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

I. Call to Order
II. Roll Call
III. Secretary's Report
   ~ Approval of the Minutes from 431th Senate Meeting [SD 13/14-4]
   ~ Discussion and vote

IV. Courtesy Period
V. Subcommittee Reports
   • Executive Committee
     ~ Meeting Notes [SD 13/14-5]
     ~ Senate By-laws Article VI Parliamentary Rules, J. Reports to the Senate, 10. Senate Minutes
     ~ Discussion and vote

   • Academic Policy Committee: no report

   • Academic Standards Committee: no report

   • Curriculum Committee
     ~ Meeting Notes [SD 13/14-6]
     ~ Deletion of IIAMST 375 be approved by the Senate
     ~ Discussion and vote
     ~ Revisions to IHAMST 291
     ~ Discussion and vote
     ~ Addition of IHENG 191 to the college curriculum
     ~ Discussion and vote
     ~ Revisions to the English major
     ~ Discussion and vote
     ~ Revisions to the Holocaust and Genocide major
     ~ Discussion and vote

VI. New Business
VII. Adjournment
Minutes
for the 431th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, September 11, 2013
4 p.m., Mountain View Room, Student Center

I. Call to Order 4:07pm

II. Roll Call
All present

III. Secretary's Report

Motion: To accept the minutes of the 429th and 430th meetings of the Keene State College Senate.
Vote: Motion carries

IV. Courtesy Period
Senator Schmidl-Gagne - Just a quick reminder that tomorrow starting at 2:00pm in the Lantern room we will be doing a program on Syria. It will run through till probably 8:00pm. Every two hours there will be sort of a focusing session and then different facilitators during that time with folks from Political Science, Economics, Jim Waller and others coming in during this time to help us explore some of the issues.

Senator McCarthy - If you are really interested in seeing students engage in debate the 4:00 session will be with the debate club engaging, I hope in active debate.

Senator Stanish - It's the first meeting of the year and I rushed to begin the meeting correctly and maybe I should introduce myself. I think I know everybody or have met but I am Karen Stanish the current Chair of the Senate as you saw in the minutes from the 430th meeting last spring. I am excited to get to work with all of you again or for the first time. Any other items for the courtesy period? For those of you who are new to the Senate the courtesy period is exactly as what Senator Schmidl-Gagne did. It's a chance to just make announcements that are relevant to the campus things that you would like to share with us.

The next thing we will do is move on to the subcommittee reports and before I begin the Executive Committee report I just wanted to either remind or to let you know for the first time some of the ground rules of how we work in the Senate. We all have name tags so we can refer to each other by last name as we are talking here. We are also recording what's going on here and we use that as a way to get the transcription of the senate minutes so before you speak if you could announce your name it helps all of us learn names but also helps the recorder so that when Cheryl our Senate Clerk listens to the recording she knows who is speaking. So remember to say your name when you are called on its helpful. Also one of the rules of the Senate is that discussion should go through the Chair or if we are doing subcommittees report the Chair for that subcommittee. If you have something to contribute to the discussion either I will recognize you or whoever the Chair of the subcommittee is at that moment would recognize you opposed to direct exchanges between Senators. It's a little bit counterintuitive but that's the way we will run that there. Also, if we are having a discussion, a particular discussion on a motion the bylaws say that we should limit discussion to 15 minutes for any motion and if we would like to extend beyond the 15 minutes we need to have a motion and a vote to do that. We try to limit our discussion to 15 minutes but we can extend if the Senate desires. Also, the other part in the bylaw is that each individual speaking should try to limit their comments to a 2 minute period. You can certainly get called on repeated times but I will try and recognize those who haven't spoken yet to that discussion. The main exception to that is
probably the subcommittee Chair doing a report it may take longer than 2 minutes. Does that make sense? Questions about that?

