WebAdvisor which is "real time" ~ they can see exactly who is in their class and who has dropped the class. One of the problems that we encounter is the policy that says a student's seat may be given away, but we contradict that in some ways by saying that the student has to complete an add/drop slip, get the instructor's signature, and return it to the Registrar's office before he/she can officially be dropped from the class. One of the things the proposed policy would do would be to allow the student to simply drop the class; and the faculty member would know immediately upon the form being processed how many available seats there are in the class. Faculty actually would remain in control. When the class is full, nobody gets in. If there are seats available, students may be registered, but only if they have met the prerequisites. She said she would venture to say that 1/3 to ½ of the signatures for drops are not faculty members at all, so partly faculty don't have extensive control over who is dropping his/her class.

Senator Payson pointed out that having a "list" of students who have expressed a desire to add would be negated because the student who is at the Registrar's office when a seat became available would be the person to be admitted to the class.

Senator Knouff said he is still not convinced that "first-day confusion" would be cleared up by this because it seems that the potential to over enroll courses is there. It is not uncommon for faculty to have a waiting list of students who wish to enroll if there is available space. He said he feels this process would be taking control of adding and dropping away from faculty.

Senator McBeth said for the student the new process would be "one stop" instead of two. Often it is difficult to make contact with the professor, either because of a time constraint for the student or the unavailability of the faculty. She suggested sending waiting lists by e-mail to the Registrar.

Senator Joyce asked if the Registrar has the capability to keep track of faculty "student waiting lists."

Susan Sielke said she is aware that faculty have waiting lists and these are things that they would have to "move through." Both faculty and students have "real time" information on either their WebAdvisor or MyKSC accounts. That allows you the up-to-the-minute number of students enrolled in a particular class.
Senator Doreski said he feels that over the last twenty years academics have always seemed to come last at this institution. The first day of class is a "day of class." Faculty need to know and have some control over who is going to be in his/her classroom on that first day. They need to be able to work with a list of students who want to be in that class and to know as soon as possible who is dropping. What this proposed process will do is essentially obliterate the first day of class because we're not going to know who is in that class on the first day. He said it seems to him that this is a proposal that is being done for the convenience of everyone but the people who actually teach the classes.

Senator Knouff said he encourages students on his waiting list to attend the first day of class because he expects seats to open up and then he notifies them during class that they have secured a seat.

Senator Madden said if he were a student and planned ahead and got on a waiting list and then someone who happened to be at the right place at the right time got into the class instead, he would be furious.

Senator Sylvern said he does not have a computer in the classroom, so therefore he would not have the up-to-the-minute information, and by the time class is over, it is too late.

A guest (full-time student) asked if there was a policy that states that no more students than the "cap" can be admitted into the class. He was expecting a class of about 25 and the faculty member admitted about 15 additional students. He said one of the nicest things about KSC has been the small class size.

Senator Gross said it is her understanding that faculty set the enrollments and therefore they have the right to override the limits they set. She said, however, she would think there might be some safety issues such as fire code regulations that would dictate how many people can be in a room and faculty should be attentive to that.

The same guest student said that the add/drop process takes up at least 20 minutes of the first class day and sometimes continues into the second day.

Senator Doreski said he has always tried to not add people after the first day, particularly with writing classes where they begin writing right from the start. He also encourages those who want to add to come to the first class, even though they're not guaranteed a seat. This proposal suggests that there will be a lot of people coming to class for the first time on the second day. He said he doesn't think this proposal is good for the students or for the faculty.

Senator Cullinane said that neither the proposal nor the current policy is saying that we shouldn't use class time for appropriate classroom activities. We have a week-long add/drop period. It sounds like to some degree that we're debating whether students should be able to add after the first or second class. The important issue is whether a faculty member maintains control during that process with waiting lists, etc. or whether we feel we want the Registrar to take over that process. One of the issues that has been raised is the fairness to a student who goes to a faculty member to add during this period and the capacity of the course has not been reached, can the student be added automatically or can the faculty choose to not add the student.

Senator Nelson said he feels the proposed policy would allow the class time to be used in a more efficient manner and it allows students to go through the add/drop process in a more timely fashion.

