AGENDA
for the 433rd Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, November 13, 2013
4 p.m., Mountain View Room, Student Center

I. Call to Order
II. Roll Call
III. Secretary's Report
IV. Courtesy Period

V. Subcommittee Reports

- Executive Committee
  ~ Meeting Notes [SD 13/14-7]
  ~ Senate By-laws Article VI Parliamentary Rules, J. Reports to the Senate, 10. Senate Minutes be added, effectively immediately
  ~ Discussion and vote

- Academic Policy Committee:
  ~ Meeting Notes [SD 13/14-8]
  ~ Policy and Resources for Electronic Surveys of Keene State College Students [SD 13/14-9]
  ~ Policy and Resources for Surveys at KSC
  ~ Discussion and vote
  ~ Policy and Resources for Surveys at KSC implemented immediately
  ~ Discussion and vote

- Academic Standards Committee:
  ~ Meeting Notes [SD 13/14-10]
  ~ Proposed Commencement Policy
  ~ Discussion and vote
  ~ Revised Commencement Policy effective immediately
  ~ Discussion and vote

- Curriculum Committee
  ~ Meeting Notes 10/16/13 [SD 13/14-11]
  ~ Revisions to the Management minor
  ~ Discussion and vote
  ~ Revisions to the Management major
  ~ Discussion and vote
  ~ Revisions to the Math minor
  ~ Discussion and vote
  ~ Revisions to the Psychology major
  ~ Discussion and vote
  ~ Meeting Notes 10/30/13 [SD 13/14-12]
  ~ Revisions to the Computer Science major
  ~ Discussion and vote
  ~ Revisions to the Health Science major
~Discussion and vote
~Revisions to the Addictions minor
~Discussion and vote
~Revisions to AMST 363
~Discussion and vote
~Revisions to ENST 363
~Discussion and vote
~Replacement of GEOG 105 by ISGEOG 201
~Discussion and vote
~Addition of ISPOSC 110 to the college curriculum
~Discussion and vote
~Revisions to ISPOSC 223
~Discussion and vote
~Meeting Notes 11/6/13 [SD 13/14-13]
~Revisions to the Athletic Training major
~Discussion and vote
~Revisions to the Communication major
~Discussion and vote
~Revisions to the Master in Education, Special Education Option
~Discussion and vote
~Revisions to the Graduate Educator Certification Program (special education)
~Discussion and vote
~Revisions to the Music Education major
~Discussion and vote
~Revisions to the Music Performance major
~Discussion and vote
~Revisions to the Physical Education/Exercise Science major
~Discussion and vote
~Addition of IAART 227
~Discussion and vote
~Addition of IIMGT 305
~Discussion and vote
~Addition of IIISOC 330
~Discussion and vote
~Addition of IIWGS 330
~Discussion and vote
~Addition of IIWGS 250
~Discussion and vote
~Replacement of MU 103 by IAMU 103
~Discussion and vote
~Addition of IHMU 305
~Discussion and vote
~Addition of IHHGS 305
~Discussion and vote

VI. New Business

VII. Adjournment
Senate Executive Committee  [SD 13/14-7]
Meeting Notes
Wednesday, November 06, 2013
4:00pm, Math Building Conference Room (205)

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

- Academic Honesty Policy: Charged the ASC to review. Karen met with Gail Zimmerman regarding the MITT. Kim will begin researching replacements for the MITT. Karen will touch base with Stephen to discuss the scope of the ASC review and, depending on the depth of the review, develop a plan to move forward.

- ISPC: The committee has begun to gather up to date Senate approved documents. Kim will create a webpage for the committee to share the documents. We will continue to recruit membership.

- Senate minutes By Law Change

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>
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<tr>
<td>J.</td>
<td>Reports to the Senate</td>
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<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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Senate Academic Policy Committee

Meeting Notes—Wednesday, November 6, 2013

Attending: Larry McDonald; Lynne Rust; Bart Sapeta; Anne-Marie Mallon; Wesley Martin; Steven Harfenist; Sue Castriotta; Marissa DePolo

Guests: Jim Draper; Renee Harlow; Ockle Johnson

Item 1—Jim Draper briefed the committee on the liability issues that must be addressed at the College and University System level. The APC cannot eliminate or make changes to the Travel Policy since this policy resides at the USNH level, however, we do feel we can help streamline the paperwork now required in the policy. There was a review of travel policies on other campuses. Some are much more cumbersome and complex, UCONN as an example.

