AGENDA
for the 439th Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, April 30, 2014
4 p.m., Maddison Street lounge, Student Center

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

IV. Courtesy Period
V. Subcommittee Reports
   - Executive Committee
     ~ Meeting Notes [SD 13/14-41]
     ~ Section 3b ISP Interdisciplinary Committee from Curriculum Guidelines
     ~ Discussion and vote
   - Academic Policy Committee
   - Academic Standards Committee
   - Curriculum Committee
     ~ Updated Curriculum Guidelines [SD 13/14-42]

VI. New Business
VII. Adjournment
AGENDA
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SENATE OF KEENE STATE COLLEGE
Wednesday, April 30th, 2014
Maddison Street Lounge, Student Center

Immediately following 439th adjournment, Mountain View Room, Young Student Center

I.  Call to Order
II. Roll Call
III. Election of 2014-2015 Senate Officers
    a. Chair
    b. Vice Chair
    c. Secretary
    d. Faculty-at-large

IV. Adjournment
Senate Executive Committee
Electronic Meeting Notes

- Curriculum Guidelines: The SCC has submitted the attached updated Curriculum Guidelines. The SEC would like to discuss and vote on the language regarding Section 3b ISP Interdisciplinary Subcommittee.

From the updated Curriculum Guidelines [SD 13/14-42]:

3b. **ISP Interdisciplinary Subcommittee** - Any course proposal with an II prefix, denoting an ISP Interdisciplinary course, must be reviewed by the ISP Interdisciplinary Subcommittee, not a school curriculum committee.

The **ISP Interdisciplinary Subcommittee** is responsible for review and approval of Interdisciplinary (II) proposals. The ISP Interdisciplinary Subcommittee includes three representatives from each school. School representatives are selected by a process determined by each school. The chair of the ISP Interdisciplinary Subcommittee is a voting member selected by a vote of the committee. Each member of the committee serves a two-year appointment.

The ISP Interdisciplinary Subcommittee membership is established at the end of the spring term to serve the following year. The chair of the ISPC and ISP Interdisciplinary Subcommittee chair are responsible for the recruitment of committee members.

At the level of the Interdisciplinary Subcommittee:
- The department or program will provide to the committee chair a copy of the proposal at least one week prior to the committee meeting.
- The proposal must first be approved by the proposing department and school dean, adhere to all curriculum guidelines and be free of editorial or typographical errors.
- A proposal must be approved by a majority of the members of the committee before the proposal advances. A tie vote does not constitute approval. A proposal that is not approved will be returned to the sponsoring department with a request for further information or for revision and resubmission.
- A committee member must be in attendance to vote.
- Approval by the Committee is necessary for advancement to the next stage.
- The Committee chair records the vote of the committee, any relevant comments and the date.
- If the committee approves a proposal, the committee chair or coordinator forwards an electronic copy, as well as a paper copy with signature page, to the Chair of the SCC.

**Special note to proposal sponsors -**
If a proposal must be reviewed by more than one School Dean and department, (e.g. cross listed courses) the proposal sponsor must coordinate with the committee chair to ensure that both schools and departments have approved the exact same and final iteration before the proposal is submitted to the SCC.

**Criteria for approving II course Proposals**

The following checklist outlines the criteria that the II Subcommittee will use to evaluate II course proposals:

1. Does the course description clearly explain the interdisciplinary nature of the class?
2. Are the disciplines that the course will include listed, and are the perspective(s) it will take discussed?

3. Does the proposal provide a brief overview of research or scholarship done on the course topic or other expertise the proposal sponsor might have in the subject?

4. Does the proposal include interdisciplinary and ISP Integrative outcomes?

5. Does the proposal include an attached syllabus that clearly outlines its inter-, multi- and/or transdisciplinary perspective?

6. Does the proposal identify the rubrics that will be used (#1-4) to assess student work at the end of the semester?

7. Is the proposal signed by the Departmental Chair and Dean?

Motion: The SEC moves that the Senate discuss and vote on Section 3b ISP Interdisciplinary Subcommittee of the Curriculum Guidelines [SD 13/14-42].
Section 1. Curriculum Development at Keene State College - an overview
  Senate Bylaws 2
  Curriculum revision & approval process 3
  Deadlines 4
  Curriculum committee membership, 2014-15 4

Section 2. Completing the curriculum proposal forms
  Program proposal form 5
  Course proposal form 7

Section 3. Completing the curriculum revision & approval process
  Faculty 10
  Department or program 10
  Dean 11
  School Curriculum Committee 11
  ISP Interdisciplinary Committee 12
  Senate Curriculum Committee 14
  College Senate 14
  Provost / Vice-President of Academic Affairs 15
  President 15
  Additional notes 15

Section 4. Guidelines for approving new programs, new options and concentrations, changes in degree designations, and mergers, consolidations, and splits in existing programs 17

Section 5. Minors: Guidelines for curriculum development or revision 18

Section 6. Guidelines for developing objectives and learning outcomes 19

Appendix A. The Program Proposal Form, 2014-15 20

Appendix B. The Course Proposal Form, 2014-15 23
Section 1. Curriculum Development at Keene State College - an overview

This document contains the guidelines for curriculum development of academic programs and courses at Keene State College, effective academic year 2014-15. The guidelines were updated by the Senate Curriculum Committee (hereafter, SCC) during the spring 2014 semester and presented to the College Senate in April 2014. Additional information on program requirements and curricular definitions may be obtained from the Keene State College Undergraduate & Graduate Catalog (hereafter, Catalog) or by contacting the College Registrar. The Catalog shall remain as current as possible and reflect the actual offerings and practices of each program. Accordingly, the curriculum revision process takes place throughout the calendar year.