Senator Joyce said she teaches a "required" course and she knows better than anyone else on campus who needs that class to graduate.

Senator McDonald announced that discussion has exceeded the 15-minute period.

Motion: To extend debate

Vote: The Senate voted by a majority to continue the discussion.
Senator Payson said concerning the issue of first come – first served vs. need ~ with regard to the Communication Senior Project, they feel they need to prioritize and allow a student to graduate in four years which means they admit a student with that status into the class over a student who just wants the convenience of taking it "this" semester over another semester.

Senator Knouff said that the argument over the convenience of doing this is one that troubles him deeply. Just because something is convenient doesn't mean that it is in the best interest of the college; it does not mean it is in the best academic interest of the faculty; and it does not mean necessarily that it is in the best academic interest of the students themselves. We are suggesting that the faculty really shouldn't be in control of who adds into their classes.

Senator Columpar said she resists the idea that faculty need to tether themselves to their computers more than they already do.

Susan Sielke said this is not a "one size fits all" policy. KSC has made the commitment to move forward and to use technology. This means that at some point we are going to have to change the way we do business. Electronic notification would be faster than slips of paper in faculty mailboxes because timing is sometimes questionable. She said she thinks this is a step forward for everyone, but understands it is painful for those people who resist technology; however, change is inevitable.

Senator Doreski said he doesn't think change is inevitable. This is an academic issue; it is not just a matter of convenience for the Registrar's office.

Senator Gross said she thinks it would be helpful if there were faculty members on the Academic Affairs Policy Committee.

**Vote:** The Senate voted by a majority to reject the revised Add/Drop Policy (2 abstentions).

**Motion:** By Senator Cullinane and seconded to approve the proposed addition to the Class Attendance Policy

Senator Joyce asked that two members of the Diversity Commission be recognized to speak to this issue. She said the Commission has concerns, even objections, to the first sentence as presented.

Patrice Strifert said that basically a year ago this proposal was sent to the Cabinet and then subsequently forwarded to the ASC. The first statement really just states our Constitutional rights and it does not feel welcoming in the way that the policy was initially drafted.

Senator Joyce said the wording is unhappily reminiscent of the wording that's in the Constitution which historically is fairly meaningless. She said we really don't want to perpetuate that particular language. She gave the instance of the 1992 Native American Freedom of Religion Act that indicates that that wording in the Constitution has not been evenly applied to all people and still is not. We should try to pick better wording to appear in our catalog.

Senator Nelson suggested deleting the first sentence that reads, "Students have the right to practice the religion of their choice."

Senator Cullinane said the proposal that the Committee is putting forth deals with class attendance, not a general statement on religion. The ASC was not charged with anything other than class attendance issue as it relates to the celebration of religious holidays.

Susan Theberge said it is in those small ways that we send messages to people of being welcome or not welcome. Even though in and of itself it is an attendance policy, it is all of those little ways that give subtle clues as to whether we are a welcoming community.

Senator Knouff said as a member of the Diversity Commission, one of the concerns they had was the fact that around the semester break there is almost crypto official recognition of the Christmas holiday and wished to gently remind faculty, staff, and students that we are a state college and do not officially recognize any particular religious holiday. The first sentence, however, does make a statement that goes beyond the specific class attendance policy. If that were to be included, it might actually worsen the problem
about which the Commission was concerned ~ the sense of an overwhelmingly dominant, almost official embrace, of the Christmas holiday. He feels the first sentence should be struck.

Patrice Strifert said the Commission has felt from the beginning the policy should have emanated from the institution ~ from the Cabinet.

Senator Kowpak said that ultimately it is the prerogative of the faculty to make decisions about class attendance and that's why it was framed the way it was. The charge to the ASC was very specifically around the class attendance policy. The class attendance policy really is the purview of the faculty, so the policy statement needed to be directed toward faculty expectations and student expectations. That was the perspective that came from the charge to the ASC.

Senator Gross said she also has concerns about the first sentence; it makes the whole policy sound almost grudging. It is not welcoming; it is not encouraging the students to practice the religion of their choice.

Senator Kowpak said they did do a fair amount of research of other institutional language and policy statements and this was a fairly common introduction to the class attendance policy. This did not come solely of our initiative; they really did a fair amount of research on the internet as to what the specific language has been in other public institutions with policies that specifically deal with celebration of religious holidays.