V. Subcommittee Reports

- Executive Committee

Senator Stanish - I will turn to the Senate Executive Committee report that is after the minutes we just approved that is in your packet [SD 13/14-2]. This is your Senate Executive Committee report after the minutes. We have appointed a Parliamentarian for this year, Andy Robinson who is Vice President of Student Affairs but who has also agreed to serve as our Parliamentarian and so you can see he has Roberts Rules of Order right there to look through. We no longer need to vote on that because of the bylaw change that we made last year is that the Senate Executive Committee now has the power to appoint a Parliamentarian. Many of these types of audiences in different schools just appoint a Parliamentarian so we decided that was an easier way to go. Andy is really here to answer any questions specifically about our bylaws about Roberts Rules of Order or whatever our bylaws don't cover and answer procedural questions and things like that. I will certainly refer to Andy for those things and you are welcome to do so as well. The next item that the Senate Executive Committee had spent a good deal of time in the spring and over the summer was talking about is the Integrative Studies Program Committee. We would like to revive that committee and we have developed a committee membership and charge document. That is the next document in your packet [SD 13/14-3]. We really used a lot of information to come up with this document. There was an ISP Taskforce 2011-2012 that wrote a very fantastic detailed report that is available on the Senate website. If you haven't read it or haven't read it in a long time it's always good to take another look at that. In there, there are very concrete recommendations of things we could do to improve the Integrative Studies Program. Also last year we charged a Facilitation and Discussion team led by our Vice Chair Senator Jean to try to bring together some of the more important ideas out of that. So from those two reports we have come up with this revised membership and charge for the Integrative Studies Program Committee.

Motion: The SEC moves that the Integrative Studies Program Committee Membership and Charge be approved by the Senate.

Provost Treadwell - Just one friendly amendment or question that I would like to pose to the group. I met with the student government last weekend and actually had two students nominated to serve in addition to our student senators who serve with us each time for the Senate meetings. There is interest from a senior Alli Bedell, and from a sophomore Bobby Graham to actually be seated members of this committee to reflect the respectful opinions that our students may have and to also contribute to the work of this committee so I would like to request that we actually allow two students to sit representing both the sophomore level understanding and the senior level understanding. Two specific names and I thank our student government leadership for getting those names to me so quickly today.

Senator Stanish - We can certainly take that as an amendment. I might even suggest maybe have something that says one or two student representatives as selected by student government that would allow student government to decide what was most appropriate for the student body. Does that make sense for our students? We can discuss this and there are other amendments we can keep track of.

Senator Fleeger - I am just curious about what is envisioned for the appointment process for the director and for the election process that follows in subsequent years.

Provost Treadwell - There was an interest as we discussed in the Senate Executive Committee this year that there would be an appointment for a director for this year and that the director would be appointed with achieved qualifications that are listed before the director appointment on your document provided.
am in active conversation with the authority of the Senate Executive Committee with the senior members of our faculty to try to seek a member who has some fluency in the ISP who will serve as the initial director for this program committee during this year. The goal is that with an appointment of the director we can begin can begin the work quickly and hopefully with haste and productivity this year. The goal would be that as this moves forward we look toward the election of a permanent director as we go into the next academic year. The determination to make an appointment this year was based on the desire for us to reach out to either a senior senator, someone who has a broad history and understanding an engagement perhaps with the ISP to be the director to lead this committee this year in the interest of expedience and that would be with work through the course of this academic year with the committee to understand an appropriate methodology to open nominations for and then election of and pick up in the fall of 2014. The second issue with regard to elections we've discussed that specifically if we come out of this meeting with approval we would open a call for nominations for faculty from the various groups that you see listed as elected members and we would run an election very much like what we do for any of the senate seats. We would host an open election call and we would conduct a perhaps survey monkey question tool that can quickly allow us to select those members who have self-nominated through a full election process.

Senator Fleeger - Did you mention an election for a permanent member for the director? Is it a one year position or is it a permanent director or a multiple year term?

Provost Treadwell - I think we are looking to the committee to make advisory recommendations as well with regard to that issue. I think, again it would be an appointment this year for a one year term only. Discussion toward election which would be likely a least a two year term more consistent with our other elected positions but I would wait to hear from the committee. I think the Senate Executive Committee is looking to hear from this membership with regard to leadership structure that would best serve the group and we would not call for that election until the spring semester.

Senator Jean - I just also wanted to tell the Senate that the Facilitation and Discussion Group that met last year met at the end of the academic year with the SEC members, it was definitely the approval of that group to actually do something this year and not to wait. They were fine with the concept of hiring a temporary director for now just to get it going and get it started so it wasn't just an SEC discussion. It was definitely a discussion of many members that were at that meeting that was towards the end of last year.

Senator Lucey - Is the understanding that either the appointed or the elected be a member of the faculty?

Provost Treadwell - The current membership qualification will be a tenured faculty member. At this time the way that the Facilitation and Discussion Group specifically requested that it be a tenured faculty member and the fluency with the program and preference given to seated members of the Senate was what we resolved over the course of discussions with them. At this time that would be the expectation and I think that is consistent with many recommendations received over the past several years.

