

Honors Program Committee Meeting Minutes

Meeting – Thursday August 17, 2017 – 3:15 pm – Honors Program duPont 210

Present - Jennifer Barry (CAS), Maria Laura Bocaz (CAS), Daniel Hirshberg (CAS), Donghyun Lee (CAS), Janie Lee (CAS), *ex officio* - Jeanne Campbell (CAS), and Kelli Slunt (CAS)

- 1) Approval of minutes from February 17, 2017 – unanimously approved
- 2) The committee discussed the program duties and role with the new members of the committee. We discussed the leadership of the committee and the committee decided to continue with Kelli serving as chair/secretary.
- 3) The committee also discussed continuing the process of electronic meetings and decided that a lot of the committee business can be conducted via email, especially the time sensitive items that occasionally arise. A deadline for response to electronic business will be set; either 48 hours or one week, depending on the issue.
- 4) Proposed committee meeting dates – can be cancelled if no business exists at that time:
 - All meetings will occur at 3:30 pm in DuPont 210
 - Thursday September 14
 - Thursday October 12
 - Thursday November 16
 - Spring Semester dates will be announced later
- 5) Capstone approval process was discussed by the committee. Kelli will remind seniors of the deadline for the capstone proposal. Once the proposals are submitted through orgsync, Jeanne will assign two members of the committee to read and consider the proposal. If two members approve the proposal, the proposal will be considered approved. If one member denies the proposal, it will be sent to the full committee for consideration. If two or more members deny the proposal, it will be sent back to the student for changes and then the resubmitted proposal will be sent to the whole committee.
- 6) The committee considered a proposal from the Department of Biological Sciences to designate a section of Genetics as an Honors Designated course. The proposal was unanimously approved.

- 7) The committee considered proposals for transfer courses for Honors Program credit from two different students
- a) *Action* - the committee voted unanimously to approve transfer credit for a student for two course proposals transferred from Radford University:
 - a. HRES 103
 - b. HNRS POSC110
 - b) *Action* - the committee voted unanimously to deny transfer credit for two course proposals transferred from Sacred Heart University. Additional information about the distinction between honors and non-honors courses has been requested and resubmission of materials will be accepted before November 1, 2017.
- 8) The committee considered a request from a student to appeal the dismissal from the Honors Program for lower than required GPA.
- Action* – Based on extenuating circumstances outlined in the appeal, it was decided to reinstate the student on probation again within the Honors Program. The committee expects the student to earn at least a 3.5 fall semester GPA in order to work towards raising the overall GPA to 3.2. The student will not be permitted to appeal a future dismissal from the Honors Program. It is recommended that the student should take no more than 4 courses in the fall 2017 semester and should seek recommendations from academic services and faculty advisors.

The meeting ended at 4:30 pm.

Respectfully submitted,

Kelli Slunt

Director of Honors Program, Chair and Secretary of the Honors Program Committee