Senator Payson said of concern to him is the tone. He asked if people felt the statement would be manageable with the deletion of the first sentence.

Motion: By Senator McBeth to amend the motion by striking the first sentence ~
[Students have the right to practice the religion of their choice.]

Vote: The Senate voted by a majority to accept the amendment (1 abstention).

Senator Nelson said he feels the last sentence [Faculty are expected to make reasonable attempts to accommodate students who are appropriately following this policy.] should read, "Faculty are expected to accommodate..... He said if we're going to make a policy, there shouldn't be any loopholes.

Senator Cullinane said there are other circumstances that are just as reasonable and we don't have a policy that states that faculty must allow a student to make up the work.

Senator McDonald announced that discussion again has exceeded the 15-minute period.

Motion: To extend debate

Vote: The Senate voted by a majority to discontinue the discussion.

Vote: The Senate voted to accept the amended motion with regard to the class attendance policy (1 abstention).

CURRICULUM COMMITTEE:

Motion: By Senator Gianno and seconded to accept the ESECSC, School Counselor Option, M.Ed., Education proposal

Vote: The Senate voted unanimously to accept the proposal.
NEW BUSINESS: None

ADJOURNMENT: The meeting was adjourned at 6:05 p.m.

Minutes of the 335th Meeting of the Senate of Keene State College
Wednesday, December 4, 2002

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

All members were present.

SECRETARY’S REPORT:

Motion: To accept the minutes for the 334th Meeting of the Senate of Keene State College

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

COURTESY PERIOD:

Senator Menezes reported on the following events:

Wednesday, December 4  KSC Jazz Ensemble, Main Theatre, 7:30 p.m.

Friday, December 6  KSC Chamber Singers & Concert Choir, Alumni Recital Hall, 7:30 p.m.

Wednesday, January 29 – KSC will host the American College Theatre Festival
Sunday, February 2

Senator McBeth announced that the KSC Bookstore will hold its annual 20% off day on Thursday, December 5th and it's open to all faculty, staff, and students!

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

Senator McDonald reported that since there were three committee members who were unable to attend the meeting and there was no business on the agenda, the committee adjourned.

ACADEMIC OVERVIEW COMMITTEE:

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

ACADEMIC STANDARDS COMMITTEE:
Senator Cullinane reported that the Committee is currently working on the issue of transfer honors for graduation and a report will be submitted to the Senate in the spring semester.

CURRICULUM COMMITTEE:

Senator Gianno made a correction to her minutes of Monday, November 18 ~ Patrick O'Brien was present, not absent as reported.

Motion: By Senator Gianno and seconded to accept the BA, BS, AA, AS, AS applied Computer Science, AS Chemical Dependency, AS Technology Studies – General Education, Social Science Requirements – Requirement change [SD 02/03-18a]

Vote: The Senate voted unanimously to accept the proposal.

Motion: By Senator Gianno and seconded to accept the WS Requirement change – Women's Studies Minor [SD 02/03-18b]

Vote: The Senate voted unanimously to accept the proposal.

Motion: By Senator Gianno and seconded to accept the HOLO – Creation of Prefix & Program Redesign [SD 02/03-18c]

Vote: The Senate voted unanimously to accept the proposal.

Motion: By Senator Gianno and seconded to accept the SOSC – Requirement change and program redesign – BA Social Sciences [SD 02/03-18d]

Vote: The Senate voted unanimously to accept the proposal.

Motion: By Senator Gianno and seconded to accept the ENG – Program Redesign [SD 02/03-18f]

Vote: The Senate voted by a majority to accept the proposal (1 abstention).

Motion: By Senator Gianno and seconded to accept the AMST – Program Redesign [SD 02/03-18e]

Vote: The Senate voted unanimously to accept the proposal.

Senator Nelson noted that Dean Bowman and the English and American Studies faculty were very helpful in keeping the students informed with regard to these two, four-credit proposals.

Motion: By Senator Gianno and seconded to accept the ANTH – Program Addition – Anthropology Minor [SD 02/03-18g]

Vote: The Senate voted unanimously to accept the proposal.