Senator Lucey - Apologies for missing that.

Senator Stanish - We definitely deliberated over the best presentation of it and I don't know if we arrived at that. Other discussion or questions? One point that I would offer to Senator Fleeger's comment on the second page where we have immediate items to be completed no later than May 2014, we could add an item that we would be charging this group to make a recommendation to the Senate Executive Committee for a term limit for the director. We could add that as part of their charge which is what Provost Treadwell just expressed we could explicitly write it down to make sure that that happens.

Senator Gianno - Is there a role for the curriculum process in terms of changes that this committee would be making or suggesting?
Senator Stanish - Yes, the role for the curriculum process would continue to be what the role of the curriculum process should have been for Integrative Studies all along. We are just trying to make it more explicit here. Under the draft charge at the end of page one it does say that the expectation of the ISPC will bring any items involving curriculum, policy or standards to the Senate Executive Committee who would then forward to the appropriate Senate Sub-Committees. Really the expectation was that any curriculum changes would continue to follow the curriculum process that has been outlined. The reason we put the Senate Executive Committee here was so that we could ensure that the School Curriculum Committees, the Senate Curriculum Committees do get all the appropriate curriculum packages that they should get. We wanted to sort of be a clearing house in a way that the Executive Committee has not always been for curriculum because curriculum works pretty well but to really make sure for Integrative Studies it does but the process would continue to flow as exactly as it has.

Senator Gianno - Is there still a role of having an ISP Sub Committee on the Senate?

Senator Stanish - That is an open question, so we have not resolved that question. For those of you who are new Senators, last year one of the questions that we debated and did not answer was whether this Integrative Studies Program Committee or a different version of it ought to be a Senate Committee just as Academic Standards, Curriculum Committee and the Academic Policy Committee are Senate Committees so that everyone on the ISP Committee would be sitting here. We did not resolve that question so I think that is a question we will continue to take up for this year.

Provost Treadwell - If I may just offer that part of why we didn't resolve the issue was the question with regard to autonomy for the Senate Curriculum Committee, the Policy Committee and the Standards Committee and the creation of yet another Senate Committee where there might be overlap was so disconcerting with regard to what we would recommend that we wanted the committee to have narrow charges and recommendations to allow us as a body and with Senate liaisons back to the Senate through the Senate Executive Committee formally but through the Senate to seek members who would lead this group that we would ensure Senate connection.

Senator Jean - This Facilitation and Discussion Team was split on that, very split about having another Senate Sub Committee. I think we tried to take that into consideration; however we still needed the Senate election which I think you will notice the qualifications it says that preference will be for the director a seated Senator so we have that connection but not another subcommittee.

Senator Sapeta - I don't know if there is any synopsis about any kind of evaluation procedure for the director position so if this is term especially for that position so is that something we need to add as a friendly amendment or is that something that we would add later or is it regular.

Senator Stanish - Either, I was thinking to add a friendly amendment to that we would charge the committee to make a recommendation back to Senate Executive Committee for a term limit for the director. We could add evaluation process to that as well or the election process could probably serve as an evaluation process. Does that answer your question?

Senator Sapeta - Yes.

Senator Stanish - I am trying to keep track of all these amendments and I will summarize all of them but thank you for reminding me. Other discussion?

Senator Lucey - Are we limiting ourselves by saying the person who is elected, if we indeed go with a two year term say, must be a seated member of the Senate? Could it work the other way in which if
elected to this position of Director of ISP, may become a member of the Senate? I just think then you have a broader group.

Senator Stanish - That's true. I think that is a good question. We absolutely can consider that. I think right now we've said preference so if the qualifications work the way they are stated for an appointed member. I think preference in an election, I don't know, so there's that question so I agree and it is a draft charge so we could make an amendment there. Do you have a thought how we could reword at the moment?

Senator Lucey - I would like to see the Director seated on the Senate.

Senator Stanish - We did discuss that a little bit in the Senate Executive Committee.

Senator Schmidl-Gagne - I think part of it is the elected is a year away and we wanted to allow the committee that would form for this year to have input into what the director will be in the future. For me what is most important are the immediate things, May 2014 and part of that is the governance structure so when we start looking more deeply into the governance structure I think that will impact of lot of what you are asking and hopefully move it to get motions to come forward and that might be one that one member of this body is the Chair of that committee. Because it's the future and this committee hasn't done the work yet I would rather leave it as a draft and see.