Senate Bylaws

Article VII.B (Standing Committees of the Senate / The Curriculum Committee) of the KSC Senate Bylaws states:

The Curriculum Committee shall consist of eight senators, including (when possible) a minimum of two tenured faculty, at least one from each school, and the library, and a student. The Senate Curriculum Committee (SCC) faculty members should serve a minimum of two consecutive years. The Registrar shall serve as an ex-officio member. The Chair for the following academic year should be elected by the SCC before the end of February. The SCC oversees the College's undergraduate and graduate curriculum. This includes working with the School Curriculum Committees and the Integrated Studies Program Committee to ensure that the process of curriculum revision is professional and uniform across schools. The SCC reviews proposals that cross school lines, including Integrative Studies Program proposals, and proposals on which the School Curriculum Committee and the Dean disagree, and establishes the guidelines for the curriculum process. Actions by the School Curriculum Committees that do not cross school lines are reported directly to the Senate for information. If any senator wishes to discuss a proposal, a motion and a second are required to bring the proposal to the floor for discussion. A majority vote is required to bring it to the floor for a vote. Any curriculum proposal which crosses school lines or on which the Dean and School Curriculum Committee have disagreed is reviewed by the SCC and then, upon approval by the SCC, the Senate. Faculty members, administrators, and students may attend committee meetings when proposals of interest are discussed. To ensure clarity of operations and consistent treatment of all curriculum proposals, the SCC develops procedures, guidelines, forms and timetables that are then presented to the Senate as information. If a curriculum package includes academic policies, such as (but not exclusive of) entrance/exit stipulations, academic rigor or student orientation, these policies shall be forwarded to the Academic Standards Committee. If a senator wishes
for the Senate to discuss and/or amend a document created by the SCC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.

**Curriculum revision & approval process**

At Keene State College, all proposals for changing any academic program or course must be reviewed and approved in a prescribed series of steps. The last page of all curriculum proposals must be signed electronically at each level in the review process, in order to verify that the review process has been completed.

To create an electronic signature:
1. Sign your name on a blank sheet of white paper using blue ink.
2. Use a photocopier to scan the signature into a pdf file.
3. Forward the pdf file to Antje Hornbeck (ahornbeck@keene.edu) in Marketing and Communications; she will convert the signature into a usable format and send it back to you.

All changes to KSC curricula must follow the curriculum revision and approval process - no exceptions. Detailed information about the curriculum revision and approval process may be found in Section 3.

1. **Department or program** - All proposals must be approved by the sponsoring department(s) or program(s).

2. **Dean or Assistant Dean** - All proposals must be reviewed by the Dean or Assistant Dean responsible for the sponsoring department(s) or program(s).

3a. **School Curriculum Committee** - All proposals must be voted upon by the school curriculum committee responsible for the sponsoring department(s) or program(s).

3b. **ISP Interdisciplinary Subcommittee** – Any course proposal with an II prefix, denoting an ISP Interdisciplinary course, must be reviewed by the ISP Interdisciplinary Subcommittee, not a school curriculum committee.

4. **Senate Curriculum Committee** - All proposals must be reviewed by the SCC; in certain cases, proposals must be approved by the SCC.

5. **College Senate** - All proposals reviewed and approved by the SCC are presented to the College Senate; in certain cases, proposals must be approved by the full College Senate.
6. **Provost** - New program proposals and revisions of existing programs also require the Provost’s approval in order to be incorporated into the curriculum. The Registrar must be advised of all program proposals approved by the Provost.

7. **President** - All program proposals both for new programs as well as those with substantial changes requiring additional resources must also be approved by the President of the College. The President delegates all other program approvals to the Provost.

**Deadlines**

Article VI.I (Parliamentary Rules / Effective Date) of the KSC Senate Bylaws states: “Senate legislation passed during an academic year takes effect on the first day of classes of the following fall semester. Curriculum changes to academic programs and associated courses will take effect the beginning of the fall semester following the end of the catalog revision cycle (February to February) in which they are approved. **Course changes that do not require program revisions are 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. [...]”.

The deadline to submit program and associated course curriculum proposals, but not standalone course proposals, to the School Curriculum Committees and the ISP Interdisciplinary Subcommittee shall be by the first Wednesday in October. Proposals shall be forwarded to the SCC by four weeks after that date. The February meeting of the Senate will be the last one in which program-associated proposals can be approved to go into effect the following fall semester.

