

Honors Program Committee

Meeting – August 18, 2015 – 10:30 am - Location Monroe 211

Present – John Broome (COE), Daniel Hirshberg (CAS), Lynn Lewis (CAS), Jennifer Polack (CAS), Kelli Slunt (CAS)

Absent – Gary Richards (CAS) – sent comments on agenda by email

New Business

- 1) The committee unanimously approval of minutes/notes for actions from Summer 2015
- 2) Review of Duties of Committee and Role of Honors Program Director

The Director of the Honors Program is an *ex officio* member of the Honors Program Committee but plays a key role in some of the approvals necessary for the program. The committee discussed which items the director can approve and which items would require approval of the committee.

The Director of the Honors Program or administrative assistant will document/approve:

- 1) Participation Co-curricular events
- 2) Completion of the zero credit leadership requirement
- 3) Completion of the zero credit mentoring requirement
- 4) HONR 201 course administration
- 5) Dismissal of students for failure to meet program requirements

The Honors Program Committee will approve:

- 1) Capstone projects
- 2) Curriculum changes
- 3) HN course designations
- 4) Appeals by students

In the case of a tie in a decision, the Director of the Honors Program would break the tie.

The committee also discussed electronic meetings and decided that a lot of the committee business can be conducted via email, especially the time sensitive items that occasionally arise.

The committee decided that the following business can be handled by email as long as a majority of the members respond to the emails:

- Resubmission of HN contracts and course proposals
- Emergency submissions of course proposals or contracts to the committee

- Capstone proposals – will be approved via orgsync – two members of the committee will review each one and if the proposal received two approvals it will be accepted. If necessary, a third member will review the proposals.
- Dismissals and appeals

A deadline for response to electronic business will be set; either 48 hours or one week, depending on the issue.

3) Update on Program and Enrollment

The largest class of HN scholars will join the UMW program (over 100 students). Problems have been encountered with enrolling students in HN designated FSEMs. Also students who are interested in applying to the program (space permitting) are required to complete an HN designated FSEM this semester. This is leading to an increased number of students wishing to contract non-HN FSEMs. It is also a challenge with the LLCs associated with the FSEMs. The committee unanimously voted to eliminate the requirement of an HN designated FSEM. Instead, all HN students would be required to complete an HN designated course in the fall semester. The course could still be an HN designated FSEM. Kelli will write the proposal to the curriculum committee to change the honors program requirements, effective fall 2016.

The committee also discussed the capstone requirement. Many of the honors students are using research projects that fulfill the departmental honors to fulfill the university honors capstone requirement. The committee unanimously voted to require the honors students to present their capstone project at a symposium to be held at the end of each semester on a Saturday. HN students will be required to attend one symposium in advance of graduation as a co-curricular event.

4) Committee Calendar for 2015-2016 Academic Year and Review of Proposals/Requirements

The committee set the following dates for curriculum proposals for the 15-16 academic year:

- HN contracts for fall 2015 semester – August 28, 2015
- HN designation for courses for spring 2016 semester – August 28, 2015
- HN contracts for spring 2016 semester – January 15, 2016
- HN designation for courses for fall 2016 – January 15, 2016

Committee meetings

- September 4th at 1 pm duPont 210
- January 6th at 1 pm duPont 210
- Other spring dates to be determined

- 5) Appeal of dismissal from program by a student – the committee voted unanimously to uphold the decision of the Honors Program Director to dismiss the student for failure to meet program requirements.

The meeting was dismissed at 11:45 am.

Respectfully submitted,

Kelli Slunt

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