**Honors Council**

**Meeting: Wednesday, September 4, 2019**

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

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

**Summary of reminders, new initiatives, and strategic goals from both meetings:**

* The Honors College has a subscription to the Student Opportunity Center, a resource for honors-related opportunities such as publishing, presentations, and internships. We’d like to make this available to departmental honors students.
* The Honors College needs updated email lists of current departmental honors students (for the Student Opportunity Center and other opportunities).
* Departmental Honors students will be invited to enroll in Honors College courses in the Spring, pending space availability. Honors directors will be receiving the Honors College course catalog.
* Departmental honors programs need to have Honors Blocks in DegreeWorks for various purposes (tracking students, advising, and in order for Honors to appear on the transcript).
* Jeff is working on a faculty governance plan for the Honors College: a standing committee selected in accordance with principles of faculty governance that would be involved in the deliberation of honors college issues and serve as a DPC equivalent.

*Noon Meeting Notes:*

1. Meeting convened at noon.
2. HONORS DIRECTORS PRESENT: Mira Waits (ART), Jennifer Grey (COM), Rich Crepeau (GEOG/PLN), Ellen Key (PS/CJ), Lynn Mosteller (PSY), Erin Bouldin (PH), Ellen Lamont (Soc), Paulette Marty (THR).

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

GUESTS: Natalie Blackwelder, Hannah Elicker (PSY)

1. A motion to approve the Minutes from April 3, 2019, was made (P Marty, M Waits, second) and approved.
2. Reports from Jeff Vahlbusch:
	1. The Honors College has a subscription to the Student Opportunity Center, with links to high impact opportunities for honors students. Honors faculty and students will have memberships and the ability to post opportunities. The HC would like to make this available to departmental honors students; to do so, we need email addresses of current students so they can make accounts.

b. Honors College Courses: departmental honors students will be invited to take if there is space; directors will receive a course catalog.

1. Faculty governance: Jeff met with chair of the Faculty Senate, Michael Behrent; no faculty governance structure for the Honors College is mentioned in the faculty handbook; Michael spoke with Jacqui Bergman about this issue; Jeff will draft a formal proposal this semester to develop a faculty governance plan, which he hopes to have approved by Faculty Senate in February. The plan is to have a standing committee selected in accordance with principles of faculty governance that would be involved in deliberation of honors college issues and serve as a DPC equivalent.
2. Recruitment discussion:
	1. Lynn Mosteller notes that she downloads all majors from Banner; pulls out key criteria (GPA etc); pull out the students who would meet base qualifications; checks against list of current students. She then emails potential new honors students to invite them – would be willing to share the email she sends. She holds two info sessions at the end of each semester to talk about honors, what is the process, requirements, how it fits into academic plan, what is the thesis like, why would you do this? She will forward the letter to Heather, which will be shared on the Google Drive.
	2. Heather reminded faculty to share NC Docks with their students also.
	3. Jennifer Grey noted that she has the ability to run reports via Banner; sends email with invitation; has honors Facebook and Twitter; has handbook which she links to; has occasional events, such as Thesis Think in the fall in which students can brainstorm about theses; have a spotlight on the website/social media; builds a community/cohort; strives for visibility of the program.
	4. Mira Waits discussed recruitment strategies which included an enhanced website presence (created when the departmental site was being updated), increased engagement/accessibility, developing momentum in the program; teaching strategies; medals for graduates.
	5. Jeff asked if we should we think about having a single departmental honors medal, and there was interest in this.
3. Ellen Lamont asked, at what point in the curriculum should one recruit students? – the general response was, to focus on sophomores so they have time to complete the program but have enough courses under their belt.
4. Paulette Marty described a standard application deadline of November 1; recruits at 40-80 earned hours; winnowing tends to happen at proposal level; full faculty review the proposals. They hope to standardize rigor and expectations especially because there’s such a wide variety of projects happening in Theatre.
5. Rich Crepeau noted that his department connect the student’s proposal with a specific supervisor and includes honors work in P&T documents.
6. The meeting adjourned at 12:50 pm (M Waits, E Lamont, second).