Therefore, the deadlines for the 2014-15 curriculum cycle are:

- **June 1, 2014** - deadline for ‘intent of curriculum changes’ notifications to be received by school deans
- **October 1, 2014** - school and interdisciplinary curriculum committees deadline for program proposals and associated course proposals
- **October 29, 2014** - deadline for proposals and associated course proposals to be received by the SCC
- **February 11, 2015** - deadline for Senate approval
- **There are no deadlines (other than timeliness relative to the last senate meeting of the academic year) for course proposals that have no effect on program requirements.**

These deadlines must be met for a curriculum revision to be included in the 2015-16 Keene State College Undergraduate & Graduate Catalog.
By the end of the spring semester, the SCC chair, together with the School Curriculum Committee chairs and the ISP Interdisciplinary Subcommittee coordinator will determine and announce to department chairs and faculty the exact dates for curriculum review for the following academic year. This schedule will also be published in the minutes of the Senate.

**Curriculum committee membership, 2014-2015**

Committee membership information is updated on the Senate’s Canvas site at the beginning of the fall semester.

**Section 2. Completing the curriculum proposal forms**

These AY 2014-15 Curriculum Guidelines and the curriculum proposal forms (provided in an appendix to this document) are distributed to the campus in four ways:

1. via email, from the SCC chair to the campus, at the beginning and end of the academic year.
2. **on the Senate’s Canvas site:** https://
3. on the KSC Senate’s website: [http://www.keene.edu/senate/senate-curriculum-committee/](http://www.keene.edu/senate/senate-curriculum-committee/).

Proposal sponsors must use the SCC’s 2014-15 curriculum forms.

There are two kinds of curriculum proposal forms:
- Program Proposal Forms: for changes to a major, minor, or other academic program
- Course Proposal Forms: for changes to an individual course

Proposal sponsors are responsible for the following items:

1. If a course proposal is for a required course in a major or other program, a program proposal is also required.
2. All proposals must be submitted in electronic format including signature pages.
3. All proposals must be in Microsoft Word .doc or .docx or other editable format; any proposal submitted in pdf format will be returned to the proposal sponsor.
4. A proposal will be returned to the sponsor if the form is outdated, incomplete, or requires substantial editing.
5. Proposal sponsors are responsible for monitoring the progress of their proposals throughout the curriculum approval process.

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The following information is required on the **Program Proposal Form**:

Proposal sponsors must use the SCC’s 2014-15 curriculum forms.

**Date of Submission:** Provide the date of submission to the school curriculum committee or ISP Interdisciplinary Subcommittee as appropriate.

**Sponsoring Program and Chair:** Identify the sponsoring department(s) and chair(s). Include contact information.

**Proposal Sponsor:** Identify the faculty member who should be contacted regarding the proposal. Include phone number and email address. This person has the option of attending School, ISP Interdisciplinary and SCC meetings where the proposal will be reviewed, or to send a proxy. The proposal sponsor assumes the responsibility for the timely and correct submission of the proposal and all related documentation, including the signature page.

**Proposed Action:** Select the type(s) of action proposed:

- Program addition - to create a new minor, major, or other academic program
- Program deletion - to delete a current minor, major, or other academic program
- Program redesign - to change the curriculum of a current minor, major, or other academic program
- **Change in academic standards** (e.g., admissions and completion requirements) - to add, change, or delete program-specific academic standards for a major, minor, or other academic program, such as admissions and completion requirements
- Articulation agreement affected - to enact a curriculum change based on an articulation agreement with another institution or agency
- Other - please specify

**Note** - a proposal for a change in academic standards must also be reviewed and approved by the KSC Senate Academic Standards Committee; proposal sponsors are responsible for contacting the standards committee chair.

**Current Program:** Provide the program information in its entirety as it exists in the *Catalog*. You may copy the information electronically from [http://www.keene.edu/catalog/](http://www.keene.edu/catalog/).

**Proposed Program Addition or Revision:** Provide the name of the proposed program in its entirety and as it would appear in the *Catalog*. If a program revision, the entire Current Program (see above) should reappear here with program changes highlighted in boldface. If the proposed changes will affect other programs, please provide a list of the affected programs. New prefixes are approved through the course approval process.
Program Objectives and/or Learning Outcomes: Provide a list of the program objectives, learning outcomes, or both. Program objectives may be defined as the knowledge and skills the student will have an opportunity to gain as a result of completing this program of study. Learning outcomes may be defined as the knowledge and skills students will be expected to demonstrate by completion of this program of study. See Section 6 for additional information on objectives and outcomes.

Rationale: Explain why this program change is being made. Address the connection with institutional mission and program objectives and/or learning outcomes.

Resources: Indicate whether additional staffing will be required by the program change. Review the adequacy of facilities and equipment. Also, consider the long-term impact of adding or altering a program. Review current library sources and consider additional resources that will be required. Indicate whether the librarian liaison has been consulted to determine the adequacy of library resources.

Advisory Opinions: Provide the names of affected departments or programs and include responses. Advisory opinions are required whenever a proposal affects or overlaps with the curricula of other programs not represented in the proposer’s School Curriculum Committee. An Advisory Opinion must be solicited at least three weeks prior to delivery of the proposal to the School Curriculum Committee or ISP Interdisciplinary Subcommittee. Affected departments have three weeks to respond to the request for an Advisory Opinion. Responses should be attached to the proposal. In the event that affected departments do not respond, evidence of the request for an Advisory Opinion from non-respondents must be provided. If a proposal affects a curriculum in a School other than that of the sponsor, each relevant department and the School Curriculum Committee in that School must review and approve the proposal as well.

