AGENDA
for the 436th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, March 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 13/14-23]
  - MWF Time Blocks Proposal [SD 13/14-24]
  - Senate Subcommittees for 2014-2015
    - Discussion

- Academic Policy Committee
  - Meeting Notes [SD 13/14-25]
  - KSC Student Travel Checklist [SD 13/14-26]
    - KSC Travel Policy Checklist as a document to be posted online to aid faculty in compliance with the USNH Travel Policy
    - Discussion and vote
  - Accept the following proposal: (Vote 8 for; 0 against; 0 absent) "Since the Senate is concerned that the college travel policy raises issues of personal faculty liability that need to be clarified, the Senate requests that the faculty and adjunct unions include these issues in their negotiations with the College and University System"
    - Discussion and vote

- Academic Standards Committee
  - Meeting Notes [SD 13/14-27]
  - Revisions to the admissions/retention standard criteria for the Physical Education Major, Exercise Science Option [SD 13/14-28]
  - Revisions to the admissions/retention standard criteria for the Physical Education Major, Teacher Certification Option [SD 13/14-29]
  - Revisions to the admissions/retention standard criteria for the Athletic Training Major [SD 13/14-30]
  - Academic Calendar Guidelines [SD 13/14-31]
    - Admission/academic standards criteria for the proposed revision to the Safety and Occupational Health Applied Sciences program.
    - Discussion and vote
    - Revisions to the admissions/retention standard criteria for the Physical Education Major.
    - Discussion and vote
    - Revisions to the admissions/retention standard criteria for the Athletic Training Major.
    - Discussion and vote
    - Revisions to the calendar guidelines
    - Discussion and vote
Curriculum Committee
~ Meeting Notes 2/19/14 [SD 13/14-32]
~ Meeting Notes 3/5/14 [SD 13/14-33]

VI. New Business
VII. Adjournment
Senate Executive Committee
Meeting Notes
Wednesday, March 05, 2014
4:00pm, Math Building Conference Room (205)

Present: Karen Stanish, Kim Schmidl-Gagne, Deb White-Stanley, Gordon Leversee, Sally Jean

Excused: Eric Grady

- ISPC Co-Directors Election: Campus Wide email has been sent, Kim will send a reminder. We’ve have several inquiries and one person who nominated another but no official nominations. Gordon will work on contacting KSCEA and KSCAA to finalize compensation packages.

- Senate Elections: Sally Jean has begun the process for the Member At Large positions. Once that process is complete she will notify the Deans to begin the School elections

- II Subcommittee Co-Chair and SCC Co-Chair Discussions: Karen Stanish will join the meeting on Friday, March 7.

- MWF Time Block Proposal from Science chairs: SEC Approves and will forward the attached to the ASC.

- Senate Subcommittees for 2014-2015 and beyond. Should we keep APC? The SEC invites the Senate to have a brief discussion (at most 15 minutes) on possibilities for Senate Subcommittees.
To: Senate Executive Committee

From: Science and Social Science Chairs, represented by Karen Stanish, Mathematics Department Chair

Re: MWF Time Blocks

Date: March 6, 2014

The Science and Social Science Chairs would like to propose the following change to the Time Block schedule.

Current MWF Time Blocks:
8:00-9:10
10:00-11:10
12:00-1:10

Proposed MWF Time Blocks:
8:00-9:10
9:20-10:30  (crosses MW time block)
10:40-11:50
12:00-1:10
1:20-2:30  (crosses MW time block)
2:40-3:50

Current Final Exam Schedule:

<table>
<thead>
<tr>
<th>Start of Class Time</th>
<th>Final Exam Period</th>
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<tbody>
<tr>
<td>M, MW, MF, MWF 8:00</td>
<td>WEDNESDAY 8:00-10:00 AM</td>
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<td>W, F, WF 8:00 AM</td>
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<td>M, MW, MF, MWF 10:00 AM</td>
<td>WEDNESDAY 10:30 AM-12:30 PM</td>
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<td>FRIDAY 1:00-3:00 PM</td>
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<tr>
<td>M, W, MW, MF, MWF 2:00 PM</td>
<td>WEDNESDAY 3:30-5:30 PM</td>
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Part of Final Exam Schedule found at [http://www.keene.edu/registrar/final-exam-schedule/](http://www.keene.edu/registrar/final-exam-schedule/)

Proposed Final Exam Schedule:

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<td>WEDNESDAY 3:30-5:30 PM</td>
</tr>
</tbody>
</table>
Guidelines
- Use MWF Time Blocks for majors courses, especially the 9:20-10:30 and 1:20-2:30 blocks, rather than service or ISP courses
- Designate rooms in which to schedule MWF classes and try to schedule as many classes as possible in those rooms
- Chairs will coordinate to create “tracks” for their majors and to reduce/eliminate conflicts between subject areas

Rationale
Because they have found that their students benefit from meeting three times a week, many of the departments in the Sciences and Social Sciences schedule MWF classes. However, with the current time block schedule, there are only 3 MWF time blocks available for use and chairs were finding it difficult to avoid scheduling conflicts both within departments and across the school. In addition, the current MWF time blocks include a good deal of “dead time” between class meeting times. Therefore, the chairs would like to use this “dead time” to add an additional MWF time block.

In 2013-2014, the School of Sciences and Social Sciences conducted a pilot of the proposed MWF Time Blocks, as approved by the Dean of Sciences and Social Sciences and the Senate Executive Committee. They found that these time blocks did indeed help reduce the number of scheduling conflicts and had very few complaints from students or faculty.
The APC met Wednesday, March 5, 2014 at 4:00 PM

Present: Larry McDonald, Anne-Marie Mallon, Bart Sapeta, Steven Harfenist, Sue Castriotta, Marissa DePolo. Lynne Rust was unable to attend the meeting, however, meeting notes and motions were shared with Lynne electronically.

The APC was charged with reviewing and, if possible, simplifying and clarifying the College Travel Policy. Senator Castriotta has worked extensively with the Travel Policy and shared her expertise. After review, the APC determined the Travel Policy is not a Keene State College policy, it is a USNH policy. As a system policy the APC feels there is no real opportunity for the KSC Senate to enact a change to the policy.