Motion: By Senator Gianno and seconded to accept the SOC – Requirement change & Program Redesign – BA Sociology [SD 02/03-18h]

Senator Hildebrandt congratulated the Sociology faculty for finally creating a 100-level course (Intro).
Vote: The Senate voted unanimously to accept the proposal.

Motion: By Senator Gianno and seconded to accept the SOC – Program Redesign – Minor in Sociology [SD 02/03-18i]

Vote: The Senate voted unanimously to accept the proposal.

Senator McDonald thanked the Curriculum Committee for their hard work and perseverance in getting these proposals through and passed and Senator Gianno extended her thanks to each of the Division Curriculum Committees.

Senator Nettleton thanked the Curriculum Committee for conveying the information about the proposals in a way that was easily read and understood.

NEW BUSINESS: None

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

Minutes of the 336th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, February 12, 2003

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: P. Stevenson, M. Hewitt

Absent: M. Wenderoth

SECRETARY’S REPORT:

Motion: To accept the minutes for the 335th Meeting of the Senate of Keene State College

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

COURTESY PERIOD:

Senator Menezes reported on the following events:

Wednesday, February 12 Counterpoint, Alumni Recital Hall, 7 p.m.

Friday, February 14 Spectrum Series, Alumni Recital Hall, 7:30 p.m.

Friday, February 21 Sean Curran Dance Company, Main Theatre, 8 p.m.

Wednesday, March 5 Triple Helix Piano Trio, Alumni Recital Hall, 7 p.m.
Mike McCarthy thanked the Senate Executive Committee for proposing that an adjunct serve on the General Education Committee.

**REPORTS OF COMMITTEES:**

**EXECUTIVE COMMITTEE:**

Senator McDonald reviewed the minutes that were included in the packet. Under the *Elections for a General Education Committee*, he pointed out that the "resource person" will be appointed by the VPAA and will be a non-voting member of the committee.

**ACADEMIC OVERVIEW COMMITTEE:**

- **Motion:** By Senator Knouff and seconded to table the Subcommittee Report for the Music Department Program Review so that the Department has time to review it and respond, if it wishes

- **Vote:** The Senate voted unanimously to table the report.

Senator Knouff said that Lindy Coggeshall contacted the committee with a few factual corrections; they are as follows:

- Page 2, 4th full paragraph, 2nd sentence should read, *The AOC suggests that the College more aggressively recruit international students.*

- Page 3, 1st full paragraph, 1st sentence ~ should be full-time international student advisor

- Page 3, 2nd full paragraph ~ UNH has a policy that states that students' grades from study away are posted on their transcripts but not computed into their GPA's. Senator Knouff said he would like to insert this into the paragraph, saying that this is also a possibility for KSC to adopt.

- Page 3, 2nd full paragraph ~ delete the last sentence.

- **Motion:** By Senator Knouff and seconded to accept the Subcommittee Report for National and International Exchange Center Program Review as amended

- **Vote:** The Senate voted unanimously to accept the amended report.

**ACADEMIC STANDARDS COMMITTEE:**

Senator Cullinane reported that the Committee is still working on the issue of Commencement Honors for transfer students and he is hopeful that a report will be prepared for inclusion in the next Senate packet.

**CURRICULUM COMMITTEE:**

Senator Gianno reviewed the committee minutes.

**NEW BUSINESS:** None

**ADJOURNMENT:** The meeting was adjourned at 5 p.m.
Minutes of the 337th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, March 26, 2003

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: C. Columpar, C. Kowpak

Jason Welesko has replaced Melissa Wenderoth as a student representative.

SECRETARY’S REPORT:

Motion: To accept the minutes for the 336th 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:

Friday, March 28  Bridgman/Packer Dance Duo with Glen Velez, percussionist, Main Theatre, 8 p.m.

Tuesday, April 1  KSC Percussion Ensembles, Alumni Recital Hall, 7:30 p.m.

Saturday, April 5  "The Beanstalk Variations," Alumni Recital Hall, 2 and 7 p.m.

Wednesday, April 9  Faculty Artists Recital, Alumni Recital Hall, 7:30 p.m.

