

**MINUTES**  
**HONORS ADVISORY BOARD**

Monday, March 8, 2010  
Crane Room – 9:30 a.m.

**Present:** Michael McGuire (Chair), Rachel Goossen, Reinhild Janzen, Vickie Kelly, Keenan Hogan, Carol Prim, and CJ Crawford (Administrative support)

The committee minutes from February 17, 2010 were approved with one change – add Vickie Kelly to those present at the meeting.

**HONORS STUDENT COUNCIL REPORT**

Michael said the Honors Student Council now exists and will offer students more of a voice in the Honors program. The officers are:

President – Keenan Hogan

Vice President – Erica Koepsel

Secretary – Kelli Coldiron

Treasurer – Katelin Harrell

**OLD BUSINESS**

**Spring Banquet**

Invitations will be sent out this week. It was recommended to have the graduating seniors say a few words. Michael will talk with the two seniors and will also develop a program for the evening.

**Honor Stoles**

Michael would like to hand out the stoles to the graduating seniors at the banquet. A sample is being prepared and the stoles should be ready in time.

**Spring Commencement Reception**

Since there are only two seniors graduating in May, it was decided to cancel the commencement reception and to honor them at the banquet.

**Sub-Committee Reports**

**Communication**

**Honors Contracts** – this is a contract where the professor and student work out an agreement and the Honors dean signs off on it. Michael's goal is to send out a draft of a template for future contracts by March 11 for feedback from the Advisory Board members.

**Updated Wiki pages** – Michael plans to get information about the wiki out this week. People will need to request access.

**Updated Web pages** – need to add students and information about the students to the web page.

**Curriculum** – No update.

**NEW BUSINESS**

**Regularly Scheduled Meetings**

After discussion, it was agreed to try scheduling regular committee meetings once a month on a Wednesday from 12:00 noon to 12:50 p.m. – everyone could bring a brown bag lunch. The exception would be in December and May – meetings would be scheduled for the Wednesday during finals week from 11:30 a.m. – 1:00 p.m. to allow the board to finish up old business and plan for the next semester. Attendance at the meetings was much larger in the fall semester when the meetings began at 12:00 p.m. Rachel recommended that we check with International Programs about the schedule for their brown bag lunches so there wouldn't be a conflict. CJ will work on this and get a meeting schedule set up and notify everyone via email.

**Protocol for Review of Scholarship Applications**

The scholarship subcommittee is Michael, Vickie, Angel and Carol. It was recommended to send PDF files of the applications to all board members who can help to look at them and rank them. The balance in the two scholarship accounts is \$3,164.

**Review of Membership Applications**

Michael passed out applications and said he would like to have each app reviewed by 3 people. Two of the students have 95+ hours. Vickie made a comment about the special needs of gifted and talented students, especially when they are entering college very young. They may need a mentor assigned to them. All feedback from board members on the applications is due to Michael no later than Wednesday, March 10.

**Update on Benefits for Honors Students**

The card reader for HC101 has been installed. Michael would like to see HC101 used as a student study center/lounge.

**Honors on Diploma**

Right now, Michael has been told that if it is done for Honors students, it will open the door for other programs to ask for information to be placed on the diploma. Michael is checking with other University Honors programs to see if and how it is done.

The meeting adjourned at 10:30 a.m.