

## **Faculty Handbook Requested Changes for the Honors Program Committee, as revised by UFOC**

**MOTION: At the request of the Honors Program Committee, the University Faculty Organization Committee recommends revising the Faculty Handbook to incorporate the changes below.**

### **Current Handbook Language**

**2.8.5 Honors Program Committee** The committee consists of five faculty members appointed as described in section 2.7.2 and the Director of the Honors Program. The committee chair is the faculty director of the Honors Program or one of the appointed faculty members of the committee. The committee's duties are to:

- .1 Study and recommend to the University Faculty Council procedures and criteria for approval, deletion, and alteration of course offerings meeting the Honors Program requirement;
- .2 Review and approve or reject proposals from the various departments for courses to be designated as Honors courses;
- .3 Approve exceptions to the Honors Program curriculum including the contract-based honors courses;
- .4 Develop and maintain a list of approved co-curricular and service opportunities for students participating in the Honors program;
- .5 Review at its discretion the frequency of offering and general relevance of Honors Program courses and make recommendations for changes as appropriate;
- .6 Make information available regarding the procedure and deadlines for proposing courses to the Honors Program Committee; and
- .7 Perform other duties consistent with its charge as assigned by the University Faculty Council.

### **Proposed Changes (in red) with Justification for Changes (in blue)**

The Handbook description and the establishment of the Honors Program Advisory Committee occurred during the 2011-12 academic year in the infancy of the program and has not been revisited since. The duties and role of the committee, the curricular structure of the program, and the staff of the Honors Program have changed since then and the Handbook needs updating to reflect the current membership, duties and role of the committee.

**2.8.5 Honors Program Committee** The committee consists of five faculty members appointed as described in section 2.7.2. ~~and the Director of the Honors Program. The committee also includes, as nonvoting *ex officio* members, the Director, the Assistant Director, and the Honors Program Coordinator. The committee chair is the faculty director of the Honors Program or one of the appointed faculty members of the committee.~~

Justification for changes in the committee membership: when the program was approved by the university but in development without students in the program, the original committee was composed of the Honors Program Director and members of the task force designed to envision an Honors Program. During the initial years, it was useful for the Honors Program Director to serve as chair and member of the committee. As the program has evolved, it makes more sense to model the committee after other advisory committees in which the Director is an *ex officio* member of the committee. This is how the committee has operated in practice for the past several years.

Duties below have been reordered as well as revised for more logical progression.

The committee's duties are to:

.1 Study and recommend to the University Faculty Council procedures and criteria for approval, deletion, and alteration of course offerings meeting the Honors Program requirements;

~~.2~~ Work with Honors Program staff to review and update the Honors Program curriculum and to identify areas of need in curricular offerings; ~~5~~ review at its discretion the frequency of offering and general relevance of Honors Program courses and make recommendations for changes as appropriate;

~~.3~~ Work with colleges and departments to encourage development of HN-designated courses in those areas;

~~.6.4~~ Make information available regarding the procedure and deadlines for proposing courses to the Honors Program Committee;

~~.2.5~~ Review and approve or reject proposals from the various departments for courses to be designated as Honors courses;

Justification for additions, revisions, and reordering: further elaboration of the tasks involved in the curriculum advisory role that the committee plays and clearer articulation of curricular tasks in a logical order

~~.4~~ Approve exceptions to the Honors Program curriculum including the contract-based honors courses;

~~.6~~ Review and approve or reject student applications and appeals, including appeals for exceptions to the Honors Program curriculum; Honors transfer coursework proposals; and Honors Senior Capstone projects;

Justification for omitting old 4 and offering new item: Honors contracts were eliminated from the program effective Fall 2016 so this duty is no longer relevant. In addition, the Honors Program admits transfer students and Honors transfer coursework must be vetted by the program. The committee has the primary responsibility for vetting senior capstone proposals each semester as well.

~~.4 Develop and maintain a list of approved co-curricular and service opportunities for students participating in the Honors program;~~

Justification: this duty is performed by the Honors Program Staff without assistance from the Honors Program Committee.

~~.7 Review and approve or reject applications for Track B admissions to the Honors Program (students who have completed less than two UMW semesters with at least a 3.2 GPA);~~

~~.8 Review and endorse student candidates for Honors-specific recognitions at the regional and national level;~~

~~.9 As needed, stand in for Honors Program staff at Admissions events, UFC meetings, or other university events; and~~

Justification: Adding additional duties to reflect the other duties that the Honors Program Committee has evolved to do as the program has grown.

~~.7~~ .10 Perform other duties consistent with its charge as assigned by the University Faculty Council.