Honors and Scholars Program Council

Meeting Minutes from 2/18/15

Members in attendance:

**Faculty/Staff:** Terry Byrne, Maria Domingo, Deborah Hutton, Matt Middleton, Abby O’Connor, Glenn Steinberg

**Students:** Katherine Callahan, Marc Casale, Julie Ciak, Natalia Zak

* Updates from Prof. Hutton:
	+ Deborah Hutton will serve as the honors coordinator for another three-year term. YAY!
	+ There will be a graduate student worker for 5 h/week.
	+ Kit Murphy suggested that the Council put together a small survey for faculty to gather more assessment data. The survey and timeframe for this should be discussed at our next meeting.
	+ The honors conference will be held during Accepted Students Day. Deborah asked for a faculty volunteer to be at the 2 pm session in her place.
	+ Res life will be interviewing honors students to gather perspectives on student life in honors housing.
	+ There will be info sessions on March 2nd and March 5th for students interested in pursuing external scholarships, such as the Fulbright, Goldwater, etc. Many honors students have successfully received these scholarships in the past.
* Student Assessment survey
	+ *Action item: Council will review survey until Friday February 20 and send feedback to O’Connor and Hutton.*
	+ *Action item: Middleton will finalize Qualtrics survey with any last minute comments. He will send out a personalized email to each honors student with reminders to complete the survey. Students will have 3 weeks to complete the survey.*
* Outstanding Honors student prompt and rubric
	+ *Action item: Hutton will review the document and make suggested changes from the meeting.*
	+ *The application will be collected electronically via Qualtrics. This will be sent out to students before spring break. There will be three separate text boxes from students to write about: 1. Project description and role in project; 2. Broader Impacts – Significance of the content of the work; 3. Impact or prestige of dissemination. Each text box will be limited to 2000 characters. Examples will be provided.*
	+ *There will not be a formal rubric for evaluation. Faculty and staff will evaluate the three areas above on a scale of 1 to 3.*
	+ *Winner will be chosen in mid April in time for senior reception (April 23).*
	+ *Minor changes to the student letter were proposed. 1. Clarify the end of the first paragraph in light of the changes to the award form. 2. Update the third paragraph to reflect the changes discussed above for the application. Mainly the electronic submission.*
	+ *Action Item: Matt Middleton will work on the Qualtrics survey using an already available template for the honors applications.*