Committee members are also concerned about the issue of faculty liability. The question put forward was intended to address the Travel Policy’s protection for faculty. Is the policy designed to protect the College and the University System, and does it also protect the individual faculty. To address concerns about faculty liability and protection we had Ockle Johnson, President of the KSCEA on hand to explore this question. Basically, faculty and staff who follow the required procedures are covered under the umbrella protection of the University System. However, the KSC Student Travel Page (http://www.keene.edu/travel/student-travel/) states:

“Trip leaders who do not follow this approval process will expose themselves to personal legal liability for any harm that may result. Furthermore, failure to follow this process will render the trip proposer or leader ineligible for the institutional defense and indemnification against personal legal liability available to employees under USNH Board of Trustees policy (BOT III.E).”

This portion of the meeting was used to conduct fact finding and the debate on the Travel Policy will continue in our December Meeting.

Item 2—The second portion of the meeting addressed the proposed:

“Policy and Resources for Electronic Surveys of Keene State College Students”

The APC reviewed the proposal and requested two changes:

1. Define surveys.
2. Describe the makeup of the committee referenced in the proposal.
These revisions were completed to the satisfaction of the committee and the APC voted: 9-for; 0 against; 0 abstentions; 0 absent to advance the proposal to the Senate for consideration.

**Motion:** The Senate Academic Policy Committee moves the *Policy and Resources for Surveys at KSC* proposal be approved by the Senate.

**Motion:** The APC further moves this policy should be implemented immediately.

“Immediate implementation of a motion may be achieved and shall require a separate vote passed by a two-thirds majority of those present at the next Senate meeting.”

*Article VI, Section I*
Policy and Resources for Electronic Surveys of Keene State College Students

Keene State College students, like students at other colleges and universities, are often asked to complete surveys. Because in the past these surveys have not been coordinated, students have sometimes received multiple requests, and sometimes for surveys on similar topics at the same time. This approach can result in confusion and survey fatigue for students and lower survey response rates for researchers*; indeed response rates have been falling at KSC and nationally, for both academic research and administrative studies, reducing the value of the survey results.

At present there is no mechanism even to know the number of surveys that are administered to Keene State College students, nor to know which students receive survey requests in a particular semester, and there is no coordination of survey launches to student populations to prevent virtual traffic jams. From the little information that is currently available, it appears that most broad surveys of KSC students are conducted by administrative offices or student organizations; far fewer appear to be conducted by faculty or students for academic research.

The Institutional Review Board for the Protection of Human Subjects in Research (IRB) is one gateway through which some surveys are vetted. This group only reviews proposed research with an eye to participants’ vulnerabilities, however, and not all surveys require IRB review.

The purpose of this proposed policy is to improve response rates for surveys of KSC students by

- Tracking the number of electronic survey requests to KSC students each semester;
- Decreasing the number of electronic surveys administered to the same student populations each semester;
- Reducing collection of duplicate information from different surveys;
- Supporting researchers in the use of best practices in survey construction, administration, and reporting; and

*Who is a researcher?*

For the purposes of this proposed policy, a “researcher” is any person who conducts a survey. A researcher may be a faculty member, a staff member, an administrator, a student, or a person not affiliated with the Keene State College community.
**PROPOSED POLICY**

Researchers who wish to conduct electronic surveys of Keene State College students must schedule their surveys through the Office of Institutional Research. This can be done by emailing the director of institutional research (ir@keene.edu) and providing a brief description of the survey project, the population to be surveyed, and the anticipated date of the survey, and attaching a copy of the survey instrument. For faculty or students conducting academic research, attaching a copy of the instrument is optional. A form for this purpose will be posted on the Office of Institutional Research website (mock-up attached).