*5 p.m. Meeting Notes:*

1. Meeting convened at 5:00 p.m.
2. HONORS DIRECTORS PRESENT: Tim Smith (ANT), Lyn Siefferman (BIO), Raghu Mohan (ComSci), Marianne Adams (DAN), Jennifer Wilson (ENG), Cole Edwards (GEOL/ENV), Herman van Werkhoven (ExSci), Joe Gonzalez (GLS/IDS), Bill Cook (MAT), Laura Ammon (P&R), Tony Calamai (PHY/AST), Emily Dakin (SW), Susan Doll (STBE).

HONORS COLLEGE STAFF PRESENT: Heather Waldroup (Art/HON); Jeff Vahlbusch (LLC/HON).

1. A motion to approve the Minutes from April 3, 2019, was made (C Edwards, L Ammon, second) and approved.
2. Reports from Jeff Vahlbusch:
	1. The Honors College has a pilot subscription to the Student Opportunity Center. The HC would like to include departmental honors students in this initiative; we need list of current student emails.
	2. Jeff is working on the Spring course catalog. Departmental honors students will get a copy and will be invited to enroll as space allows. Herman van Werkhoven asked where it would fall on their program of study; Heather Waldroup noted that it would be up to the academic advisor to discern this (note also: HON 2515 and 3515 are in Gen Ed).
	3. Jeff expanded his discussion of faculty governance and noted that the Honors College appears twice in the Faculty Handbook (in a list of colleges and as ex officio membership on admissions committee). Otherwise the Honors College is not structurally or operationally part of the university’s faculty governance structure. Jeff consulted with Michael Behrent and Jacqui Bergman; will draft a formal proposal which he will bring to honors council for feedback and suggestions; will take it through formal governance channels. His goal is to have a standing committee selected in accordance with university faculty governance principles; involved with curriculum, evaluation, policy development, etc., and also needs to serve as a DPC equivalent. Tony Calamai noted that it will need to go through the Faculty Governance committee of the Senate as part of the approval process.
3. Reminders/general questions:
	1. Heather Waldroup reminded everyone to send curriculum changes through Honors Council and clarified what needs to go through AP&P (specifically: updates to the bulletin) and what does not. Programs were advised to keep their bulletin descriptions more general and use websites for specific information, such as contact information for directors.
	2. Susan Doll asked questions about how to make Registrar Information Requests; Heather reviewed the process.
4. Recruiting:
	1. Herman noted a much more narrow recruitment approach – perhaps 10 students plus faculty recommendations.
	2. Susan noted that she holds an interest meeting.
	3. An issue seems to be 2000-level honors courses: these don’t always fill.
	4. Susan asked about recruiting transfer students. Jeff and Heather will invite Jane Rex and others from her office to discuss ways to identify these students more effectively.
	5. Lynn Mosteller noted that she mentions honors at transfer student orientation and also to transfer student mentors.
	6. Marianne Adams also inquired about identifying students who come in with significant AP credit, etc.
	7. Tim Smith noted that he invites students individually and catches them early on; has an in-house declaration form; he will send examples of forms to share. Heather will start developing a folder of these resources (forms etc).
	8. Lynn Siefferman asked a question about having an honors block on Degree Works: Heather stressed that this is necessary for various reasons (including on honors on transcripts, visibility of the program, advising etc). Heather will resend the information on how to create an honors block (or – how to have your admin/Banner person create one).
	9. Herman asked why students would want to complete both university and departmental honors. This invited a longer discussion. Cole Edwards asked if other universities have both university and departmental; yes, this is very common. Lynn Siefferman noted that in Biology there’s an advantage to bringing University Honors students into the departmental honors program because the department has some budget to support honors students in their research. Tim added that his students will do departmental honors in addition to university honors because the additional honors requirements in the major – ie requirement of three faculty members, writing a grant proposal similar to a Wenner-Gren – helps with getting into grad school in that discipline. Jeff added that this issues does raise questions about double-dipping and stressed the need to look more carefully at curriculum.
5. The meeting adjourned at 6 pm (T Calamai, H van Werkhoven, second).

Respectfully submitted for review this 16 September, 2019, by Heather Waldroup.

NEXT MEETING: The next meeting will be October 2, 2019, at 12:00 p.m./5:00 p.m. in 161 Appalachian Hall.