Senator Lucey - Perhaps it's an advisory position, like the Provost as opposed to elected.

Senator Stanish - We could, it would definitely be a different way. The only members of the Senate that are here permanently are two administrative positions which are the Vice President of Student Affairs and the Provost. To have a faculty member permanently part of the Senate would be different than a model we have. Not necessarily wrong but different so I think it would be something we would want to consider if that is the right idea. We could add where it says qualifications on the first page, we could just say qualifications for the appointed director in academic year 2013-2014, I believe that's what we were thinking for those qualifications. Then under the immediate items to be completed by May 2014 I already suggested we would charge the new formed committee with making a recommendation to the Senate Executive Committee for the term limit, we could also say term limit and qualifications for the director there and give some leeway there.

Provost Treadwell - That was exactly what I was going to suggest.

Senator Stanish - Senator Lucey, does that get to your point?

Senator Lucey - Yes

Senator Stanish - Other discussion?

Senator Sapeta - Since this is a tenured faculty who is taking more of an administrative position role does that fall outside of their regular requirements or framework, compensation or course releases and things of that nature has that been taken into consideration since it is a role of a different position than they already have.

Senator Stanish - Right, that is an excellent question.

Provost Treadwell - I am speaking with the leadership of the KSCEA with regard to release and other models of release for directors or appointed positions. This is a one year appointment so I think again it's going to be nuance and probably specific for this one year but we will be explicit about what those terms
are and awareness to this Senate body. I do think it is an issue where we have to look at the collective bargaining agreement and ensure parody and consistency and other appointed roles that we have. I should have more of an answer on that by the end of the week or early next.

Senator Stanish - Definitely an issue where the union and the collective bargaining agreement do overlap with what we are doing here but yet we have separate roles. Other discussion or questions? I will summarize the friendly amendments that had been proposed to my motion. Is the friendly amendment ok Parliamentarian Robinson?

Parliamentarian Robinson - Yes

Senator Stanish - Under the membership on the first page under the student bullet we would have one or two student representatives as selected by student government. The next one I had under qualifications for director, it would say qualifications for the appointed director for academic year 2013-2014. On the second page under immediate items to be completed no later than May 2014 we could add an additional bullet that would say forward a recommendation to the Senate Executive Committee on the qualifications and term limits for the elected director. Questions on the friendly amendment?

Senator MacDonald - We also had a friendly amendment about the number of students on the membership.

Senator Stanish - Yes that was the first one. We would say one or two student representatives. Any other discussion on the proposal as amended?

Senator Denehy - Looking at the timeline we would prefer to make it May 2014 and May 2015 given that the Senate completes its work in April of those years. Should we make it April so that those things come before us at our last meeting? That would be my suggestion. Should we change it to April so that it may come before this body?

Senator Stanish - Yes, then we start to get back we may almost want the end of March. Discussion on Senator Denehy's thought? Certainly, Senator Denehy is correct if we leave it as May what that would mean is that any motions that were forwarded would not be dealt with until fall 2014. That's true, absolutely true.

Senator White-Stanley - The group could report to the Senate before May 2014 and keep working so the bullet point that is missing is to keep the Senate in the loop.

Senator Stanish - Right, so we could add it there. Immediately above where it says immediate items, that last sentence before that says the Provost and the SEC also request that the ISPC regular reports to the Senate Executive Committee on committee progress, so it's in there. Another thing I am thinking we could just looking through the list of the immediate items, it seems that the one we added about making a recommendation on the term limit and qualifications would certainly need to happen probably by March so we could elect that director. We could put a time limit on that one and the others sort of leave them to happen as they would. It might be a middle ground.

Senator Schmidl-Gagne - We could just add an introductory sentence that says that any items that would need to be approved by the Senate must be forwarded to the SEC by March 31st so that they could continue their work but the understanding of if there is a Senate action needed to be taken it has to be March 31st.

Senator Denehy - That meets my concern.
Senator Mallon - That might be with the exception of the election of the director however because if things are not forwarded by let's say by the end of the fall semester or rather the vote is not completed and materials forwarded to the Senate by the end of let's say the fall semester there would be a chance to hold a fall election and get a lot of information on term etc. The exception of the director bullet March might be an inappropriate deadline but I would suggest, perhaps in the fall we need to set, we have a December meeting as I recall, so recommendations by that December meeting so over break the SEC can begin putting forward the information to the campus so the campus can have discussions.

