Honors and Scholars Program Council

**Meeting Minutes for 9/17/14**

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

- The Council approved the meeting minutes from 9/1/14 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**.** Council members will be responsible for reviewing these proposals shortly after due date and select winners

- Couse syllabi assessment by the Council

**Action item 1:** Hutton will put together a Dropbox to share ~16 course syllabi for honors courses and the documents outlining what an honors course looks like and the goals of the honors program.

**Action item 2:** Council members will be assigned to review two course syllabi and highlight areas on the syllabi that exemplify the goals of the program and characteristics of an honors course. The students will review a course syllabus of their choice. If a course is cross-listed with a non-honors course evaluate that the syllabus identifies the 20% more work for the honors students. This task will be completed by our next meeting on 10/8.

**-** Wagner reviewed Honors students’ statistics with council showing distribution by school and level. Noted that PAWS tracking limits current data. Suggested that we re-run this data query each semester. All agreed this analysis would help with assessment. No specific actions identified.

**-** Focus Groups – a script was prepared for the facilitator and moderator to read at the upcoming focus groups. To date, three classes will have focus groups and there will be at least one more focus group outside of class time run by the Council. Two Council members will run each focus group. The dates are to be announced, but the timeline for completion of the focus groups is Thanksgiving.

**Action item 1:** Hutton will email honors classes again to try to gain support for more focus groups in class by sharing our script.

**Action item 2:** Hutton will share the focus group script with Liz Borland for review and we will look to approve this document at the next meeting.