The APC did develop two motions. The first motion is in the form of an abbreviated KSC Travel Policy Checklist. This is a short-term solution that will provide an abbreviated step-by-step guide (see attached document) to help navigate the travel policy and successfully complete the requirements.

The second motion is intended to address the issue of faculty responsibilities and liabilities. The travel policy, as written, is unclear at best, in describing faculty liability in matters of student travel.

Motion 1: The Academic Policy Committee moves the Senate accept the KSC Travel Policy Checklist as a document to be posted online to aid faculty in compliance with the USNH Travel Policy. (Attached Document) (Vote 8 for; 0 against; 0 absent)

Motion 2: The Academic Policy Committee moves the Senate accept the following proposal: (Vote 8 for; 0 against; 0 absent)

“Since the Senate is concerned that the college travel policy raises issues of personal faculty liability that need to be clarified, the Senate requests that the faculty and adjunct unions include these issues in their negotiations with the College and University System.”
This document provides an overview of obligations that the college expects faculty, staff, and students to meet whenever they require or participate in activities under the auspices of the college entailing travel that is 5 or more miles from KSC. This document is intended to clarify the complex travel policy process for faculty use. It is not an endorsement of the UNSH Travel Policy which contains unresolved issues regarding liability and working conditions.

Background
A wide array of circumstances calls for compliance with the college’s travel policy, which is published at three interrelated sites:

- http://www.keene.edu/travel/ Among other things, this page defines student travel broadly, as follows: “Keene State College currently defines Student Travel as travel involving KSC students undertaken under the scope, direction or election of a department, class, College office, study away program, faculty member, recognized student organization, or their representative(s).”
- http://www.keene.edu/travel/student-travel-form/ This page elaborates on the meaning of student travel and presents the pre-approval form that must be filed and approved as an obligatory element of compliance with college policy.
- http://www.keene.edu/travel/student-travel/ This page also elaborates on the policy, and provides definitions as well as links to additional forms.

The USNH policy on liability coverage is published at http://www.usnh.edu/olpm/BOT/III.Admin/E.htm

Checklist

☐ Your activity falls under the college policy if it entails “travel” or a “trip,” when it is:
  ▪ taking place, or may be taking place, 5 or more miles from 229 Main Street, Keene; AND
  ▪ “conducted under the scope, direction, or election of a Keene State College department, class, office, study away program, faculty member, recognized student organization, or their representative(s);” OR
  ▪ “funded in some part” by KSC; OR
  ▪ funded by a recognized KSC student organization.


For example, if a faculty member requires that students engage in an activity, such as attending one of their home town meetings, even when they are acting on their own time and using their own transportation, the faculty member must comply with the college travel policy, or risk assuming personal liability in the event that a student comes to harm while “traveling” to the activity in question.

☐ Complete “Student Travel Pre-Approval Form.”
http://www.keene.edu/travel/student-travel-form/
  ▪ No later than 5 days prior to departure for low or medium risk travel in-state.
• No later than 10 days prior to departure for low or medium travel out of state or high risk in-state.
• No later than 3 weeks prior to departure for foreign travel.
• Credit-bearing courses and programs that involve an international component must follow the **KSC International Credit Courses and Programs Approval Policy and Process.**

You will need to consult risk assessment guidelines in order to complete the pertinent portion of the student travel pre-approval form. College definitions of risk are published at [http://www.keene.edu/travel/files/2012/08/Proposing-Student-Travel.pdf](http://www.keene.edu/travel/files/2012/08/Proposing-Student-Travel.pdf)

- □ Provide itinerary and other details of the trip.  
  [http://www.keene.edu/travel/files/2012/12/Student-Travel-Supplement.pdf](http://www.keene.edu/travel/files/2012/12/Student-Travel-Supplement.pdf)

- □ If your activity will last longer than 8 hours, complete medical form.  
  [http://www.keene.edu/travel/files/2012/06/Medical-Form.pdf](http://www.keene.edu/travel/files/2012/06/Medical-Form.pdf)

- □ Obtain completed KSC Waiver Form 0913 from every participant.  

- □ If students will use their own vehicles, obtain completed personal use forms from each student driver.  
  [http://www.keene.edu/purchasing/pdf/ins_student_personal_vehicle.pdf](http://www.keene.edu/purchasing/pdf/ins_student_personal_vehicle.pdf)

- □ If faculty or staff will use their own vehicles, obtain completed personal use forms from each of those drivers.  
  [http://www.keene.edu/purchasing/pdf/ins_facstaff_personal_vehicle.pdf](http://www.keene.edu/purchasing/pdf/ins_facstaff_personal_vehicle.pdf)

- □ Just before departing for the event, provide up-to-date list of participants to the designated college authority.  
  [http://www.keene.edu/travel/files/2012/12/Participant_List.pdf](http://www.keene.edu/travel/files/2012/12/Participant_List.pdf)

- □ File forms with the designated “trip approvers” (defined at the following website)  
Note

It might be desirable to use [http://www.keene.edu/travel/files/2012/08/Proposing-Student-Travel.pdf](http://www.keene.edu/travel/files/2012/08/Proposing-Student-Travel.pdf) page 3 to replace the “and/or” language:

Is this a “trip”?
Is at least one of the following true?
• The “trip” is funded in some part by Keene State College
• The “trip” is funded by a recognized Keene State College student organization
• The “trip” is being conducted under the scope, direction, or election of a Keene State College department, class, office, study away program, faculty member, recognized student organization, or their representative(s)

If the answer is yes, then this is a “trip.” *(This information will be gathered on the Pre-Approval form)*

If the answer is no, then this is not a trip.
Old Business:

1) In its November report to the Senate, the ASC stated that the Music Technology major required more than 120 credits to graduate (combination of major/allied, ISP and elective credits). We cited the course catalog, which was in error; the decrease in required credits in the ISP from 44 to 40 had not been accurately calculated. The Registrar's Office has corrected the error, and the ASC apologizes for its error in reporting.