Electronic Signature Page: Provide the program title at the top of the page. The electronic signature series is to be completed in the prescribed order: the sponsoring program’s chair, advisory opinions of affected departments/programs, dean, school curriculum committee, ISP Interdisciplinary Subcommittee, SCC, college senate, provost/VPAA, president (as needed).

The following information is required on the Course Proposal Form:

Proposal sponsors must use the SCC’s 2014-15 curriculum forms.
Date of Submission: Provide the date of submission to the school curriculum committee or ISP Interdisciplinary Subcommittee, as appropriate.

Sponsoring Program and Chair: Identify the sponsoring program(s) and chair(s). Include contact information.

Proposal Sponsor: Identify the faculty member who should be contacted regarding the proposal. Include phone number and email address. This person has the option to attend School, Interdisciplinary and SCC meetings to discuss the proposal, or to send a proxy. The proposal sponsor assumes the responsibility for the timely and correct submission of the proposal and all related documentation, including the signature page.

Proposed Action: Select the type of action proposed:
- Course addition - create a new course
- Course deletion - delete an existing course from the Catalog (see Note below)
- Number change - change the prefix or number of an existing course
- Title change - change the title of an existing course
- Credit change - change the number of credits of an existing course
- Description change - change the description of an existing course
- Course replacement - replace an existing course with a new course; under course replacement, the existing course will be automatically deleted from the Catalog (i.e., no separate ‘course deletion’ form is needed)
- Other - please specify

Note: Course offering information, prerequisite and co-requisite information, and course deletions that do not impact program requirements do not require curriculum proposal approval. After departmental approval, the changes must be communicated in writing to the Registrar by the department chair.

Current Course Number, Title, and Description: Provide the course information (number, prefix, title, description) as it exists in the Catalog. You may copy the information electronically: http://www.keene.edu/catalog.

Proposed Course Number and Title: Provide the prefix, number, and title of the proposed course in its entirety and as it would appear in the Catalog. Limit the course title to 30 characters, including spaces. If more characters are absolutely necessary for clarity, the sponsor must submit an abbreviated title of 30 characters or less, for use in the student information system and on transcripts. New prefixes are approved through the course approval process.

Proposed Course Description: Provide the proposed course description in its entirety and as it would appear in the Catalog. If the proposal is to revise a course that already exists, please provide the current course information with all changes in boldface. Limit
the Course Description to 50 words, not including prerequisites. Prerequisites should be clear and specific, e.g., as courses (e.g., ITW 101) or number of credits required. Specify semester(s) the course will be offered. Please note that if the course is a major or minor requirement, one or more of the following course offerings should be indicated: fall, spring, summer, winter, fall even years, fall odd years, spring even years, spring odd years.

**Course Objectives and/or Learning Outcomes:** Provide a list of the course objectives, learning outcomes, or both. Course objectives may be defined as the knowledge and skills the student will have an opportunity to gain as a result of completing this course. Learning outcomes may be defined as the knowledge and skills students will be expected to demonstrate by completion of this course. See Section 6 for additional information about objectives and outcomes.

**Rationale:** Explain why this change is being made. Address the connection with institutional mission and program objectives and/or learning outcomes.

**Resources:** Indicate whether additional staffing will be required by the change. Review the adequacy of facilities and equipment. Also, consider the long-term impact of adding or altering a course. Review current library sources and consider additional resources that will be required. Indicate whether the librarian liaison has been consulted to determine the adequacy of library resources.

**Advisory Opinions:** Advisory opinions are required whenever a proposal affects the curricula of other programs. List the names of affected departments or programs and include responses. An Advisory Opinion must be solicited at least three weeks prior to delivery of the proposal to the School Curriculum Committee or ISP Interdisciplinary Subcommittee. Affected departments have three weeks to respond to the request for an Advisory Opinion. Responses should be attached to the proposal. In the event that affected departments do not respond, evidence of the request for an Advisory Opinion from non-respondents must be provided. If a proposal affects a curriculum in a School other than that of the sponsor, each relevant department and the School Curriculum Committee in that School must review and approve the proposal as well.

**Courtesy Notifications:** Keene State College provides multidisciplinary, transdisciplinary, and interdisciplinary academic experiences for students and faculty through its programs and course offerings. When an academic program proposes to add a new course or topic that crosses disciplinary boundaries into the content of another KSC academic program, the proposal sponsor (or department chair) should send a ‘courtesy notification’ to the other program(s) with information about the proposed course. The courtesy notification allows faculty to know what new courses may become available across campus that have content of their ‘home’ program, thereby improving communication and academic advisement across all programs. The
courtesy notification is not an advisory opinion. An opinion is not being solicited by the courtesy notification; in case of feedback, the proposal sponsor is free to attach any response, but is under no obligation to do so.

