**Honors Council**

**Meeting: Wednesday, October 2, 2019**

**12:00 p.m./5:00 p.m., 161 Appalachian Hall**

**\*\* MINUTES \*\***

**Summary of reminders, new initiatives and strategic goals:**

* **Department Honors students may take Honors College courses.** Honors Directors and departmental honors students received the schedule of Spring Honors College; departmental honors students will be able to enroll in these courses if there is space.
* **New thesis release form for NC Docks.** Honors Directors received the new thesis release form (required to include theses in NC Docks). This form must be signed by all members of the committee; in addition, students must request permission to reproduce any copyrighted material (such as images) in the version of their thesis included in NC Docks.
* **Geological and Environmental Sciences** presented curriculum proposals, which were approved with some recommended edits.
* **How to recruit Transfer students into Honors.** We had a long discussion with Jane Rex and Kim Morton from the Office of Transfer Services, which included potential strategies for identifying transfer students who would be candidates for departmental honors. Honors directors might work with the OTC and Admissions to develop identification and communication strategies.

*Noon Meeting Notes:*

1. Meeting convened at noon.
2. HONORS DIRECTORS PRESENT: Mira Waits (ART), Lynn Siefferman (BIO), Cole Edwards (GEOL/ENV), Rich Crepeau (GEOG/PLN), Andrew Smith (PSY), Ellen Lamont (Soc), Paulette Marty (THR).

HONORS COLLEGE STAFF PRESENT: Heather Waldroup (ART/HON), Jeff Vahlbusch (LLC/HON).

GUESTS: Jane Rex and Kim Morton, Office of Transfer Services.

1. A motion to approve the Minutes from September 4, 2019, was made (Paulette, Lynn, second) and unanimously approved.
2. Updates from Jeff:
	1. The Honors College needs departmental honors students’ email addresses in order to send the Honors Wednesday Memo, communicate opportunities, and make it possible for these students to access the Student Opportunity Center. Honors program directors are continuing to supply these email addresses. Directors should consider forwarding this to their colleagues who teach departmental Honors courses in their departments/programs.
	2. The Honors Spring Course Preview is scheduled for October 8, in which faculty who will teach Honors College courses in the Spring will give brief presentations on their course content. The Honors College is inviting all honors students (including departmental honors students) to attend. Jeff will send out the course catalog to departmental honors directors and students. He noted again that departmental honors students will be able to take Honors College courses if there is space.
	3. Jeff has been talking with the Universidad de las Américas Puebla (UDLAP) about reinvigorating a summer research opportunity for Honors students originally started by Leslie Sargent Jones. For next summer (2020), 2-6 students will be needed to pilot the program, doing research in their discipline with faculty for 4-6 weeks.
	4. Jeff continues to work on the Honors College faculty governance model.
	5. Jeff worked with Advancement and sent out a letter last week soliciting donations particularly targeted to Honors College programming.
3. New thesis release form for theses in NC Docks: Heather discussed the new form, developed under direction from the Library. Students will need to acquire signatures from all members of the committee and receive permission to reproduce copyrighted material. Questions should be directed to Agnes Gambill at Belk Library.
4. Cole discussed curriculum proposals from Geological and Environmental Sciences. The department now has just one prefix (GES), so the previous two honors programs will be blended. Heather made one suggestion, which is that the honors program is specifically named in the catalog description. Mira made one suggestion re using specific language around 3.0/B requirement and will forward the suggested language to Cole. A motion to approve the proposals was made, pending revisions (Paulette, Rich, second), and unanimously approved.
5. Ellen posed a question about having the honors thesis credit extend over 2 semesters. Many departments are doing something in this regard, whether it’s having a specific thesis research course or having the thesis be spread out over 2 semesters. Honors directors might consider offering this option.
6. We had a lively discussion about transfer students and departmental Honors with Jane and Kim:
	1. Jane noted that many of our students are bringing in credit.
	2. Lynn asked, how can we find these students and get them started on research early enough?
	3. Jane replied to ask: how do you ID potential honors students?
* Rich: looks for high performing students in 1000-level courses
* Ellen: targets at 3000 level research methods class
* Paulette: pulls list of declared majors with earned hours between 30-70
	1. If they have adequate information, Admissions can craft targeted communication to students coming in with, for example, intended major and particular GPA.
	2. If Honors Council members let Jane know what kind of info they’d ideally like to have, she can communicate with Admissions and Associate Deans.
	3. Students in Tau Sigma (transfer honors society) would be useful as well. Heather will circulate this list from Kim.
	4. Jane asked: how do you track of students once they are in your program?
* Andrew: keeps a database that is periodically updated
* Rich: meeting during advising
* Paulette: varies by program
	1. Lynn noted that she wants to identify the really great students and help them find a mentor, but if she actively recruits, program will get too big given her department’s resources.
	2. Jane reiterated, if directors can identify their needs in terms of information needed and convey this to Heather, she can work on developing some reporting strategies.
	3. Ellen inquired how transfer students were recruited; this comes from Admissions.
	4. Paulette described her department’s “Theatre student for a day” program, held several times a year, and stressed that their honors program has also been an outstanding recruitment tool.
1. The meeting adjourned at 1 pm (Heather, Ellen second).