Senator Schmidl-Gagne - So recommendations regarding the elected director should be submitted to the SEC by November 30th.

Senator Stanish - I would propose November 15th, before Thanksgiving.

Senator Schmidl-Gagne - Any other recommendation that requires Senate action must be forward by March 31st. Does that sound ok?

Senator Mallon - Yes.

Senator Stanish - Did everyone get that? I would say the reason I say November 15th is because the Senate Executive Committee meets at the end of November and I think November 30th would miss that meeting and Thanksgiving is in there. Other discussion?

Senator Dunn - This is just a point of clarification so the timeline for this with regard to this proposal and all these things we are talking about the director who is appointed into this position for this year really needs to begin working immediately as soon as this is approved by us. Is that correct?

Senator Stanish - That is correct. Yes.

Senator Dunn - So that November 15th deadline is immediate.

Senator Stanish - That is correct. Yes, that is the reality you are absolutely right. Shall I summarize the amendments again so that we know exactly what we are voting on? So again under membership we would have one or two student representatives as selected by student government. Under director it would say qualifications for the appointed director in academic year 2013-2014. Under immediate items to be completed no later than May 2014 we would have recommendations regarding the elected director must be submitted to the Senate Executive Committee by November 15th, 2013. Any other recommendation which requires Senate action must be submitted to the Senate Executive Committee by March 31st 2014. Also in that section we would add a final bullet that says forward Senate Executive Committee a recommendation for the qualifications and term limit for the elected director. Any other discussion on the amended motion?

**Motion:** The SEC moves the Integrative Studies Program Committee Membership and Charge as amended be approved by the Senate.

**Vote:** Motion carries

Senator Stanish - Continuing on with the Senate Executive Committee report, we briefly started to talk about charges that we would be making to the Academic Policy Committee, the APC some policies that the Provost has already requested for that group to look at will be the travel policy, the 24 hour access policy to buildings there's a student survey policy coming from Institutional Research and also looking at our academic advising policy. Those will be some of the charges to the Academic Policy Committee. We
will get that committee more detailed charges than what you see here. We also discussed charges to the Academic Standards Committee. Again we were going to look at the Commencement policy, the Senate did approve a change in the Commencement policy not last year but the year before. It was never implemented by the Provost because there was a clause about wanting students to show they were registered for courses that they had within 16 credits of graduation and then show that they were registered for those courses. Provost Netzhammer at the time thought that piece was not able to be implemented so the full policy was not implemented. Provost Treadwell would like us to just remove that piece and forward at least the rest of the policy so we will have the Academic Standards Committee look at that. We have also been talking about doing a sort of gateway review. We have different ways in which students are either admitted into a major, retained in majors and we really don't have a consistent policy of how we do that across campus with our curriculum and with our standards. At least we wanted to start to have the Registrar give a survey about what we know about these different gateways and have the Standards Committee look at what we know and see what are the challenges we will be facing and if there is any possible consistency that we may want to implement. Also looking at the declaration of major policy, the timing for that, would a different timing serve our students better. Again, the withdrawal timeline policy. Would a different timeline and requirements serve our students better the Enrollment Management and Advisory Committee will be looking at that and forwarding a specific proposal that we will forward that to the Academic Standards Committee. Lastly the Academic Honesty Policy, in the policy itself requires a periodic review and we need to do that periodically. Any other questions?

Senator Lucey - For the charges to the ASC, who is going to charge the Registrar with providing that list?

Senator Stanish - The Senate Executive Committee/Provost will be asking the Registrar to do that.

Senator Lucey - Does that go to the SEC or does it come to me as Chair?

Senator Stanish - We can do either, we can ask the Provost to send it to both of us and maybe that is the best way to go. Do you agree?

Provost Treadwell –Sure, for continuity of record.

Senator Stanish - I will ask for both, any other questions on the Senate Executive Committee report? That concludes the Senate Executive Committee report. We do have three other standing committees, the Academic Policy Committee, I have emailed them and asked them to elect a Chair; once they elected a Chair I will forward them some more specific charges. I don't think we have anything else to say unless any members of the Policy Committee have any questions at the moment. The Academic Standards Committee has elected Senator Lucey as the Chair so we will be forwarding charges to Senator Lucey. Anything you want to report or announce from the Standards Committee? Lastly the Senate Curriculum Committee has elected Senator Dunn and Senator Gianno as Co-Chairs and I believe they have a couple of announcements for us.