2) Program Revision Proposal from Safety and Occupational Health Applied Sciences

The following admission/academic standards for the program revision proposal from Safety and Occupational Health Applied Sciences was unanimously approved by the ASC at its meeting on October 23, 2013. We bring it to the Senate now for consideration and approval:

SOHAS Majors and Minors must achieve a grade of “C” or higher in all Core Courses and the Capstone Course.

** The ASC moves that the Senate approve the admission/academic standards criteria for the proposed revision to the Safety and Occupational Health Applied Sciences program.

New Business:

1) Admissions/Retention Revision Proposal from Physical Education / Athletic Training

The ASC was presented with changes to both admission and retention standards for Physical Education and Athletic Training majors. The supporting rationale was listed as follows

- Provide more specific data, earlier about who our department’s majors are
- Facilitate the department’s focused effort on declared majors versus “might be” majors
- Provide a more accurate accounting of student interest in our department’s academic programs
- Establish a more effective opportunity for our department to establish an academic community with our majors, including communication, advising, course sequencing, mentoring, etc.
- Provide our departments with a more realistic opportunity to build course schedules, particularly as it relates to providing adequate seats for our majors

As such standards have been approved for both professional and non-professional programs within the College, we agreed in majority that the
proposed admissions/retention criteria were consistent with current practice and reasonable in expectations. Both sets of standards revisions were approved by the ASC (5-0-1-1).

** The ASC moves that the Senate approve the revisions to the admissions/retention standard criteria for the Physical Education Major.

** The ASC moves that the Senate approve the revisions to the admissions/retention standard criteria for the Athletic Training Major.

2) Revisions to Calendar Guidelines

Tom Richard submitted the calendar guidelines, with minor revisions concerning schedule adjustment periods, to the ASC. They were approved by the ASC (6-0-0-1).

** The ASC moves that the Senate approve revisions to the calendar guidelines.

Respectfully submitted,
Stephen Lucey
ASC Chair, 2013-2014
Physical Education Major, Exercise Science Option

DECLARATION OF MAJOR AND RETENTION CRITERIA

Students will be accepted to the College as a Physical Education major, Exercise Science option (PEEX), as described below. Students will be advised by faculty in the Physical Education Department and assisted with program planning throughout their program of study.

PEEX Declaration

Students accepted to the College who wish to pursue the PEEX option must complete a Declaration of Major form either during Orientation, or upon consultation with the program coordinator, Dr. Jeffery Timmer.

All students who declare PEEX as their major will have the opportunity to register for the appropriate first year courses within the program as recommended by their Exercise Science faculty advisor. After the completion of two semesters within the PEEX program, however, retention within the program and the ability to register for upper level PEEX courses will depend on the completion of the established retention standards (see below).

PEEX RETENTION

End of Second Semester within PEEX

Completion of the following Allied Requirement Courses

- INCHEM 100 Introduction to Chemistry or INCHEM 103 Fundamentals of Chemistry
- BIO 230 Anatomy and Physiology

Overall GPA of 2.5, PEEX GPA of 2.5 and a grade of C or higher in the following courses:

- HLSC 101 Health and Wellness
- PE 191 Standard First Aid/CPR OR have current Adult CPR & First Aid certification.
- PE 250 Concepts of Exercise Training

Submission of a Retention Portfolio consisting of the following items (Portfolio requirements will be discussed in detail during PE 250 Concepts of Exercise Training):

- Personal Identity Statement
- Professional Recommendations: Two recommendations for admission by KSC faculty (minimum one faculty member recommendation from outside of the Physical Education Department).
- Professional Orientation: Documentation of progress in professional role modeling, professional writing, and professional experience.
Third Semester in PEEX until Graduation

Enrollment in PE 332, PE 335, PE 372, PE 472, and PE 492 requires the following retention standards:

1. Student must receive a grade C or better in all required PEEX courses.
2. Student must maintain a cumulative GPA of 2.5 and a PEEX GPA of 2.5.
3. Student must maintain current certification in Adult CPR & First Aid

B.S. PHYSICAL EDUCATION MAJOR - EXERCISE SCIENCE OPTION COURSE OF STUDY

INTEGRATIVE STUDIES REQUIREMENTS

40 credits minimum

All Physical Education majors in the Exercise Science option must follow guidelines provided in the KSC catalog for completion of the Integrative Studies Program.

ALLIED REQUIREMENTS FOR EXERCISE SCIENCE OPTION

12-16 credits

BIO 230 (Human Anatomy and Physiology I) and BIO 232 (Human Anatomy and Physiology II) are prerequisites for courses in the major for all students majoring in Physical Education Exercise Science option. This sequence is normally started in the spring semester of the freshman year.

The prerequisite for BIO 230 is INCHEM 100, INCHEM 103, or INCHEM 111. Therefore, a chemistry course should be taken during the first semester of the freshman year. Also, ISPSYC 100 is required in order to fulfill prerequisites in the health specialization of the Exercise Science option.

Exercise Science Option Requirements

41-49 credits

HLSC 101 Health and Wellness
PE 191 Standard First Aid/CPR (1 credit)
PE 200 Applied Kinesiology
PE 201 Physiology of Exercise
PE 250 Concepts of Exercise Training
PE 332 Exercise Testing and Programming
PE 335 Advanced Strength and Conditioning
PE 344 Sports Nutrition
PE 372 Practicum: Exercise Leadership
PE 460 Experimental Design and Analysis in PE
Select one

- PE 472 Exercise Science Externship
- PE 492 Exercise Science Seminar

Students are required to have current certification in Adult CPR and First Aid.

Specialization Requirements

Complete one of the following in the concentration areas:

Health Specialization

12 credits

HLSC 285 Health in Society
Select one

- HLSC 330 Health Psychology
- IIPE 310 The Psycho-Social Aspects of Sport

HLSC 431 Stress Management

Coaching Specialization

11 credits

PE 210 Introduction to Coaching (3 credits)
Select one

- MGT 260 Sports Management
- IIPE 310 The Psycho-Social Aspects of Sport

PE 371 Coaching Practicum

OPEN ELECTIVES

Select courses to reach a minimum total of 120 credits for the degree.