Wednesday, April 16-19  KSC Guitar Orchestra, Alumni Recital Hall

Senator McDonald commented on the interesting article on Bill Doreski featured in The Keene Sentinel.

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

Senator McDonald reviewed the minutes that were included in the packet. Senator Gross reported that the General Education Committee now has an adjunct, but still no student. Senator Cusack said he has been corresponding with Judith Putzel Price with regard to a Student Affairs representative for the committee.

Senator Cullinane pointed out that the ASC did work on a couple of issues during the fall semester in addition to the Commencement Honors for Transfer Students in the spring.

Motion: By Senator Doreski, seconded by Senator Menezes, to approve the following resolution:
We, the Keene State College Senate, endorse the statement of US Nobel Laureates on a Unilateral, Preventive Attack on Iraq; viz

"The undersigned oppose a preventive war against Iraq without broad international support. Military operations against Iraq may indeed lead to a relatively swift victory in the short term. But war is characterized by surprise, human loss, and unintended consequences. Even with a victory, we believe that the medical, economic, environmental, moral, spiritual, political, and legal consequences of an American preventive attack on Iraq would undermine, not protect, US security and standing in the world."

Vote: For: 12 Against: 3 Abstain: 9

Senator Menezes commented that the results did not constitute a majority vote.

The Parliamentarian, Senator Stuart, said you have the majority of the people voting between the "yea" and "nay" and you have the other people who are abstaining; if it’s a majority of all people present, then the resolution would not pass because you have the abstentions and the nays and therefore her call would be for a "recycled resolution."

Senator Hildebrandt read from the By-laws that "abstentions shall be counted in the total vote in cases where specific majorities of those voting are required."

Senator McDonald said the resolution will be recorded as "not passed" by the Senate.

ACADEMIC OVERVIEW COMMITTEE:

Senator Knouff reviewed the minutes that were in the packet.

Motion: By Senator Knouff and seconded to accept the Subcommittee Report for the Music Department Program Review

Vote: The Senate voted unanimously to accept the report.

Motion: By Senator Knouff and seconded to accept the Subcommittee Report for the Economics Department Program Review

Vote: The Senate voted unanimously to accept the report.

ACADEMIC STANDARDS COMMITTEE:

Senator Cullinane reported that the Committee has been working on the issue of Commencement Honors for Transfer Students and they've submitted a report for the packet; at this time, however, they do not have a proposal for change; rather they would like to get some additional feedback from members of the campus community. Right now for a bachelor’s degree the College requires that 60 credits be earned at KSC in order for a student to be eligible for academic honors. Thirty credits are required in-residence for the bachelor’s degree. Even though this is an issue that may affect only a small number, it should be researched to acknowledge the concerns expressed by these students with regard to academic recognition.
The committee agreed that "exceptions" are probably not the way to design a new policy. One possibility that was suggested was having the student's "major" academic department make a decision based on the work that it sees from the student during the time he/she is at KSC; another possibility was a decision emanating from the office of the VPAA.

He asked the Senate if it wants the committee to continue to look at this issue and, if so, feedback concerning this from the campus community would be very helpful.

Senator Knouff said he is deeply uncomfortable with the idea of awarding commencement honors to students who have taken only 30 credit hours at KSC. To allow a student to take honors on a degree based on academic work equivalent to two semesters seems to be insufficient. He said he would not consider lowering the number of graded credits at KSC from 60 and he suggested that the ASC consider raising the number of in-residence credits that a student must earn to graduate from Keene State; having to earn only 30 credits does not seem to be a very practical policy.

Senator Knouff said he would be emphatically opposed to having a system of exceptions. The College needs to have a clear, consistent policy.

CURRICULUM COMMITTEE:

Senator Gianno reviewed the committee minutes.

Senator Doreski asked if it was the intention of the Curriculum Committee to do away with Topics courses and seminars.

Senator Gianno said definitely not; the issue is whether a particular topic within a Topics course, which is offered regularly or frequently, should be included as a possible elective or a course in a Program when that particular topic within the Topics course has never been approved through the curriculum process.

Many "topics" rise to the level of a course, but they've never actually been through the curriculum process.

NEW BUSINESS:

Senator Payson asked for a clarification of the intended changes that are to take place next year within the Faculty Resource Center.