- Curriculum Committee

Senator Dunn - This is somewhat of a new model for the Senate Curriculum Committee. I don't think there have been co-chairs for the Senate Curriculum Committee so we both decided to tackle the task and we have many years of experience chairing the committee solo so we are going to try this model for this year. Rosemary and I have been in touch with the respective School Curriculum Committees in Professional Studies, Sciences, Social Sciences as well as Arts & Humanities and the Interdisciplinary Sub Committee of the ISP to just talk about at least forward us membership lists as well as to let them know what the process that is for submitting proposals to us because as we are co-chairs we just wanted to clearly define what that process is. We have also been in touch with members of the SCC at least with
what the current membership is and I believe we have a seat open from Professional Studies and I believe the student seat so hopefully those two seats will be available shortly. We will be meeting next Wednesday on the 18th as we already have some curriculum business from last semester that we will be tackling so we will have proposals ready to present before the Senate at the October meeting. Just a reminder in terms of deadlines any department who is wishing to submit curriculum changes for this year those proposals needs to be to their respective School Curriculum Committee or to the Interdisciplinary ISP Committee by October 2nd. Those committees have about a month or 4 weeks to review those proposals and then get them to the Senate Curriculum Committee by the 30th of October so we can then go ahead and review the proposal. We are constantly reviewing proposals that way there we can have everything to present before the Senate by the February 12th deadline. One of the pieces that came up was when Rosemary and I were planning for the fall semester and getting into blackboard one of the things that we realized is that access to blackboard is limited now because of the new authentication system that we have in place and we realized that not everybody can go in and use blackboard and use SEC or SCC as the username and password so Rosemary and I were working with Linda Farina and trying to figure out a solution to this process and we have also been working with Kim. Linda had explored possibly just putting all faculty members into the blackboard site but that would be quite a process and then we talked about potentially opening up a drop box site for curriculum proposals but now I am going to hand it over to Kim because she has a possible solution that she has worked out with CELT. This is hot off the press from 2:00 this afternoon.

Senator Schmidl-Gagne - I worked with Linda and Jenny Darrow and there is a way to do a self-enrollment in a blackboard course so what you have in front of you are step by step instructions on how you would go about doing that in order to get access to the materials you might need for program or course changes. In talking with Becky and Rosemary we don't need step 7 so I would ask that folks take a look at this, we can edit it, I will remove step 7 and this is something that we will send via email out to the entire faculty so that they understand the steps to access materials that they need. All of the materials will also be on the Senate website so the curriculum guidelines and forms and those sorts of things are there as well. This should allow for folks once they turn in forms to also be able to track where they are at in the process and those sorts of things in the blackboard site. If there is an issue about needing more instructors we can implement step 7 but I think that steps 1 through 6 will take care of it and will be able to self-enroll. It will be different so we will have to do some education out to the campus because I think we are very used to SEC and SCC. I forget exactly why I was going into the site to look for something but at that moment that I wasn't going to get any further. So there's a roadblock.

Senator Dunn - I have a question and you might not be able to answer it. Has anyone tried the self-enrollment process?

Senator Schmidl-Gagne - They have over in CELT because this came so late to me I didn't have time and I am already an instructor in it so I don't know quite how that work. They tried it several different times and it seemed to work well.

Senator Dunn - Basically the next step would be probably, well I wouldn't be able to self-enroll because I already in.

Senator Gianno - We are all self-enrolled already.

Senator Dunn - I know but in terms of doing a test run because I would like to try it before an email gets sent out to the campus saying this is the process and then trying to trouble shoot I wouldn't have a clue. I guess if there is troubleshooting issues who should we refer them to?
Senator Schmidl-Gagne - You can refer folks to me but it would be great to get some names of folks who are going to give it a try and then send me feedback back on whether or not this works.

Senator Stanish - Can I put a request out to the Senate? All Senators should self-enroll here because all the curriculum proposals that we will be voting on and the Senate Curriculum will bring forward to us. This is where they live. They will not come in the email attachment because the attachment will just be too huge so what you will get is a report from the Senate Curriculum Committee of the proposals they are bringing forward and then it’s the Senators responsibilities to go on blackboard and find those proposals in advance of the meeting. I would put out a request to Senators that everybody in the next day or two try to self-enroll and if something goes wrong contact Kim.