DEGREE REQUIREMENTS

120 credits
Physical Education Major, Teacher Certification Option

DECLARATION OF MAJOR AND RETENTION CRITERIA

Students are accepted to the College as Physical Education majors, Teacher Certification (PETC) option, as described below. Students are advised and assisted with program planning throughout the program of study.

PETC Declaration

Students accepted to the College who wish to pursue the Physical Education major, Teacher Certification option must complete a Declaration of Major form within the PE100 Foundations of Physical Education course, or upon consultation with the P.E. Department chair.

Both internal and external transfer students, upon consultation with the P.E. Department chair may complete the Declaration of Major form. Retention within the PETC program, beyond the first-year classes, will depend upon available openings, and will be consistent with established retention guidelines.

PETC Retention

Retention within the PETC program occurs each year. Because of the professional nature of the PETC program, the following criteria for retention, and program completion have been established.

End of First Year

Upon completion of the first year of study (May), each cohort of PETC majors is limited to 18 students. In order to be retained within the program, students must submit a portfolio that meets retention standards, as evidence of each of the following expectations:

- **Personal Identity:**
  Biographical Information

- **Program Planning and Academic Progress:**
  Overall GPA of 2.5, major GPA of 2.5, and grade C or higher in the following PE courses (must have taken a minimum of two of the following):
  - PE 100 Foundations (2 credits)
  - PE 260 Total Fitness (2 credits)
  - PE 278 Racquet Sports (2 credits)
  - PE 286 Basketball (1 credit)
  - PE 288 Soccer/Speedball (1 credit)

- **Teaching Skills:**
  Demonstration of basic competencies in planning, instruction, reflection, and assessment.
• **Professional Orientation:**
  Documentation of progress in professional role modeling, professional writing, and professional experience.

NOTE: Admission to Educator Preparation is a separate process and is required of all students (refer to Decision Points for Undergraduate Initial Certification Programs, Decision Point 1).

**During the Second Year**

• Admission to the Educator Preparation Program (Decision Points for Undergraduate Initial Certification Programs, Decision Point 1)
• Following admission to Educator Preparation, progression through the program is dependent upon meeting the criteria for successful completion of Decision Points 2-5

**Following the Second Year**

• Decision Points for Undergraduate Initial Certification Programs, Decision Point 2: First Practicum
• Decision Points for Undergraduate Initial Certification Programs, Decision Point 3: Second Practicum
• Decision Points for Undergraduate Initial Certification Programs, Decision Point 4: Prior to Student Teaching
• Decision Points for Undergraduate Initial Certification Programs, Decision Point 5: Recommendation for Endorsement

**B.S. PHYSICAL EDUCATION MAJOR TEACHER CERTIFICATION OPTION COURSE OF STUDY**

**INTEGRATIVE STUDIES REQUIREMENTS**

40 credits minimum

All students in an educator preparation program must meet the New Hampshire General Education Studies standard (ED 609.1). This standard is met by successful completion of the Keene State College Integrative Studies Program.

**ALLIED REQUIREMENTS FOR PHYSICAL EDUCATION**

12 credits

BIO 230 (Human Anatomy and Physiology I) and BIO 232 (Human Anatomy and Physiology II) are prerequisites for courses in the major for all students majoring in Physical Education Teacher Certification option. This sequence is normally started in the spring semester of the freshman year.
The prerequisite for BIO 230 is INCHEM 100, INCHEM 103, or INCHEM 111. Therefore, a chemistry course should be taken during the first semester of the freshman year.

COMPETENCY REQUIREMENTS FOR PHYSICAL EDUCATION

All students majoring in Physical Education with an option in Teacher Certification are required to be certified in Standard First Aid and CPR for the Professional Rescuer for courses marked with a †.

Physical Education Teacher Certification Requirements 72 CREDITS

EDUC 100 Issues in Education (2 credits)
EDSP 202 Development, Exceptionality, and Learning
PE 100 Foundations of Physical Education (2 credits)
PE 200 Applied Kinesiology
PE 201 Physiology of Exercise
PE 360 Teaching Physical Education
PE 361 Adapted Physical Education
PE 362 Organization and Administration of Physical Education Programs
PE 363 Evaluation of K-12 Physical Education Learners (2 credits)
PE 375 Practicum: Teaching-Elementary †
PE 376 Practicum: Teaching-Secondary †
PE 475 Student Teaching: Elementary † (6 credits)
PE 476 Student Teaching: Secondary † (6 credits)
PE 477 Student Teaching Seminar

Skills and Techniques

The following courses, which must be taken in sequence as follows:

Freshman Year:

PE 260 Total Fitness and Conditioning - Fall (2 credits)
PE 288 Soccer/Speedball - Fall (1 credit)
PE 278 Racquet Sports - Spring (2 credits)
PE 286 Basketball - Spring (1 credit)

Sophomore Year:

PE 255 Developmental Movement - Fall (2 credits)
PE 265 Secondary Activities - Fall (1 credit)
PE 287 Softball - Fall (1 credit)
PE 283 Gymnastics - Spring (2 credits)
PE 285 Volleyball - Spring (1 credit)

Junior Year:
**PE 261** Fitness Curriculum for K-12 Learners - Fall (1 credit)
**PE 282** Track and Field - Fall (1 credit)
**PE 256** Rhythms - Spring (2 credits)
**PE 268** Outdoor Skills - Spring (1 credit)

**Additional expectations and responsibilities for program retention and fees**

- Students are responsible for the purchase of PECT shirts (pending successful completion of PECT retention portfolio) and expenses associated with Admission to Teacher Education, and required criminal background checks for specific clinical placements.
- Travel is required for practicum and student teaching experiences. Students are responsible for their own transportation.
Athletic Training

Related Programs

- Physical Education (B.S.)