The director of institutional research will work with the researcher to identify an appropriate window for the survey launch that does not conflict with other surveys already scheduled for the same population. The director may work with the researcher to identify an appropriate sample of the student body that will meet the researcher’s needs and also limit the number of requests to an individual student.

**Which surveys fall under this policy?**
- Any survey whose target population is all students, or all undergraduate students, or all graduate students is subject to this policy.
- Additionally, surveys fall under this policy if the target population is drawn from more than the researcher’s own department, unit, or organization (e.g., all seniors or a 25% random sample of all undergraduates).

**Which surveys are exempt from this policy?**
- Surveys conducted in hard copy, regardless of the target population, are exempt.
- Surveys are exempted from this policy if they target a limited, well-defined group for which the researcher has an established connection (students in the researcher’s class or organization; participants in a program, course, or event that is being evaluated; students in the researcher’s academic major; students served by the researcher’s program or office; etc.).
- Petitions, including but not limited to those seeking support for political positions, are not considered to be surveys and are exempt from this policy.

**Academic Freedom.** No effort will be made to review or control the content of academic surveys. This policy is intended, rather, to facilitate both academic and non-academic surveys, giving academic research the higher priority, and to assist academic researchers to achieve the survey response rates they need by avoiding multiple and simultaneous survey requests to students.

**Priorities.** In scheduling surveys, those studies that have been identified by the Keene State College cabinet as major institutional surveys (see list attached) will have first priority and will be scheduled well in advance of the semester in which they occur. Other surveys will be scheduled as requests are received, so early requests will be to the advantage of the researcher. When multiple requests are in hand at one time, academic research by faculty and students will receive top priority for scheduling, and whenever possible the scheduling preferences of academic researchers will be accommodated. Surveys by administrative units and student organizations will have lower priority, and surveys from external sources will be considered only after all internal survey requests have been scheduled.

**Best Practices.** Researchers who survey Keene State College students are expected to:
- Seek and receive IRB approval, as appropriate;
- Ensure that surveys are accessible to students with disabilities;
- Use samples rather than surveying the entire student population whenever possible;
• Avoid repeating surveys annually;
• Follow the basic principles of informed consent; and
• Otherwise use best practices in survey construction, administration, and reporting.

Non-Academic Surveys. For non-academic surveys, the director of institutional research may review the content of the survey, and advise the researcher about survey construction, questions that duplicate other surveys, and other best practice issues.

Resources. The director of institutional research is available to consult with any member of the college community on best practices in survey construction and administration, sampling, analysis of results, and reporting. The director of disability services is available to consult with researchers about accessibility issues. The chief officer for diversity and multiculturalism is available to consult with researchers about diversity issues.

Survey Committee. The director of institutional research will regularly inform a committee composed of four faculty members (one nominated by each academic dean) and three staff members (one each nominated by the director of ITG, the registrar, and the vice president for student affairs) about the surveys scheduled through this process. Nominations for positions on the committee will be made annually, and a committee member may be re-nominated for as many terms as is consistent with the interests of the unit the committee member represents and the committee member’s other responsibilities. The committee will assist the director if necessary in making judgments about conflicting requests and will annually review survey activity and recommend to the cabinet any necessary changes to this policy.
New Business:

I) Commencement Policy

The following proposal to revise the current Commencement Policy was approved by the ASC:

*Proposed Commencement Policy*

*After the Registrar’s Office has received a student’s completed Intent to Graduate Form, an administrator in that office will conduct an “academic audit” of the student’s progress toward graduation and will notify the student of his or her anticipated time to completion.*

*Since the college has a single Commencement ceremony in May each year, students may participate in Commencement ceremonies if they meet both of the following conditions:*  

- They are in “good academic standing” (with a cumulative grade point average of 2.0 or higher) at the conclusion of Fall Semester.  
- They will be within 16 credits of completing the requirements for their baccalaureate degree(s) at the conclusion of Spring Semester.  

