Honors and Scholars Program Council

**Meeting Minutes 10/8/14**

*Members in attendance: Maria Domingo, Brenda Ghitulescu, Deborah Hutton, Abby O’Connor, Glenn Steinberg, Deborah Thompson, Julie Ciak, Natalia Zak*

- The Council approved the meeting minutes from 9/17/14 meeting. All were in favor.

- Two dates of importance for the Council: 10/24 outstanding scholar award applications are due, 11/7 Northeast Regional Meeting proposal applications are due**.**

**Action item 1:** Council members will be responsible for reviewing these proposals shortly after due date and select winners

**-** Hutton will invite more honors students to be part of the council. All members were in favor.

- Liz Borland reviewed the script for the focus groups and provided useful feedback to improve the document. These changes have been made to the script and can be found on the Dropbox.

**-** Focus Group times were announced and a sign up sheet was posted in the Dropbox folder. There are two general sessions and 5 classes.

**Action item 1:** Faculty on the council should sign up for two spots. Two faculty members are needed for each focus group.

- Most of the meeting was spent reviewing and discussing the course syllabi. Most classes do adhere to the guidelines that were set up by the council for honors classes. It was noted that it would assist the reviewer if the ways in which the honors criteria were met were clearer on the course syllabi. In many instances its was challenging to assess the courses because the reviewer was unsure what a non-honors course in that area would look like.

**Action item 1:** Based the review process, it was decided that a best practices document should be prepared, reviewed by the council and then shared with faculty (and perhaps CETL) teaching in the honors program. O’Connor will work on the first draft of the document and we will review it at the next meeting in November.