Courses

- Physical Education Courses
- Course Schedule

Quick Links

- Physical Education Faculty
- Program Outcomes
- School of Professional and Graduate Studies

Bachelor of Science
School of Professional and Graduate Studies

Keene State College offers a CAATE (Commission on Accreditation of Athletic Training Education) accredited undergraduate athletic training education program designed for those students who wish to pursue certification as an athletic trainer. Students who graduate with a degree in Athletic Training are eligible to take the BOC (Board of Certification) Athletic Training Certification Examination. The program prepares students for athletic training positions in educational, professional sport, military/law enforcement training, performing arts and clinical settings, as well as for graduate programs in Sports Medicine/Athletic Training, Exercise Physiology and Biomechanics or other Medical and Allied Health fields.

The Athletic Training major is a competitive program, with enrollments limited to sixteen per academic year. Because of the professional nature of Athletic Training and its responsibility to the public, the Program has established admissions, progression, and graduation standards for student selection and graduation. As such a formal application is REQUIRED.

COMPETENCY REQUIREMENTS FOR ATHLETIC TRAINING

All students majoring in Athletic Training are required to be certified in Standard First Aid and CPR for the Professional Rescuer. Proof of a current certification card must be provided for the application and maintained for courses marked with a \(^1\). Once admitted, all students majoring in athletic training are required to be certified as an Emergency Medical Technician. Proof of certification must be provided and maintained for courses marked with a \(^2\). Students may enter Keene State College with these competencies or choose to enroll in course electives at Keene State College to complete the required competencies. These courses include PE 191 First Aid
and CPR for the Professional Rescuer; **PE 240** Emergency Medical Technician; **PE 242** EMT Practicum (2 credit).

**FEES**

Additional expenses associated with the athletic training education program include maintaining Standard First Aid and CPR for the Professional Rescuer, maintaining EMT Certification, Hepatitis B immunizations, differential fees for clinical courses, travel expenses to and from off-campus clinical assignments, uniforms or professional attire, professional memberships, and occasional conferences and workshops.

**INTEGRATIVE STUDIES REQUIREMENTS**

*40 credits minimum*

Professional practice of Certified Athletic Trainers specifies the importance of understanding basic concepts in psychology. Athletic Training majors are advised to enroll in one psychology course as part of their Integrative Studies Program.

**Athletic Training**

(including major + allied requirements)

61+28=89

**MAJOR REQUIREMENTS**

(61 credits)

**PE 140** Introduction to Athletic Training (2 credits)
**PE 141** Wellness from Theory to Practice (2 credits)
**PE 284** Injury Prevention Strategies (2 credits)
**PE 294** Athletic Training: Foundations Practicum (1 credit)
**PE 340** Epidemiology of Injury and Illness
**PE 341** Recognition of Sport-related Injuries and Illness
**PE 342** Therapeutic Interventions I
**PE 343** Therapeutic Interventions II
**PE 344** Sports Nutrition
**PE 383** Clinical Examination Strategies (2 credits)
**PE 384** Advanced Clinical Examination (2 credits)
**PE 385** Emergent Care Strategies (2 credits)
**PE 441** Pharmacology and Pathology for Athletic Trainers
**PE 443** Health Care Administration of Athletic Training
**PE 460** Experimental Design and Analysis for Physical Education
**PE 483** Athletic Training: Clinical I
**PE 484** Athletic Training: Clinical II

20
**PE 493** Athletic Training: Advanced Clinical\(^2\) (6 credits)
**PE 494** Athletic Training: Advanced Practicum\(^2\) (2 credits)

The Athletic Training curriculum is tightly structured and has sequential coursework, so it is essential that new students begin the major in their first year at Keene State College. Transfers and other students who begin the major at the sophomore or junior year should plan on staying an additional one to three semesters beyond the traditional four-year schedule to complete the program. Any student who competes in a varsity or club sport will likely complete the Athletic Training major in more than four years because of the conflict of practice times and required athletic training clinical education. First year students who intend to apply to this major must enroll in INCHEM and **PE 141** for the fall semester and **PE 140** and **MATH 141** for the fall or spring semester and **BIO 230** for the spring semester.

**ALLIED REQUIREMENTS FOR ATHLETIC TRAINING**

**28 credits**

- **MATH 141** Introductory Statistics
- **INCHEM 103** Fundamentals of Chemistry (Accepted course substitution: **INCHEM 100** or **INCHEM 111**)
- **INPHYS 141** College Physics I
- **BIO 230** Human Anatomy and Physiology I
- **BIO 232** Human Anatomy and Physiology II
- **PE 200** Applied Kinesiology
- **PE 201** Physiology of Exercise

**ADMISSION TO THE PROGRAM**

**TRANSFERS:**

Transfers with more than 30 credits (who have successfully completed Human Anatomy and Physiology I, a Chemistry course, and Statistics course) must meet with the Athletic Training Program Coordinator and complete an Accelerated Transfer Sequence form to determine required coursework for admission and degree requirements. The process for admission for Accelerated Transfers begins during the first week of first fall semester, with completed applications due November 30. Transfer students must meet the minimum GPA requirement of a 2.5 from the previous institution. Transfer students must enter the institution with a certification Standard First Aid and CPR for the Professional Rescuer. Proof of a current certification card must be provided. Review of transfer students' applications and official notification of the results of this review would occur before the start of the spring semester.

**FIRST YEAR:**

The process for admission begins when the student enrolls in **PE 140**. Applications for freshman/first-year students are due April 15. Review of freshmen students' applications and official notification of the results of this review would occur during the summer.
Students will receive a formal letter indicating their admission status. If a student is not accepted, the letter will clearly indicate the deficiencies and clearly define how those deficiencies should be addressed. A consultation will be scheduled with the Athletic Training Education Program Director. During that conference, the student will be notified of any course adjustments and indicate their willingness to address the deficiencies in order to reapply. The student will be eligible to reapply for admission during the next academic year's admission period.

ADMISSION CRITERIA

Competitive enrollment requires the student to submit a formal application. Student applying must submit a portfolio documenting each of the following components:

1. Overall GPA of 2.5
2. Required allied courses of a grade C or better
3. Required major courses of grade BC or better.
4. Application
   1. Performance evaluation by the Keene State College Clinical Faculty
   2. A minimum of 25 observation hours of pre-professional clinical experience in the Keene State College Athletic Training Room
   3. Successful proof or completion of required competencies including: Proof of Standard First Aid and CPR for the Professional Rescuer
   4. Recommendation for admission by two Keene State College faculty or staff.
   5. Students must provide a current physical (on program form), proof of immunization (Hepatitis B), and signed copy of the technical standards, compliance with HIPAA/ferpa verification of training Blood Borne Pathogens.

TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Educational Program at Keene State College is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Educational Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency [Commission on Athletic Training Education (CAATE)]. The following abilities and expectations must be met by all students admitted to the Athletic Training Educational Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program. Compliance with the program's technical standards does not guarantee a student's eligibility for the Board of Certification (BOC) Athletic Trainer's Certification Exam.

Candidates for selection to the Keene State College Athletic Training Educational Program must demonstrate the following technical standards for admission:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts, and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm.
2. Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely, and efficiently use equipment and materials during the assessment and treatment of patients.
3. The ability to understand and speak the English language at a level consistent with competent professional practice.
4. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively.
5. The ability to record the physical examination results and a treatment plan clearly and accurately.
6. The capacity to maintain composure and continue to function well during periods of high stress.
7. The perseverance, diligence, and commitment to complete the athletic training education program as outlined and sequenced.
8. The flexibility and the ability to adjust to changing situations and uncertainty in clinical situations.
9. The affective skills and appropriate demeanor and rapport relating to professional education and quality patient care.

RETENTION GUIDELINES

After formal admission to the program, students must meet the following criteria to progress to each clinical course. Clinical Athletic Training I, II, Athletic Training Advanced Clinical, Athletic Training Advanced Practicum require the following:

1. Proof of current Emergency Medical Technician Certification.
2. Maintain a 2.5 GPA.
3. Completion of the required Athletic Training major courses with a grade BC or better
4. Completion of Allied courses with a grade C or better.

Liability Insurance: Students admitted to and enrolled in Athletic Training major clinical courses, including the externship, are provided medical liability insurance; however, students may opt to purchase additional liability insurance for additional coverage.

Admission to PE 493 Athletic Training: Advanced Clinical: Due to specific accreditation requirements for affiliated clinical sites, students are required to submit letters of intent to register for PE 493 Athletic Training: Advanced Clinical following completion of courses leading up to and including junior level courses in the Athletic Training Major.

The following criteria will be used:

1. Completion of a minimum of 75 credits with a cumulative 2.5 GPA or better.
2. Completion of Athletic Training major required courses with a BC or better.
3. Successful completion of required clinical proficiencies and comprehensive competencies at the proficient level (evaluated in previous clinical courses).
The Advanced Clinical Application Deadline is March 1 of the junior year. Students must apply for a fall sport rotation or for a winter/spring sport rotation. Transcripts will be reviewed prior to placing students in each clinical and the Advanced clinical.

**DEGREE REQUIREMENTS**

**Electives**
Select courses to reach a total of 120 credits for the degree.

**Degree Requirements**

*120 credits*

(Total degree requirements may change pending Integrative Studies requirements.)
Athletic Training

Related Programs

- Physical Education (B.S.)

Courses

- Physical Education Courses
- Course Schedule

Quick Links

- Physical Education Faculty
- Program Outcomes
- School of Professional and Graduate Studies

Bachelor of Science
School of Professional and Graduate Studies

Keene State College offers a CAATE (Commission on Accreditation of Athletic Training Education) accredited undergraduate athletic training education program designed for those students who wish to pursue certification as an athletic trainer. Students who graduate with a degree in Athletic Training are eligible to take the BOC (Board of Certification) Athletic Training Certification Examination. The program prepares students for athletic training positions in educational, professional sport, military/law enforcement training, performing arts and clinical settings, as well as for graduate programs in Sports Medicine/Athletic Training, Exercise Physiology and Biomechanics or other Medical and Allied Health fields.

Because of the professional nature of Athletic Training and its responsibility to the public, the Program has established admissions, progression, and graduation standards for student selection and graduation; as such retention guidelines are REQUIRED.

COMPETENCY REQUIREMENTS FOR ATHLETIC TRAINING

All students majoring in Athletic Training are required to be certified in Standard First Aid and CPR for the Professional Rescuer. Proof of a current certification card must be provided for the application and maintained for courses marked with a 1. Once admitted, all students majoring in athletic training are required to be certified as an Emergency Medical Technician. Proof of certification must be provided and maintained for courses marked with a 2. Students may enter Keene State College with these competencies or choose to enroll in course electives at Keene State College to complete the required competencies. These courses include PE 191 First Aid
and CPR for the Professional Rescuer; PE 240 Emergency Medical Technician\(^1\); PE 242 EMT Practicum (2 credit)\(^1\).

FEES

Additional expenses associated with the athletic training education program include:

- Students must maintain Standard First Aid and CPR for the Professional Rescuer at the point of application and must maintain certification until after graduation.
- Students maintaining EMT Certification at the point of off-campus clinical assignments.
- Students must provide a physical examination and proof of immunization prior to clinical placement. Immunizations include: Tb, Varicella, MMR, Hepatitis B series.
- Travel outside of the Keene area is required for clinical experiences, and students are responsible for their own transportation.
- Students are responsible for the purchase of uniforms and medical equipment for clinical courses.
- Students are responsible for expenses associated with a required criminal background checks prior to clinical placement.
- Students are responsible for maintaining professional memberships and may attend or present at conferences and workshops.
- Liability Insurance: Students admitted to and enrolled in Athletic Training major clinical courses, including the advanced clinical, are provided medical liability insurance; however, students may opt to purchase additional liability insurance for additional coverage.

PROGRESSION CRITERIA

Students are accepted to the College as Athletic Training majors. Students are advised and assisted with program planning throughout the program of study. Because of the professional nature of Athletic Training and its responsibility to the public, the Athletic Training program has established standards for progression and graduation.