*Appeals will be decided by the Assistant Dean(s) of the School(s) in which a student appellant has a declared major.*

*If a student is expected to meet graduation requirements in August or December of the next academic year, the Commencement program will note that fact.*

*Participation in Commencement does not constitute conferral of a degree. The requirements for a student’s degree must be completed before a degree is awarded and a diploma is issued.*

**The ASC moves that the Senate approve the proposed Commencement Policy.**

If approved, the ASC requests that the Senate vote to make the revised policy effective immediately:

**The ASC moves that the Senate approve to make the revised Commencement Policy effective immediately.**

II) Upper-level Course Requirements
The ASC was charged with an audit of majors with less than 40 upper-level credits possible with a combination of major, ISP and elective credits. We found that the few exceptions had or are in the process of applying for the waiver.

**Future Business:**

We are coordinating with the SCC to bring a number of curriculum proposals before the Senate at its December meeting.

We still need to discuss an audit of majors with more than 120 credits required with a combination of major, ISP and elective credits. Again, we expect to bring the results before the Senate at its December meeting.

Respectfully submitted,
Stephen Lucey
ASC Chair, 2013-2014
New Business

Revisions to the Management minor were approved by the SCC (8-0-0-0).

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

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

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

Revisions to the Math minor were approved by the SCC (8-0-0-0).

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

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

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

Proposals presented to the Senate as information:

CJS 201
GEOG 334
MGT 381
PSYC 385
PSYC 451

Proposals on hold:
AMST 363 (awaiting ENST 363)

Discussion items:
II Course Proposal Process: Questions around II proposal review process have surfaced when II subcommittee co-chair, Dr. Bill Fleeger, inquired about an II proposal. The SCC co-chairs are planning to meet with the new ISPC co-directors to discuss the II proposal review process to work on clearly documenting the process around II proposal review (e.g. appropriate subcommittee review of II courses if it meets a major/minor requirement).

Study Away Placeholder Course: The SCC co-chairs have been working with Dr. Skye Stephenson, Director of the Global Education Office, to determine the best route for moving this forward. Because the placeholder is actually an administrative code, not a course at all, it has been determined that the best route is to proceed through administrative channels rather than the
curriculum process. The SCC’s decision is based on Dr. Stephenson’s rationale summarized here:

- At present, each semester, the Registrar’s Office places KSC students studying away in a “Leave of Absence – Study Away” status.
  - This coding is problematic in terms of financial aid accounting and for gathering statistics for retention. By not having this placeholder code, the Financial Aid Office has to manually go into each of the study away student’s data to enter financial aid information.
  - Also, it is a misnomer because KSC students studying away are not taking a leave of absence. They are studying an approved program that will transfer back as KSC credit.
- Most Colleges and Universities in the US today, are using a “study away placeholder course” of 12 or more credits for study away students. The “placeholder course,” which is actually an administrative code, holds as a designation until the study away courses, credits and grades transfer back to the student’s transcript upon returning from study away.
- This year, our updated agreement with the National Student Exchange requires our study away students who participated in the NSE to be coded into a “study away placeholder” course. By not having one, we are in fact violating the terms of our agreement.
- In conclusion, this proposed “study away placeholder” is not a “course,” it is an administrative code.

Next SCC meeting: October 30, 2013 at 4 p.m.

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

Revisions to the Computer Science major were approved by the SCC (8-0-0-0).

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

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

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

Revisions to the Addictions minor were approved by the SCC (7-0-0-1).

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

The following AMST course proposal was approved by the SCC:

AMST 363 Writing in an Endangered World (8-0-0-0)

**The SCC moves that revisions to AMST 363 be approved by the Senate.**

The following ENST course proposal was approved by the SCC:

ENST 363 Writing in an Endangered World (8-0-0-0)

**The SCC moves that revisions to ENST 363 be approved by the Senate.**

The following ISGEOG course proposal was approved by the SCC:

ISGEOG 201 Geography for Teachers (8-0-0-0)

**The SCC moves that replacement of GEOG 105 by ISGEOG 201 be approved by the Senate.**

The following ISPOSC course proposal was approved by the SCC:

ISPOSC 110 Governing America (7-0-0-1)

**The SCC moves that the addition of ISPOSC 110 to the college curriculum be approved by the Senate.**
The following ISPOSC course proposal was approved by the SCC:

ISPOSC 223 Introductory Comparative Government (7-0-0-1)

