AGENDA
for the 435th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, February 12, 2014
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 13/14-20]
  ~ Integrative Students Program Co-Directors qualifications and responsibilities document [SD 13/14-21]
  ~ Discussion and vote

- Academic Policy Committee: no report

- Academic Standards Committee: no report

- Curriculum Committee
  ~ Meeting Notes [SD 13/14-22]
  ~ Revisions to the SOHAS major
  ~ Discussion and vote
  ~ Revisions to the SOHAS minor
  ~ Discussion and vote
  ~ Revisions to the SOHAS Master of Science degree
  ~ Discussion and vote

VI. New Business
VII. Adjournment
Meeting cancelled due to curtailed operations.

- Based on Senate feedback, Karen had reformatted the ISP Co-Directors qualifications and responsibilities document.

Motion: The SEC moves to approve the Integrative Students Program Co-Directors qualifications and responsibilities document [SD 13/14-21].
Integrative Studies Program Committee Co-Directors

Required Qualifications:
- Co-directors will be 1 tenured and 1 adjunct faculty
- Co-directors must have knowledge of and familiarity with the ISP: history, policies, procedures
- Co-directors must have knowledge of and familiarity with three current ISP areas: IQL, ITW, II

Preferred Qualifications:
- Co-directors should have experience teaching in the ISP, ideally in both lower and upper-level courses
- Co-directors should have knowledge of national discourse on integrative studies and be familiar with other like programs

Responsibilities:
Each ISCP Co-Director will
- Serve a 3-year term, renewable 1 time by election (i.e. 2-term limit)
- Provide leadership for the ISPC to succeed in meeting the Senate charge (derived from the ISP Task Force in 2011-2012 and the ISP Facilitation and Discussion Team in 2012-2013 reports)
- Work with the Administrative Program Coordinator to convene and hold regular meetings
- Consider appropriate subcommittee structures and meeting schedules
- Serve as a Senate liaison via the SEC
- Serve as a point person for ISPC related communications
- Actively promote the Integrative Studies Program and pedagogy to KSC faculty and students
- Coordinate faculty development efforts with CELT and campus groups/committees focusing on teaching, assessment, and curricular initiatives
- Attend conferences, workshops, institutes and seminars in general education and integrative study (e.g. AAC&U, NEEAN)
- Upon election, clarify the co-directors’ areas of responsibility, unless position is straight collaboration

Election Process
- The Senate Secretary will conduct the elections of the ISPC Co-Directors.
- All tenure-track faculty members will be eligible to vote for the tenured co-director.
- All adjunct faculty members will be eligible to vote for the adjunct co-director.
- The election process should be complete by the first week in April.
- A call for self-nominations shall be sent to all eligible voters in the first week of March.
- Any eligible voter who wishes to serve as one of the ISPC Co-Directors shall send statement of interest addressing how he/she meets the above qualifications to the Senate Secretary within one week of the issuance of the call for self-nominations.
- The SEC will then meet to ensure candidates meet the required qualifications.
- A ballot consisting of all qualified nominees and a return date will be sent to all eligible voters at least one week prior to the election completion deadline.
- Completed ballots will be returned to the Senate Secretary by return date listed on the ballot.
- The highest vote-getter(s) will be deemed elected. Ties will be decided by a second ballot.
Curriculum Proposals:
Revisions of the following proposals were received prior to this meeting. However, it became clear during the meeting that additional revisions were needed. Therefore, the proposals were returned to the department for further revision. The final vote was cast electronically by the committee.

Revisions to the Safety and Occupational Health Applied Science major were approved by the SCC (8-0-0-0).

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

Revisions to the Safety and Occupational Health Applied Science minor were approved by the SCC (8-0-0-0).

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

Revisions to the Safety and Occupational Health Applied Science Master of Science degree were approved by the SCC (8-0-0-0).

**The SCC moves that revisions to the SOHAS Master of Science degree be approved by the Senate.**

SCC Chair 2014-2015
The SCC voted 8-0-0-0 to re-elect Senators Becky Dunn and Rosemary Gianno as SCC co-chairs in 2014-2015.

Curriculum Guidelines Revision
The SCC began discussing revisions to the Guidelines for the 2014-2015 academic year. Changes being considered include:

1. Making the 199 and 399 topics courses variable credit;
2. Protocols for notifying the Registrar’s Office of Provost approval of curriculum proposals;
3. President’s signature on Major program revision curriculum proposals;
4. Prefixes;
5. Cross-listing;
6. Inclusion of syllabus for new course proposals;
7. Standardization of course offering choices;
8. Electronic signatures;
9. Proposal checklist from departments;
10. Protocol for discussion of issues that arise from curriculum proposals voted down prior to the SCC level;
11. Clarify ISP/II course proposal process