

Honors and Scholars Program Council
Meeting Minutes: 9/2/2015

Attended: Chris Wagner (vice chair), Maria Domingo, Glenn Steinberg, Terry Byrne, Lee Ann Riccardi, Linda Dempf, Kit Murphy (last 30 min)

Absent: Deborah Thompson (on leave), Staff Representative (not yet assigned), Student Representatives (not yet assigned)

Agenda Item	Decision/Relevant Comments
Welcome and introductions	Thompson on leave. Staff and student reps not assigned yet.
Nominations and election of HSPC Chair & Vice Chair	Wagner elected Chair & Riccardi elected Vice Chair. Both votes were unanimous.
Review and approve meeting minutes from 4/15/2015	Unanimously approved by 2014-2015 members.
HSP students in HSPC meetings	Unanimous agreement that HSP student voice will be valuable, especially for Self Study (see below)
HSPC 2014-2015 Report and 2015-2016 HSP Statistics	Number of freshmen and total number of students increased. A number of activities that the Coordinator organized are on hold until a Coordinator is in place. Unfinished activities from 2014-2015 AY to be discussed for 2015-2016 goals (see below)
Decide on HSPC goals and timeline for AY 2015-2016 <ul style="list-style-type: none"> • Faculty Survey – Fall administration, Spring analysis • Draft Self Study Report • Syllabi Review Document of current courses • Selection of Outstanding Scholar Awardee each semester 	Agreed on 4 proposed items. Syllabi review and Outstanding Scholar Award to be coordinated through the Honors Program Office. Agreed to add analysis of student survey run 2014-2015 AY needed for Self Study. Began discussion of Self Study topics – working document in HSPC folder. External review was discussed as valuable.
Updates from Dr. Kit Murphy	Coordinator Search still progressing. Graduate student assistant on board to help with coordination activities
Other items	None
Next meeting	September 16, 2015 since 1 st Wed of Oct is 5 weeks away

Action	Responsible	Due	Outcome
Review Chair election timing	Wagner	9/16/2015	
Determine process & Post 4/15/2015 minutes	Wagner	9/16/2015	
Determine syllabi collection method and history	Wagner	9/16/2015	
Contact approp. bodies re: staff and student representatives	Wagner	9/16/2015	
Place Call for HSP students	Coordinator (Murphy)	9/16/2015	
Contact J. Sisko re 2007 task force and related documents	Steinberg	9/16/2015	
Begin preparing Q's for Faculty Survey	All	9/14/2015	Will be assembled and discussed at next meeting