AGENDA
for the 441st Meeting
of the
SENATE OF KEENE STATE COLLEGE
Wednesday, September 10, 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 14/15-01]
  ~ Integrative Studies Program Committee Revised Membership and Charge
    [SD 14/15-02]
  ~ Discussion and vote

- Academic Policy Committee

- Academic Standards Committee

- Curriculum Committee

VI. New Business
VII. Adjournment
Senate Executive Committee  
Meeting Notes  
Wednesday, September 3, 2014  
4:00pm, Math Building Conference Room (205)

Present: Bobby Graham, Sally Jean, Kim Schmidl-Gagne, Karen Stanish, Debra White-Stanley, Walter Zakahi

- Senate membership:
  - As Student Body President, Bobby will work with Student Government to select the remaining 3 student Senators.
  - There is still one vacant P&GS faculty Senator Seat. Karen will contact Wayne Hartz, Interim Dean of Professional and Graduate Studies to ask him to try again to fill this seat.

- The SEC has selected Kim Schmidl-Gagne to serve as the Senate Parliamentarian for 2014-2015.

- The SEC has asked Cheryl Martin to continue as Senate Clerk for 2014-2015.

- Because of a scheduling conflict, the SEC has granted Mike Welsh a leave of absence from the Senate for the Fall 2014 semester. Per the Senate by-laws Article VIII, Section E, part 4a, Wes Martin will fill Mike’s seat for the semester.

- Integrative Studies Program Committee

  Motion: The SEC moves to approve the revised Integrative Studies Program Committee Membership and Charge in [SD 14/15-2]

- Charges to the Academic Policy Committee (APC)
  - Elect chair
  - 24-hour Access Policy: Identify challenges and suggest potential solutions
  - Academic Honesty Policy:
    - Approve new educational sanctions
    - Appeals process
    - General periodic review of the policy, as required by the policy, and update policy, if necessary

- Charges to the Academic Standards Committee (ASC)
  - Elect chair
From: Senate Executive Committee  
Date: Wednesday, September 10, 2014

Integrative Studies Program Committee

Membership
- ISP Manager supported by an Administrative Program Coordinator, both appointed by the Provost
- II Coordinator
- IQL Coordinator
- ITW Coordinator
- Director of the Office of Institutional Assessment
- Academic administrator with knowledge of implementation of curricular programs, as appointed by the Provost
- One or two student representatives, as selected by Student Government

Elected Members:
- Faculty member from the Library
- Faculty member from Arts and Humanities
- Faculty member from Professional and Graduate Studies
- Faculty member from Sciences and Social Sciences
- Adjunct faculty member

Manager
Responsibilities:
- Provide management for the ISPC to succeed in meeting the charge below (derived from the ISP Task Force in 2011-2012 and the ISP Facilitation and Discussion Team in 2012-2013 reports)
- Working with the Administrative Program Coordinator to convene and hold regular meetings
- Serve as a Senate liaison via the SEC
- Serve as a point person for ISP related communications

Qualifications:
- Tenured faculty member
- Fluency with the Integrative Studies Program

Charge
The Provost and Senate Executive Committee charge the ISPC with the items below. It is the expectation that ISPC will bring any items involving curriculum, policy, or standards to the SEC, who will then forward to the appropriate Senate subcommittee for their deliberation and recommendations to the full Senate, as necessary. The Provost and SEC also request that the ISPC make regular reports to the SEC on committee progress.
Immediate items to be completed and submitted to the SEC by March 31, 2015

- Work with Provost’s Office and Senate Secretary to identify and compile the most current documents related to the curriculum, the outcomes, and the requirements of the ISP. Determine the status of each of those documents. Review and update documents, where appropriate. Where necessary, submit documents to SEC for Senate approval. Maintain and share final documents with campus community using the Senate and ISP webpages.
- Work with the SEC to identify, assess, revise (if necessary), and transparently communicate the governance mechanisms of the Integrative Studies Program Subcommittees.
- Develop a draft definition of “integrative study” that leverages best practice models, reflects campus values, and provides consistency.
- Work with Provost’s Office to create direct on-line access to the ISP with a link from the KSC home page.

Short term items to be completed by May 2015:

- Forward recommendations to SEC for a simplified program structure.
  - Develop 3-4 assessable programmatic outcomes. Work with OIA to create rubrics that work across disciplines.
  - Simplify the language of the program to make it more user-friendly.
  - Create opportunities for more inclusiveness and integration across academic disciplines/departments.
  - Integrate ISP courses more fully into majors.
- Work with CELT to engage faculty in regular open conversations about pedagogy in ISP and communicate those notes directly and immediately to the campus.
- Evaluate the effectiveness and make recommendations regarding the Foundation Courses (ITW and IQL) models and consistent administrative structures.
- Develop memberships and charges for the II, IQL, and ITW subcommittees.

Long term items

- Work with the Administrative Program Coordinator and CELT to update the ISP manual and make it more user-friendly. Consider creating a targeted “Teaching in the ISP” manual for faculty and a “Learning in the ISP” manual for students.
- Build an intentional, sustained emphasis across the ISP and disciplinary majors on quantitative reasoning, writing, and critical and creative thinking.
Other work outside the committee
Other offices within Academic Affairs will support the committee in a number of ways, including the following:

Ongoing expectations for other offices
- The Director of the Office of Institutional Assessment (OIA) will provide regular ongoing updates on ISP related assessment activities and results to the ISPC, SEC, and the campus community.
- CELT will work to engage faculty in regular open conversations about pedagogy in ISP and communicate those notes directly and immediately to the campus.
- CELT will help create more user-friendly faculty and student ISP Manuals.
- CELT and OIA will provide additional opportunities for faculty to discuss the connections between pedagogy and assessment.
- OIA will help to create rubrics that work across disciplines.

Led by Academic Affairs
- Develop more fully the mission component that focuses on a student’s place in the world, personal growth, and social responsibility.
- Bring departments into the planning processes for instruction in ISP for all faculty—tenure-track and adjunct.
- Continue the campus commitment to increase the number of full-time, tenure-track faculty developing and teaching ISP courses.
- Meet with all campus constituencies regarding development of a streamlined set of Perspectives Outcomes or Themes.
- Work with departments to solidify the links between skill development in the ISP and in the major.