With an enrollment target of 16 pre-certification students in each cohort, progression to upper level courses & the clinical component of the Athletic Training Major occurs in April for first year students and November for eligible Accelerated Transfers. Requirements are reviewed each semester to monitor student’s eligibility for progression. Pre-Certified Athletic Trainer candidates are eligible to sit for the Board of Certification-ATC exam during their last semester before completion of the Athletic Training major.

The Athletic Training curriculum is tightly structured and has sequential coursework, so it is essential that new students begin the major in their first year at Keene State College. Transfers and other students who begin the major at the sophomore or junior year should plan on staying an additional one to three semesters beyond the traditional four-year schedule to complete the program. Any student who competes in a varsity or club sport will likely complete the Athletic Training major in more than four years because of the conflict of practice times and required athletic training clinical education. First year students who intend to apply to this major must enroll in INCHEM and PE 141 for the fall semester and PE 140 and MATH 141 for the fall or spring semester and BIO 230 for the spring semester.
The Athletic Training Educational Program at Keene State College is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Educational Program establish the essential abilities considered necessary for students progressing through the clinical education portion of this program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be eligible for progression.

**Athletic Training Candidate Declaration**

Entering first-year students must meet minimum entry requirements of the college. Students must complete a Declaration of Major form for the B.S. in Athletic Training at the time of First-Year Orientation. Student enrolled in PE 140 Orientation to Athletic Training will be provided an Athletic Training Program Booklet with specific instructions and guidelines for retention & progression.

**TRANSFERS:**

- More than 30 credits
- Successful completion of Human Anatomy and Physiology I, a Chemistry course, and Statistics
- Attend a mandatory Athletic Training meeting with the Program Coordinator to complete an Accelerated Transfer Sequence form
- Meet the minimum GPA requirement of a 2.5 from the previous institution.
- Enter the institution with Standard First Aid and CPR for the Professional Rescuer. Proof of a current certification card must be provided.

The progression to the clinical component of the program requires Accelerated Transfers to submit portfolios by November 30 and complete the Certified Background package by December 30. Review of portfolios and official notification of the results of this review would occur before the start of the spring semester.

**FIRST YEAR:**

The progression to the clinical component of the program requires freshman/first-year students to submit portfolios by April 15 and complete the Certified Background package by May 15. Review of portfolios and official notification of the results of this review would occur during the summer.

**ATHLETIC TRAINING CLINICAL PORTFOLIO**

Students progressing to begin the clinical portion of the major must submit a portfolio documenting each of the following components (please note details of the Retention Application and some components will occur in PE 140):
Eligible students’ progression to the clinical portion of the program will be based on seat availability. In the event that more students are eligible than there are seats, students will be ranked based on cumulative GPA in Allied requirements and quality of Retention Application.

Students must meet the following criteria to progress to each clinical course. Clinical Athletic Training I, II, Athletic Training Advanced Clinical, Athletic Training Advanced Practicum require the following:

- Proof of CPR for Standard First Aid and CPR for the Professional Rescuer.
- Proof of successful completion of Emergency Medical Technician course, with eligibility for National Registry Examination and Certification.
- Maintain a 2.5 GPA.
- Completion of the required Athletic Training major courses with a grade BC or better
- Completion of Allied courses with a grade C or better.

**Background Check**

Admission to PE 493 Athletic Training: Advanced Clinical: Students are required to submit letters of intent to register for PE 493 following completion of courses leading up to and including junior level courses in the Athletic Training Major. The Advanced Clinical Application Deadline is March 1 of the junior/3rd year. Students should apply for a fall sport rotation or for a winter/spring sport rotation. Portfolios will be reviewed prior to placing students in the Advanced clinical.

In addition to the progression requirements, the following criteria will be applied to PE 493 enrollment:

1. **Successful** completion of a minimum of 75 credits.
2. Successful completion of required clinical proficiencies and comprehensive competencies at the **proficient level** (evaluated in previous clinical courses).

If a student is not retained, the student will receive a letter that will clearly indicate the deficiency and clearly define it should be addressed. A consultation will be scheduled with the Athletic Training Education Program Coordinator. During this conference, the student will be
notified of any course adjustments and will need to indicate their willingness to address the deficiency in order to progress toward degree completion. The student will be eligible for progression once the deficiency is met.

INTEGRATIVE STUDIES REQUIREMENTS

40 credits minimum

Professional practice of Certified Athletic Trainers specifies the importance of understanding basic concepts in psychology. Athletic Training majors are advised to enroll in one psychology course as part of their Integrative Studies Program.

Athletic Training

(including major + allied requirements)

61+28=89

MAJOR REQUIREMENTS

(61 credits)

- **PE 140** Introduction to Athletic Training (2 credits)
- **PE 141** Wellness from Theory to Practice
- **PE 284** Injury Prevention Strategies (2 credits)
- **PE 294** Athletic Training: Foundations Practicum (1 credit)
- **PE 340** Epidemiology of Injury and Illness
- **PE 341** Recognition of Sport-related Injuries and Illness
- **PE 342** Therapeutic Interventions I
- **PE 343** Therapeutic Interventions II
- **PE 344** Sports Nutrition
- **PE 383** Clinical Examination Strategies (2 credits)
- **PE 384** Advanced Clinical Examination (2 credits)
- **PE 385** Emergent Care Strategies (2 credits)
- **PE 441** Pharmacology and Pathology for Athletic Trainers
- **PE 443** Health Care Administration of Athletic Training
- **PE 460** Experimental Design and Analysis for Physical Education
- **PE 483** Athletic Training: Clinical (2)
- **PE 484** Athletic Training: Clinical II (2)
- **PE 493** Athletic Training: Advanced Clinical (6 credits)
- **PE 494** Athletic Training: Advanced Practicum (2 credits)

ALLIED REQUIREMENTS FOR ATHLETIC TRAINING

28 credits
- **MATH 141** Introductory Statistics
- **INCHEM 103** Fundamentals of Chemistry (Accepted course substitution: **INCHEM 100** or **INCHEM 111**)
- **INPHYS 141** College Physics I
- **BIO 230** Human Anatomy and Physiology I
- **BIO 232** Human Anatomy and Physiology II
- **PE 200** Applied Kinesiology
- **PE 201** Physiology of Exercise
To: Academic Standards Committee
From: Anne Miller, Assistant Vice President for Academic Affairs
Re: Academic Calendar Guidelines

Request that KSC Senate Calendar Guidelines found at
be amended as follows:

**Academic Policies:**

1. A schedule adjustment period for fall semester shall begin at 8am on the first day of classes and end at 4:30pm on the 5th day of classes. Additional schedule adjustment periods will be established and communicated by the Registrar, in consultation with the Director of Student Accounts.