**The SCC moves that revisions to ISPOSC 223 be approved by the Senate.**

**Proposals presented to the Senate as information:**

| AMST 390 | HLSC 320 |
| AMST 490 | HLSC 330 |
| ECON 460 | HLSC 365 |
| POSC 317 | HLSC 410 |
| POSC 318 | HLSC 472 |
| POSC 335 | HLSC 474 |
|           | HLSC 492 |

**Proposals on hold:**

INSAFE 103 (awaiting PGS review)
ANTH/SOC Program Proposal (pending review by Academic Standards Committee)
SOC Program Proposal (pending review by Academic Standards Committee)
ANTH 499 and SOC 499 (pending approval of ANTH/SOC and SOC Program Proposals by Academic Standards)

**Discussion items:**

II Course Proposal Process: Rosemary and Becky are meeting with the ISPC co-directors on Monday, November 4th.

**Next SCC meeting:** November 6, 2013 at 4 p.m.

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

Revisions to the Athletic Training major were approved by the SCC (8-0-0-0).

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

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

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

Revisions to the Masters of Education, Special Education Option were approved by the SCC (8-0-0-0).

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

Revisions to the Graduate Educator Certification Program (special education) were approved by the SCC (8-0-0-0).

**The SCC moves that revisions to the Graduate Educator Certification Program (special education) be approved by the Senate.

Revisions to the Music Education major were approved by the SCC (8-0-0-0).

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

Revisions to the Music Performance major were approved by the SCC (8-0-0-0).

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

Revisions to the Physical Education/Exercise Science major were approved by the SCC (8-0-0-0).

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

The following IAART course proposal was approved by the SCC:

IAART 227 Painting Materials and Culture (8-0-0-0)

**The SCC moves that the addition of IAART 227 to the college curriculum be approved by the Senate.
The following IIMGT course proposal was approved by the SCC:

IIMGT 305 Organizational Diversity (8-0-0-0)

**The SCC moves that the addition of IIMGT 305 to the college curriculum be approved by the Senate.**

The following IISOC course proposal was approved by the SCC:

IISOC 330 Person and Society (8-0-0-0)

**The SCC moves that the addition of IISOC 330 to the college curriculum be approved by the Senate.**

The following IIWGS course proposal was approved by the SCC:

IIWGS 330 Person and Society (8-0-0-0)

**The SCC moves that the addition of IIWGS 330 to the college curriculum be approved by the Senate.**

The following IIWGS course proposal was approved by the SCC:

IIWGS 250 Race, Sexuality, and Representation (7-0-1-0)

**The SCC moves that the addition of IIWGS 250 to the college curriculum be approved by the Senate.**

The following IAMU course proposal was approved by the SCC:

IAMU 103 Fundamental Music Skills (8-0-0-0)

**The SCC moves that replacement of MU 103 by IAMU 103 be approved by the Senate.**

The following IHMU 305 course proposal was approved by the SCC:

IHMU 305 History of Jewish Music (8-0-0-0)

**The SCC moves that the addition of IHMU 305 to the college curriculum be approved by the Senate.**

The following IHHGS 305 course proposal was approved by the SCC:

IHHGS 305 History of Jewish Music (8-0-0-0)

**The SCC moves that the addition of IHHGS 305 to the college curriculum be approved by the Senate.**
Proposals presented to the Senate as information:

ARCH 230
COMM 472
PE 141
EDUCSP 603
EDUCSP 660
HGS 495
MU 100
MU 140
MU 141

Proposals on hold:
INSAFE 103 (SCC to review on Nov 20th)
ANTH/SOC Program Proposal (pending review by Academic Standards Committee)
SOC Program Proposal (pending review by the Academic Standards Committee)
ANTH 499 and SOC 499 (pending approval of ANTH/SOC and SOC Program Proposals by Academic Standards)

Discussion items:
II Course Proposal Process: Rosemary and Becky met with ISP co-directors and discussed II course proposal process and needing to further clarify process for proposal review in the SCC guidelines. The ISP co-directors will be arranging a meeting to include SCC co-chairs, II subcommittee co-coordinators, and ISP co-directors.

Next SCC meeting: November 20, 2013 at 4 p.m.

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