**Syllabus for Course Additions:** Proposals for new courses should not duplicate existing or other proposed courses in the department or courses in the Integrative Studies Program. When a new course is being proposed, a syllabus with the following information must be appended to the course proposal:

- Course title, prefix, and number
- Catalog description
- Course objectives and learning outcomes
- Course methodology. Briefly describe your approach to the course (e.g., lecture, discussion, demonstrations, etc.)
- Sample readings, instructional materials, and a list of reserve readings where appropriate
- Course topic outline
- Descriptions of other noteworthy aspects of the course (e.g., service learning, interdisciplinary, honors course)

**Electronic Signature Page:** Provide the course prefix, number, and title at the top of the page. Proposals need to be signed in the following order: the sponsoring program, advisory opinions of affected departments/programs, dean, school curriculum committee, ISP Interdisciplinary Subcommittee, SCC, college senate, provost/VPAA.

**Section 3. Completing the curriculum revision & approval process**

At Keene State College, the **faculty** is primarily responsible for designing and maintaining the curriculum. The Deans, Assistant Deans, School Curriculum Committees, ISP Interdisciplinary Subcommittee, SCC, and Senate are responsible for successive stages of curriculum revision approval.

Any member of the campus community may access documentation related to the curriculum process via the Senate’s Canvas site, which contains curriculum forms and information for the present year, current proposals under consideration by the SCC and Senate, and proposals already presented to and approved by the Senate within this academic year. An archive of curriculum approval documentation from prior years is located at KSCommons.

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As outlined in Section 1, a proposal for changing any academic program or course must be reviewed and approved in a prescribed series of steps. An electronic signature page must be appended to each proposal, verifying that the review process has been fulfilled. All changes to KSC curricula must follow the curriculum revision and approval process - no exceptions.

1. **Department or program** - All proposals must be approved by the sponsoring department(s) or program(s).

   **Drafting curriculum proposals (spring semester):**
   - Curriculum changes should be discussed by the academic department/program during the spring semester and during the scheduled curriculum/assessment day for faculty.

   **Approval of curriculum proposals (spring semester & early fall semester):**
   - If curriculum changes affect the curricula of current academic programs (majors or minors), contact those programs for an advisory opinion.
   - A majority of the members of a department or program must vote to approve a proposal before it can proceed to the Dean’s Office.
   - The chair or coordinator must record the vote, sign the proposal, and then advance the proposal to the Dean’s Office.

2. **Dean or Assistant Dean** - All proposals must be reviewed by the Dean or Assistant Dean responsible for the sponsoring department(s) or program(s).

   The School Dean is responsible for the overall curriculum plan and budget for his or her academic school and maintaining standards consistent with accrediting agency requirements. The dean also acts as the school’s liaison to the office of the Provost. The Assistant Dean often represents the Dean in curriculum matters.

   - The Dean’s Office may return a proposal to the sponsoring department or program for additional information or clarification.
   - The Dean will record comments on the proposal and forward to the School Curriculum Committee or Interdisciplinary ISP Subcommittee.
   - All comments about the proposal, must be written electronically into the signature page. The Dean’s Office will be represented at the School Curriculum Committee meetings.

3a. **School Curriculum Committee** - All proposals must be voted upon by the school curriculum committee responsible for the sponsoring department(s) or program(s).
The School Curriculum Committee is responsible for review and approval at the school level. At this level faculty evaluate the proposal from the point of view of other departments in the school. Each School Curriculum Committee includes a representative from each academic department (as defined in the collective bargaining agreement), the ISP Interdisciplinary subcommittee and the Dean’s Office. The chair of the School Curriculum Committee is a voting member. Each member of the committee serves a two-year appointment, with the terms staggered for continuity.

School Curriculum Committees are established at the end of the spring term to serve the following year. The School Dean, (outgoing) School Curriculum Committee chairs and the (outgoing) chair of the SCC are responsible for the recruitment of School Curriculum Committee members. The chair is elected by the School Curriculum Committee membership at that time. The SCC recommends that a department have a curriculum specialist who serves on the respective School Curriculum Committee and stays informed of the curriculum change process. Curriculum specialists are a department’s point person for the curriculum change process.

At the level of the School Curriculum Committee:
- The department or program will provide to the Committee a sufficient number of copies of the proposal for all of its members. These should be received by the chair or coordinator at least one week prior to the Committee meeting.
- To be reviewed by the Committee, a proposal must adhere to all curriculum guidelines, and be free of editorial or typographical errors.
- A proposal must be approved by a majority of the members of the Committee before the proposal advances. A tie vote does not constitute approval. A proposal that is not approved will be returned to the sponsoring department with a request for further information or for revision and resubmission.
- A Committee member must be in attendance to vote. If a member cannot attend a meeting, the member’s department may send another representative to participate in the deliberation and voting.
- Approval by the Committee is necessary for advancement to the next stage.
- The Committee chair or coordinator records the vote of the committee, any relevant comments and the date.
- If the Dean’s Office and the Committee, or both approve a proposal, the Committee chair or coordinator forwards an electronic copy, as well as a paper copy with signature page, to the Chair of the SCC.
- **Special note to proposal sponsors and School Curriculum Committee chairs - If a proposal must be reviewed by more than one School Curriculum Committee (i.e. proposals that transcend schools), the proposal sponsor must coordinate with the committee chairs to ensure that both committees have approved the exact same and final iteration before the proposal is submitted to the SCC.
3b. **ISP Interdisciplinary Subcommittee** - Any course proposal with an II prefix, denoting an ISP Interdisciplinary course, must be reviewed by the ISP Interdisciplinary Subcommittee, not a school curriculum committee.