Senator Gross said there is an intention to develop fairly sophisticated divisional classrooms. The divisional technology person will be housed in an office, not in a classroom.

Senator McDonald asked the senators to encourage their colleagues to self-nominate for an at-large position on next year’s Senate.

ADJOURNMENT: The meeting was adjourned at 5:15 p.m.

Minutes of the 338th Meeting of the SENATE OF KEENE STATE COLLEGE Wednesday, April 9, 2003

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: A. Connary, M. Hewitt, J. Hildebrandt, T. Stuart
Absent: S. Joyce, M. Treadwell, J. Nelson

SECRETARY’S REPORT:

Motion: To accept the minutes for the 337th Meeting of the Senate of Keene State College

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

COURTESY PERIOD:

Senator Menezes reported on the following events:

Wednesday, April 9  Faculty Artists Recital featuring Craig Sylvern, Alumni Recital Hall, 7:30 p.m.

Wednesday, April 16  KSC Guitar Orchestra and Ensembles, Alumni Recital Hall, 7:30 p.m.

Wednesday, April 16 - 19  "Evening of Dance," Main Theatre, 8 p.m.

Wednesday, April 23  KSC Chamber Orchestra's program of concertos and arias; it will feature four music students as soloists, Alumni Recital Hall, 7:30 p.m.

Friday, April 25  KSC Concert Band, Main Theatre, 7:30 p.m.

Wednesday, April 30  "Music of Miles Davis," KSC Jazz Ensemble, Main Theatre, 7:30 p.m.

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

The Committee did not meet and therefore has nothing on which to report.

ACADEMIC OVERVIEW COMMITTEE:

Senator Knouff reported that the AOC also did not meet but that they expect to submit the American Studies and Environmental Studies Subcommittee Reports for review at the next Senate meeting.

ACADEMIC STANDARDS COMMITTEE:

Senator Cullinane reported that the ASC did not meet and there is nothing to report at this time.

CURRICULUM COMMITTEE:

Senator Gianno reviewed the committee minutes that were included in the packet.

NEW BUSINESS: None

ADJOURNMENT: The meeting was adjourned at 4:50 p.m.
Minutes of the 339th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, April 30, 2003

CALL TO ORDER: 4:35 p.m.

ROLL CALL:

Excused: none

Absent: none

SECRETARY’S REPORT:

Motion: To accept the minutes for the 338th Meeting of the Senate of Keene State College

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

COURTESY PERIOD:

Senator Menezes reported on the following events:

Wednesday, April 30  "Music of Miles Davis," KSC Jazz Ensemble, Main Theatre, 7:30 p.m.

Friday, May 2 KSC Concert Choir and Chamber Singers, Alumni Recital Hall, 7:30 p.m.

Senator Cusack thanked Nancy Gitchell for her help with the at-large election.

Senator Stuart, speaking about "Speak Out," said it is very important that we take an active role personally, professionally within our respective departments, and with colleagues. We should encourage all faculty to take part because it does make a difference on campus.

REPORTS OF COMMITTEES:

EXECUTIVE COMMITTEE:

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

Relative to the vote on the anti-war resolution, Parliamentarian Stuart researched the issue and Senator McDonald said from her report it was his understanding that abstentions are not counted as people who aren't there but basically as a different vote which in a way does give that vote to the negative side.

Senator Knouff said he would encourage the Senate to clearly define what it means by an "abstention" vote. He said he is concerned about an abstention becoming a defacto negative vote.

Senator Menezes said it would not necessarily become a defacto negative vote; rather it would be a defacto vote on the side of the minority.
Senator Doreski said, as has already been suggested, that the Senate needs to carefully define what an abstention is and make it possible for people to abstain and also to make it clear that anything that is voted on has to be actually voted on, not abstained, by a quorum.

Senator McDonald said this Senate cannot introduce a change to the by-laws; therefore, it's an issue that should be considered by the 2003/2004 Senate.