2. A course withdrawal period for fall semester shall begin at 8am on the 6th day of classes and end on Friday of the 11th week of classes.

3. A schedule adjustment period for the spring semester shall begin at 8:00am the first day of classes and end the following Tuesday at 4:30pm. Additional Schedule Adjustment periods will be established and communicated by the Registrar, in consultation with the Director of Student Accounts.

4. A course withdrawal period for spring semester shall begin at 8:00a.m. on the 7th day of classes and end on Friday of the 11th week of classes.

5. The schedule adjustment period for summer session shall begin at 8am with the first class of summer session and end at 4:30pm on the third day of classes.

6. The course withdrawal period for summer session shall begin at 8am on the fourth day of classes.

7. All summer sections carrying academic credit that have session lengths other than the full ten-week summer session, shall have, where appropriate, comparable time parameters as those established for schedule adjustment and course withdrawal for the full ten-week summer session.
The SCC made significant progress toward revision of the Curriculum Guidelines in preparation for the 2014-2015 academic year.

Revisions made to the Curriculum Guidelines included the following:

1. 199 and 399 topics courses will go from being four credit courses to variable credit;
2. Scanned electronic signatures will be required at each level of the curriculum process;
3. We have added standardized terminology for course offering choices that will fit with the new curriculum planning software;
4. We are considering the following types of changes that would no longer require a curriculum proposal form:
   a. Course offering information
   b. Course prerequisites and co-requisites
   c. Course deletions

Issues remaining to be resolved:

5. Clarify ISP/II course proposal process
   In regard to clarification of this process, we have invited the co-chairs of the ISP and the ISP/II subcommittee to attend the next SCC meeting at 4pm on March 5th in order to resolve these issues.
6. Protocol for discussion of issues that arise from curriculum proposals voted down prior to the SCC level;
7. Inclusion of syllabus for new course proposals;
8. Prefixes;
9. Cross-listing;
10. President’s signature on Major program revision curriculum proposals;
11. Protocol for notifying the Registrar’s Office of the Provost’s approval of curriculum proposals

The next SCC meeting is March 5, 2014.

Respectfully submitted,
Becky Dunn & Rosemary Gianno
2013/2014 SCC Co-chairs
Old Business

Updates to SCC guidelines for the spring 2014 semester continue and the focus of the meeting this afternoon was to clarify the ISP/II course proposal process. On February 14, 2014, the ISP co-directors, II co-coordinators and SCC co-chairs met to further discuss the II course proposal process. At the close of that meeting, it was agreed upon that members would further reflect upon alternative ways to envision the II course proposal process. Potential alternatives include the following:

1. II course proposals are reviewed and approved through the sponsoring department’s school curriculum committee.

2. II course proposals are reviewed and approved by the ISPC.

3. Designate an “II representative” for each department on campus, presumably someone who has taught in the II program (this allows for the departmental development of interdisciplinary expertise) that would be called in when an II proposal is brought before the II subcommittee.

4. Constitute the II Subcommittee through standing representatives from the interdisciplinary programs on campus, with representation from disciplinary perspectives.

5. Academic affairs/deans publicize II courses once they are approved via the existing system that includes the II subcommittee.

6. Create an interdisciplinary program/department on campus which then would use existing curriculum processes to approve courses.

The SCC co-chairs invited the II co-coordinators and ISP co-directors to the March 5th SCC meeting but, due to scheduling conflicts, it was decided that the II conversation among the different co-chairs would continue on March 7, 2014. In the meantime, the SCC co-chairs presented the alternatives to the members of the SCC, with Senator Bill Fleeger (II co-coordinator) as our guest, on March 5th, in order to get a sense of how the rest of the SCC viewed these alternatives. There was an active, collegial discussion around the pros and cons of the current curriculum process of II courses that provided an opportunity for everyone’s voice at the table to be heard, questions to be asked and concerns to be heard. Senator Fleeger provided helpful perspective on the II process emphasizing that the II subcommittee (and current process) bridges the Schools as membership is from across the three Schools. Nevertheless (see the SCC’s rationale below), a vote was taken at the end of this meeting to gauge the will of the committee in regard to the II curriculum review process. The membership of the SCC voted 7-0-0-1 for the first option listed above, with the added stipulations that there be II representation (at
least one member) on each School Curriculum Committee, and that proposal sponsors seek advisory opinions or provide courtesy notifications as needed.

The SCC’s rationale for this recommendation is as follows:

1. A more transparent and integrated process will ensue with the potential for eliminating the existing “silo” structure and will emphasize a more integrative approach. It will allow for greater interchange of ideas about what we teach and how we teach it.

2. Proposals will continue to be reviewed by departments and disciplines outside of the proposing department; however, there is the opportunity for affected departments to provide input (i.e. having a seat at the School Curriculum Committee, through an advisory opinion or at minimum through courtesy notification).

3. The School Curriculum Committees have adequate representation from across each of the academic disciplines, and would, with this change, have additional representation from II, which will encourage interdisciplinary work.

Addendum: The SCC co-chairs met with the II sub-committee coordinators, the ISPC co-directors and the Senate chair on Friday, March 7th from 9 – 10 am. During the meeting, the ISP/II leadership expressed strong disagreement with the SCC’s position. The ISP co-directors requested that another meeting take place with additional discussion around the pros and cons for each of the alternatives and that the outcome of this meeting be shared with the SCC at its April 2nd meeting. The SCC co-chairs agreed to this approach. A date for this discussion has not yet been set.

The next SCC meeting is April 2, 2014.

Respectfully submitted,
Becky Dunn & Rosemary Gianno
2013/2014 SCC Co-chairs