The **ISP Interdisciplinary Subcommittee** is responsible for review and approval of Interdisciplinary (II) proposals. The ISP Interdisciplinary Subcommittee includes three representatives from each school. School representatives are selected by a process determined by each school. The chair of the ISP Interdisciplinary Subcommittee is a voting member selected by a vote of the committee. Each member of the committee serves a two-year appointment.

The ISP Interdisciplinary Subcommittee membership is established at the end of the spring term to serve the following year. The chair of the ISPC and ISP Interdisciplinary Subcommittee chair are responsible for the recruitment of committee members.

At the level of the Interdisciplinary Subcommittee:
- The department or program will provide to the committee chair a copy of the proposal at least one week prior to the committee meeting.
- The proposal must first be approved by the proposing department and school dean, adhere to all curriculum guidelines and be free of editorial or typographical errors.
- A proposal must be approved by a majority of the members of the committee before the proposal advances. A tie vote does not constitute approval. A proposal that is not approved will be returned to the sponsoring department with a request for further information or for revision and resubmission.
- A committee member must be in attendance to vote.
- Approval by the Committee is necessary for advancement to the next stage.
- The Committee chair records the vote of the committee, any relevant comments and the date.
- If the committee approves a proposal, the committee chair or coordinator forwards an electronic copy, as well as a paper copy with signature page, to the Chair of the SCC.

**Special note to proposal sponsors** -
If a proposal must be reviewed by more than one School Dean and department, (e.g. cross listed courses) the proposal sponsor must coordinate with the committee chair to ensure that both schools and departments have approved the exact same and final iteration before the proposal is submitted to the SCC.

**Criteria for approving II course Proposals**

The following checklist outlines the criteria that the II Subcommittee will use to evaluate II course proposals:
8. Does the course description clearly explain the interdisciplinary nature of the class?

9. Are the disciplines that the course will include listed, and are the perspective(s) it will take discussed?

10. Does the proposal provide a brief overview of research or scholarship done on the course topic or other expertise the proposal sponsor might have in the subject?

11. Does the proposal include interdisciplinary and ISP Integrative outcomes?

12. Does the proposal include an attached syllabus that clearly outlines its inter-, multi- and/or transdisciplinary perspective?

13. Does the proposal identify the rubrics that will be used (#1-4) to assess student work at the end of the semester?

14. Is the proposal signed by the Departmental Chair and Dean?

4. Senate Curriculum Committee - All proposals must be reviewed by the SCC; in certain cases, proposals must be approved by the SCC.

The SCC is a subcommittee of the College Senate. Its membership is determined by the by-laws of the KSC Senate (Article VII. B). It oversees the entire curriculum process and has the authority to return any proposal that does not comply with the curriculum guidelines.

The SCC votes on proposals that fit any of the following categories:
- new degree, major or minor
- program revision (e.g. program proposal)
- split vote from the Dean’s Office and the School Curriculum Committee
- course proposal that crosses school lines

Additional considerations of note:
- Questions regarding proposals where jurisdiction may not be clear should be directed to the SCC chair.
- When a proposal requires review by the SCC, the SCC chair must receive it one week in advance of the SCC meeting where it will be reviewed.
- All proposals must be reviewed, voted upon, and approved for the proposal to be presented to the Senate. If a proposal is not approved, it is returned to the sponsoring department.
• A Committee member must be in attendance to vote.
• The Chair of the SCC will record the committee’s vote and comments in meeting minutes. Proposals that have been approved by the SCC also need to be voted upon by the Senate. The SCC chair will provide substantive information about program proposals where Senate approval is required, and a brief summary of those proposals not voted upon by the SCC as information to the Senate. This information is submitted to the clerk of the Senate (by the Friday before the next Senate meeting) for distribution with the Senate agenda.

5. **College Senate** - All proposals reviewed and approved by the SCC are presented to the College Senate; in certain cases, proposals must be approved by the full College Senate.

The **College Senate** must vote on all course and program proposals that cross school lines and on major changes in college curriculum (e.g. program proposals). The College Senate receives as “information only” all other curriculum changes from the SCC.

Article VI.F (Parliamentary Rules / Presentation of Motions) of the KSC Senate Bylaws states: “In the case of a curriculum package proposal, the presentation of a program packet may be put forward as one motion which includes the course proposals. If a senator wishes for the Senate to discuss and/or amend a document created by the SCC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.”

Proposals voted upon and reviewed by the SCC must also be reviewed and approved by a Senate vote. If a senator would like the Senate to discuss an approved proposal presented to the Senate as information, a motion and a second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote. The SCC chair records the Senate vote and forwards approved proposals to the Provost. The SCC chair will move approved proposal from “Proposals before the Senate” to “Senate approved proposals” on the SCC Blackboard site for the editor of the *Catalog* to access.