**ACADEMIC OVERVIEW COMMITTEE:**

*Motion:* By Senator Knouff and seconded to accept the Subcommittee Report for the American Studies Program Review

*Vote:* The Senate voted unanimously to accept the report with a "friendly amendment" which deletes "and, thus, can be regarded as one campus model for other departments seeking to diversify their curricula in accordance with recent NEASC recommendations" (last sentence, page 1). As amended the sentence reads, *"Finally, American Studies is explicitly committed to issues related to multiculturalism."*

*Motion:* By Senator Knouff and seconded to accept the Subcommittee Report for the Environmental Studies Program Review

*Vote:* The Senate voted unanimously to accept the report with a "friendly amendment" suggested by Senator Cusack, to add *"which is already strong"* so that it reads "It was suggested by the outside reviewers to strengthen the policy option in all areas except Geography, which is already strong."

This is found on page 4, second paragraph, next-to-last sentence under "Conclusion."

**ACADEMIC STANDARDS COMMITTEE:**

Senator Cullinane reported that the ASC has nothing to report at this time.

**CURRICULUM COMMITTEE:**

Senator Gianno reviewed the committee minutes that were included in the packet.

**NEW BUSINESS:** None

**ADJOURNMENT:** The meeting recessed at 5:15 p.m.

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Minutes of the 339th Meeting (Recessed)
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, May 7, 2003

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

**ROLL CALL:**

Absent: S. Joyce, A. Connary

REPORTS OF COMMITTEES:

ACADEMIC OVERVIEW COMMITTEE:

Motion: By Senator Knouff and seconded to accept the Subcommittee Report for the Safety Studies Program Review

Senator Knouff pointed out the following typographical errors:

~ page 2: first paragraph ~ "The four Adjunct Faculty resumes in Appendix B of the Self-Study indicate a distinct lack of professional teaching preparation: the some resumes indicate a lack . . . ."

Delete "the"

~ page 2 third paragraph ~ "The AOC agree . . . ."

Agree should be agrees

~ page 3 last paragraph, last sentence ~ "In meeting the challenges of their #1 objective:

Changed to "The program meets" . . . .

Vote: The Senate voted unanimously to accept the report.

Senator Knouff thanked the AOC members for another year of fine and very hard work.

CURRICULUM COMMITTEE:

Senator Payson reported that starting in fall 2003 submitting curriculum proposals will be an on-line process. The biggest advantage is in tracking proposals through each approval stage.

Senator Doreski asked (1) if the chair of the SCC will function as the editor of the catalog and (2) if editorial changes also have to be submitted electronically.

Senator Payson replied that it's his understanding that the chair will act as the conduit to the editor of the catalog and he thinks that editorial changes can be done either way.

Relative to the three-year rule, Senator Gross said that NEASC allows for a list of courses that is deactivated but that may be activated in a moment's notice.

Senator Gross said as she reads the curriculum guidelines and recalls reviewing all curriculum proposals that are submitted, what struck her was how much we focus on process and how little on content. You get no real sense of the substance of the course, of the level of the course, of the content of the course; we never see a syllabus, have no idea what kinds of assignments are being made, or what texts are being used. She said personally she would like to see more.
Again, we are fixated on process and the content has gotten lost. She said at one of the SAPC meetings they reviewed programs from the other campuses, and UNH provides much more information in their proposals than we do.

Senator Knouff suggested that one way to avoid some of the difficulties surrounding the interpretation of the three-year rule is to remove the word "compelling" from the sentence "Such courses will be removed from the Catalog unless the department provides the SCC chair with a compelling reason for retention.
He suggested that the SCC consider this next year.

NEW BUSINESS:  None

Senator McDonald thanked the senators for all of their work on the Senate this year.

ADJOURNMENT: The meeting adjourned at 5 p.m.

Minutes of the 340th Meeting  of the  
SENATE OF KEENE STATE COLLEGE  
Wednesday, April 30, 2003

CALL TO ORDER: 5:20 p.m.

ROLL CALL:

Excused: M. Duggan, S. Joyce

Elections were held for the 2003/2004 Senate and the results (all by acclimation) were as follows:

Chair  Larry McDonald
Vice Chair  Chris Cusack
Secretary  Ockle Johnson
At-large  Karen Stanish

The Student Body President, Ben Spaulding, is also a member of the Executive Committee.

ADJOURNMENT: The meeting was adjourned at 5:45 p.m.