Senator Schmidl-Gagne - If all goes well we can send the email out perhaps on Monday.

Senator Stanish - So if we would try to self-enroll by the weekend I would thank you very much so we can try and troubleshoot as many problems as we can before Monday.

Senator Schmidl-Gagne - When you self-enroll you will be a student. That is the level of access that you should need.

Senator White-Stanley - I just tried it and it worked.

Senator Stanish - Thank you

Senator Dunn - That's it for announcements from the Senate Curriculum Committee. You will hear plenty from us this semester.

Senator Stanish - Any other questions for the Senate Curriculum Committee?

VI.  New Business
Nothing to report

VII.  Adjournment 4:52pm
Senate Executive Committee  
Meeting Notes  
Wednesday, October 2, 2013  
4:00pm, Math Building Conference Room (205)

Present: Karen Stanish, Sally Jean, Kim Schmidl-Gagne, Debra White-Stanley, Melinda Treadwell, Eric Grady

- Gordon Leversee will serve on the Senate as Acting Provost during Melinda’s maternity leave.

- Integrative Studies Program Committee  
  - Karen Jennings, Professor of Psychology and Teresa Podlesney, Lecturer in Film have agreed to be Co-Directors for the new ISPC for Academic Year 13-14.  
  - Kim will facilitate elections of additional faculty members.

- Karen will represent the Senate on the Provost Search Committee.

- Charges to ASC  
  - Internship Minimum Standards  
  - Conduct an audit of majors with more than 120 credits necessary for graduation and/or less than 40 upper-level credits. Please refer programs failing into either program to the “Accredited Program Time to Graduation Waiver” form on Senate website at [http://www.keene.edu/senate/senate-executive-committee/](http://www.keene.edu/senate/senate-executive-committee/).

- Nursing RN Completion Option: The Provost has approved a waiver of the 40 upper-level credit requirement.

- Senate Minutes: Despite using different technology 2012-2013, the amount of time necessary to record and transcribe the Senate minutes continues to be excessive, and because of this excessive time, the Senate clerk’s hours greatly exceeded the number for hours budgeted for Senate work.

  In addition, Robert’s Rules of Order does not require a written transcription of discussion at a meeting, and in fact, discourages it.

  Question 15:  
  Isn’t it necessary to summarize matters discussed at a meeting in the minutes of that meeting in order for the minutes to be complete?

  Answer:  
  Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said. [RONR (11th ed.), p. 468, ll. 16-18; see also p. 146 of RONRIB.]

Therefore, in 2013-2014, the SEC proposes that the Senate clerk take annotated notes during the Senate meeting and submit these notes, along with a time stamped audio recording of the Senate meeting as the record of the Senate meeting. In order to provide flexibility to continue to adapt this model, the SEC proposes the following:
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.

Proposed By-Law Addition

<table>
<thead>
<tr>
<th>Article VI</th>
<th>Parliamentary Rules</th>
<th>J. Reports to the Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Senate Minutes</td>
<td>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.</td>
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</tbody>
</table>
Announcements

a. Blackboard login is working with no current issues reported at this time. SCC members have been able to log in using the self-enrollment instructions.
b. SCC meeting dates have been set for the fall semester: 10/2 (pending number of proposals), 10/16, 10/30, 11/6, 11/20, 12/4.

New Business

The following II course proposal was approved by the SCC:

IIAMST 375 American Cultural Studies (7-0-0-1)

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

The following IH course proposal was approved by the SCC:

IHAMST 291 Special Topics (7-0-0-1)

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

The following IH course proposal was approved by the SCC:

IHENG 191 Readings in Literature (7-0-0-1)

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

Revisions to the English major were approved by the SCC (7-0-0-1).

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

Revisions to the Holocaust and Genocide major were approved by the SCC (7-0-0-1).

**The SCC moves that revisions to the Holocaust and Genocide major be approved by the Senate.

Proposals that are informational:

AMST 290
ENG 201
ENG 306
ENG 347
GEOG 497
HGS 390
Proposals that were sent back to sponsor:
AMST 363
IIAMST 370
IHAMST 372
AMST 380
AMST 390
AMST 490

Next SCC meeting: October 16, 2013 at 4 p.m.

Respectfully Submitted,
Becky Dunn and Rosemary Gianno
SCC Co-chairs, 2013/2014