6. **Provost** - All program proposals approved by the Provost of the College must be communicated to the Registrar. The Provost is responsible for approving any new program proposals and revisions of existing programs.

7. **President of the College** - All program proposals both for new programs as well as those with substantial changes requiring additional resources must also be approved by the President of the College. The President delegates all other program approvals to the Provost.

**Additional Notes**
Editorial Changes
Editorial changes are defined as changes to catalog content that do not otherwise require submission of a formal curriculum proposal. If a department or program has identified a potential editorial change, or if there is some question as to the nature of the change, the SCC chair should be consulted. Editorial changes such as discrepancies with Senate-approved documentation, typographical concerns, etc. should be communicated directly to the Editor of the Catalog in the Registrar’s Office.

Course offering information, prerequisite and co-requisite information, and course deletions that do not impact program requirements do not require curriculum proposal approval. After departmental approval, these changes must be communicated in writing to the Registrar by the department chair.

Three-Year Rule
Each fall, the SCC will send the department chairs and coordinators a list of the courses that have not been offered in the past three years. At that time, chairs and coordinators must present a compelling rationale for continuing to list the course in the Catalog. Courses not offered within a three-year span receive a course status code of “inactive” in the Student Information System and will not be listed in the Catalog. A course can be re-activated once the department chair and/or dean have notified the SCC chair. The department chair will have access to the list of de-activated courses.

Cross-listing of Courses
Requests for cross-listing will be considered provided that most of the course content is not readily identified as exclusively belonging to one department or the other but rather crosses the boundary between the two departments. Cross-listed courses must have identical numbers, titles, course descriptions, and prerequisites.

Experimental Course Offerings
Experimental courses are identified as 199 (basic), 399 (advanced), and 599 (graduate). They may be offered as variable credit (1-4 credits) with permission of the program’s faculty and the appropriate school dean. Normally, experimental courses are not repeated. If a topic is to be regularly offered, then it needs to become a course listed in the catalog.

Topics Courses
Courses that include “may be repeated as topics change” within their description provide a place for course topics that are not, for whatever reason, course offerings included in the catalog. However, specific topics offered within these topics courses have not undergone the curriculum approval process required for courses listed in the catalog. Therefore, specific topics cannot be listed as either elective or required courses for a major or minor program.
Section 4. Guidelines for approving new programs, new options and concentrations, changes in program degree designations, and mergers, consolidations, and splits in existing programs

New Majors: Guidelines for Curriculum Development
When proposing new programs or redesigning existing ones, the following questions must be addressed and the following kinds of information provided prior to the review and potential approval of a proposal.

Description of the Program
- Describe the curriculum; include descriptions of new or altered courses being proposed and courses being deleted.
- How does it relate to the mission of Keene State College?
- Why is this (new) program being proposed or changed?
- Who is the intended audience?
- What are the program objectives and learning outcomes?
- Does the program have any innovative or unusual features?
- How does this program relate to others at the College; within the University System of New Hampshire?
- Who has been involved in developing the proposal to date?

Course or Program Objective and Learning Outcomes
For each course proposal, faculty must explicitly identify the knowledge students must demonstrate to complete the course successfully. The expectation for student learning will emanate from specific course objectives.

Need for the Program
Faculty developing new program proposals must explicitly identify the need for the new program.

Projected Enrollment and Graduation
Estimate the potential enrollment in, and numbers of graduates from, the program (both majors and non-majors) and state the basis upon which these figures were calculated.

Resources
Estimate the resources required to implement this proposal:
- Faculty: Who will teach in the program? Are additional personnel needed? How many? When?
- What particular kinds of expertise are required for this program? Identify faculty having such expertise. If lacking, what additional expertise is required?
• How will the program be administered? Is additional administrative assistance required?
• What support staff is in place and what, if any, additional support is needed?
• Are library resources adequate, or are additional resources required? In consultation with your librarian liaison, determine whether library resources are adequate to support this course addition or program change.
• Are additional equipment and/or supplies needed? Specify and estimate the approximate cost.
• Are space and physical facilities adequate? If not, what extra space or facilities are needed? Approximate cost?

Section 5. Minors: Guidelines for curriculum development or revision

A minor is a coherent set of courses (normally 20-24 credits) in a discipline or related disciplines smaller in scope than the major. A maximum of 9 credits of courses required for the major may also be used to complete requirements for the minor.

A proposal to establish a minor for a particular discipline should define the philosophy and purpose of the minor and explain how the design of the minor achieves that purpose. It should also indicate the degree of student interest anticipated, and its prospective impact upon course enrollments, faculty load and staffing, budget, and its impact upon other courses and programs. Faculty members are encouraged to study existing minors in the Catalog as models.

For practical and academic reasons, a discipline offering a minor program should be staffed by at least two full-time faculty members.

Minors should include both lower and upper division courses, and should utilize existing courses whenever possible.

Minors in the liberal arts or sciences typically reflect breadth rather than depth. For some minors, it may be a priority for the program to address basic competencies.

