

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

Wednesday, April 14, 2010  
Lincoln Room – 12:00 p.m.

**Present:** Michael McGuire (Chair), Denise Ottinger, Jennifer Ball, Dean Corwin, Rachel Goossen, Keenan Hogan, Reinhild Janzen, Vickie Kelly, Nan Palmer, Bonnie Peterson, David Pownell, Carol Prim, and CJ Crawford (Administrative support)

The committee minutes from March 8, 2010 were approved.

Michael handed out a list of new fall Honors students.

**HONORS STUDENT COUNCIL REPORT**

Keenan said the Council recently met for the first time. Several topics were on the agenda including benefits and programming ideas. He said there appears to be confusion over when to use the Honors contract. He asked about restructuring the student representation on the Honors Advisory Board – currently there are three student representatives from WSGA. He would like to recommend that at least two of the students be from the Honors Student Council and one student from WSGA. CJ will check on what committee level the Honors Advisory Board is and if a membership change has to go through Faculty Senate.

Michael will be sending out an email asking for preferences about Advisory Board member terms – should there be staggered term limits (maybe 3 years)? Right now, there are no guidelines.

**OLD BUSINESS**

**Regularly Scheduled Meetings**

Meetings have been established through next year – the first Wednesday of every month at 12:00 p.m. in the Crane Room (September 1, October 6, November 3, February 2, March 2, and April 6). The exceptions are in December and May when the meetings will be the Wednesday during finals week at 11:30 a.m. (December 15 and May 11), and there won't be a meeting in January. The first meeting for the 2010-2011 Academic Year is on September 1.

**Membership Applications Results**

Ten new members were accepted for fall. Michael asked if there should be a cutoff tied to the number of hours a student has completed. After discussion, it was agreed that additional fall applications would be accepted with a cutoff date of July 19. This would allow freshmen attending New Student Orientations over the summer to apply for the program. After the July deadline, Michael will send the applications to three board members for feedback.

**Scholarship Applications Results**

Three students were presented with scholarships at the Spring Banquet – Anna Frantz (\$500), Lance Cahill (\$750), and Erica Koepsel (\$1,000). Scholarship amounts were awarded based on the number of Honors courses/hours completed. It was suggested to Michael that he visit with Richard Liedtke to see about additional scholarship funding.

**Course Proposal Criteria**

- 1) Working syllabus
- 2) Rationale for why course should be an honors course
- 3) Vita or statement about qualifications to teach course
- 4) Department Chair approval
- 5) Clear student learning outcomes
- 6) Renew annually

**NEW BUSINESS**

**Honors Contract**

Michael had sent a draft of the Honors Contract to board members for review prior to the meeting. It was recommended to add Department Chair approval and it should clearly state student learning outcomes and measures.

**Curriculum Related: Thesis Requirements**

This will be discussed at the May meeting.

**The next Honors Advisory Board meeting is Wednesday, May 12 at 11:30 a.m. in the Crane Room.**

The meeting adjourned at 12:00 p.m.