*5 p.m. Meeting Notes*

1. Meeting convened at 5:00 p.m.
2. HONORS DIRECTORS PRESENT: Raghu Mohan (ComSci), Cole Edwards (GEOL/ENV), Herman van Werkhoven (ExSci), Ellen Key (PS/CJ), Bill Cook (MAT), Tony Calamai (PHY/AST), Susan Doll (STBE).

HONORS COLLEGE STAFF PRESENT: Heather Waldroup (ART/HON), Jeff Vahlbusch (LLC/HON).

GUESTS: Jane Rex and Kim Morton, Office of Transfer Services.

1. A motion to approve the Minutes from September 4, 2019, was made (Bill, Tony, second) and approved.
2. Heather reviewed the new release form for honors theses to be included in NC Docks. Students will need to acquire signatures from all members of the committee and receive permission to reproduce copyrighted material, such as images. Questions should be directed to Agnes Gambill at Belk Library.
3. Updates from Jeff:
	1. The Honors College needs the names and email addresses of students in departmental honors programs in order to send these students the Honors Wednesday Memo, make them aware of various opportunities, and enable them to enroll in the Student Opportunity Center. Honors Directors should continue to submit names of students in their honors programs.
	2. The Honors College course catalog is almost done and will be circulated to departmental honors directors and students. Departmental honors students will be invited to enroll in Honors College courses if space is available.
	3. It is the wish of the Honors College to begin to pay for medals for departmental honors students.
	4. Last week Jeff sent the first of what is meant to be an annual solicitation letter to 1,000 recipients, ideally to raise funds for Honors College programming.
	5. Jeff has been working to make it possible for honors students to travel to Mexico over the summer to do research with faculty at Universidad de las Américas Puebla (UDLAP), and hopes to get 2-6 students to pilot the program. Susan noted that 5 UDLAP students came to work in STBE over the summer also.
4. Cole reviewed honors proposals from Geological and Environmental Sciences. It was suggested that he remove language specific to the program from the description of the thesis course and place this information in the program description. A motion was made to approve the proposals pending revisions (Herman, Bill second); the motion passed with a unanimous vote.
5. Jane and Kim facilitated a lively discussion of transfer students in Honors:
	1. Kim reviewed data on transfer students. Transfer students do perform well so would be a good population to recruit for Honors.
	2. Jane: noted that difference is now “students with credit” and “students without credit” – the landscape of our students has changed significantly.
	3. Tony discussed his recruitment method; he would like to be able to ID students sooner.
	4. Bill noted that his department (Mathematical Sciences) offers an honors version of a sophomore-level required course; he gets a list of folks whose major GPA is above a certain threshold, and also asks colleagues for recommendations.
	5. Jane noted that if a department would like to recruit before a student even arrives, it’s possible to establish communication with students in an intended major: craft an email that admissions can send out.
	6. It’s also possible to access data on the students through the Registrar or IRAP, possibly building an honors dashboard.
	7. Jane also reminded departments to have a robust website with opportunities for honors but also include transfer students in this page.
6. The meeting adjourned at 6 pm (Susan, Cole, second).

Respectfully submitted for review this 10 October, 2019, by Heather Waldroup.

NEXT MEETING: The next meeting will be November 6, 2019, at 12:00 p.m./5:00 p.m. in 161 Appalachian Hall.