Courses used to satisfy requirements for the minor may also be used to satisfy ISP requirements when such courses meet the established criteria for ISP. Credits earned in courses used to satisfy multiple requirements will count once toward the total number of credits required for graduation.
Section 6. Guidelines for developing objectives and learning outcomes

Program objectives and learning outcomes must be identified when a proposal for a new course or program is submitted. The sponsor must identify how a proposal affects objectives and learning outcomes for an existing program or course.

Objectives identify what the program, course, and/or professor will do. Learning Outcomes identify the knowledge and skills that a student will be able to demonstrate, including what learning will be assessed, and how it will be assessed (in addition to course grade) upon completion of the course or program.

There is no single “correct” method of stating intended learning outcomes. The guiding criteria are that the statements are both clear and well understood by faculty and students.

Course or Program Objectives
Identify the knowledge students will have an opportunity to gain, and the professional and intellectual skills they will have an opportunity to develop as a result of completing this course or program of study.

Learning Outcomes
Identify the knowledge, professional skills, and intellectual skills that students will be expected to demonstrate at the completion of this course or program of study.

Sponsors of ISP proposals should carefully align their outcomes statements with ISP Program Outcomes guidelines (http://www.keene.edu/isp/ProgramOutcomes.cfm) and Intellectual Skills Outcomes guidelines (http://www.keene.edu/isp/docs/IntellectualSkillOutcomes.pdf).

Assessment
How will the department/faculty know that learning outcomes have been achieved?
Appendix A. The Program Proposal Form

KEENE STATE COLLEGE
SENATE CURRICULUM COMMITTEE
2014-15 PROGRAM PROPOSAL FORM

** Please refer to the SCC’s Curriculum Guidelines, 2013-14, for instructions on completing this form (see Section 2, pp. 5-7).

Date of Submission:

Sponsoring Program and Chair:

Proposal Sponsor:

Proposed Action: Select the type(s) of action proposed:
  _____ Program addition
  _____ Program deletion
  _____ Program redesign
  _____ Change in academic standards **
  _____ Articulation agreement affected
  _____ Other - please specify

** Note - a proposal for a change in academic standards (e.g., admissions and completion requirements) must also be reviewed and approved by the KSC Senate Academic Standards Committee; proposal sponsors are responsible for contacting the standards committee chair.

Current Program:

Proposed Program:

Program Objectives and/or Learning Outcomes:

Rationale:
Resources:

Advisory Opinions:
SIGNATURE FORM, 2014-2015

Program Title: ________________________________

1. **Sponsoring Program**: _______________________ Chair Signature: __________________
   For ___ Against ___ Abstain___ Absent ___ Date _____________

   **Advisory Opinions:**
   List the names of the affected departments and attach department responses.

2. **Dean:**
   Comment:

   Approved____  Not Approved____
   Signature: ______________________________ Date ______

3. **School Curriculum Committee or the ISP Interdisciplinary Subcommittee:**
   Comment:

   For ___ Against ___ Abstain ___ Absent ___ Chair: __________________________Date ______

4. **Senate Curriculum Committee:**
   Comment:

   For ___ Against ___ Abstain ___ Absent ___ Chair: __________________________Date ______

5. **Keene State College Senate:**
   Passed ___ Failed ___ Information___ Signature: __________________________Date ______

6. **Provost and Vice President for Academic Affairs:**
   Approved___ Not Approved___ Information___ Signature: __________________Date ______

7. **President:**
   Approved___ Not Approved___ Information___ Signature: __________________Date ______
Appendix B. The Course Proposal Form

KEENE STATE COLLEGE
SENATE CURRICULUM COMMITTEE
2014-2015 COURSE PROPOSAL FORM

** Please refer to the SCC’s Curriculum Guidelines, 2013-14, for instructions on completing this form (see Section 2, pp. 7-9).

Date of Submission:

Sponsoring Program and Chair:

Proposal Sponsor:

**Proposed Action**: Select the type(s) of action proposed.

- _____ Course addition
- _____ Number change
- _____ Title change
- _____ Credit change
- _____ Description change
- _____ Course replacement
- _____ Other - please specify

*Note: Course offering information, prerequisite and co-requisite information, and course deletions that do not impact program requirements do not require curriculum proposal approval. After departmental approval, these changes must be communicated in writing to the Registrar by the department chair.

Current Course Prefix, Number, Title, and Description:

Proposed Course Prefix, Number, Title, and Description:

Course Objectives and/or Learning Outcomes:

Rationale:

Resources:

Advisory Opinions:
SIGNATURE FORM, 2014-2015

Course Prefix, Number, & Title: ________________________________

1. Sponsoring Program: ___________________________ Chair Signature: ___________________________
For ___ Against ___ Abstain ___ Absent ___ Date _____________

Advisory Opinions:
List the names of the affected departments and attach department responses.

2. Dean:
Comment:

Approved___ Not Approved___
Signature: ___________________________ Date ______

3. School Curriculum Committee or the ISP Interdisciplinary Subcommittee:
Comment:

For ___ Against ___ Abstain ___ Absent ___ Chair: ___________________________ Date ______

4. Senate Curriculum Committee:
Comment:

For ___ Against ___ Abstain ___ Absent ___ Chair: ___________________________ Date ______

5. Keene State College Senate:
Passed ___ Failed ___ Information ___ Signature: ___________________________ Date ______