

Honors and Scholars Program Council  
Meeting Minutes: 10/7/2015

Attended:

Council Members: Maria Domingo, Glenn Steinberg, Terry Byrne, Lee Ann Riccardi, Kevin Lyons

Honors Program Representatives: Cara Bronander, Lalitya Karra, Marc Casale

Absent: Chris Wagner (excused), Deborah Thompson (on leave), Linda Dempf (excused), Kit Murphy, Kaitlyn Garcia, Madhurima Gundlapally

Agenda Item	Decision/Relevant Comments
09/16/15 meeting minutes status	Advised by Chris Wagner that they were approved by email
Finalize Faculty Survey <ul style="list-style-type: none"> <li>• Complete Questions</li> <li>• Qualtrics Development</li> <li>• Target Launch Date</li> </ul>	Faculty Survey questions completed and placed on R-drive as Draft V3  Maria Domingo (possibly with help from Linda Dempf) will create Qualtrics survey  Qualtrics Draft will be available to rest of HSPC by Wed. Oct 14  Faculty Survey will be sent to Academic Affairs by Mon. Oct. 19  Faculty Survey will launch on Wed, Oct. 21 and be open until Fri., Oct. 31.  An email reminder will sent to the faculty on Wed, Oct. 28  Results will be available for HSPC meeting on 11/4/2015
Plan syllabi review <ul style="list-style-type: none"> <li>• Set timing</li> <li>• Distribution</li> <li>• Common assessment mechanism to generate usable data</li> </ul>	Created a draft rubric for syllabi review (available on R-drive) but had major concerns about the usefulness of doing it. <ul style="list-style-type: none"> <li>• How do we judge “better,” “more,” “enhanced” unless we have similar non-Honors courses syllabi too?</li> <li>• Confusion about the goals of doing the syllabi review: What is the purpose and what will happen to the results? Will faculty who teach Honors courses be given any feedback?</li> </ul> Did not determine timing or distribution
Fall 2015 Outstanding Scholar Award – set timing	Waiting for further information
Northeast Regional Honors Conference – decide on timing of review. Needs to be completed by Dec. 2	Waiting for further information
Other items	None
Next meeting 11/4/2015	No one felt a meeting on 10/21/15 was needed.

Action	Responsible	Due	Outcome
Put faculty survey into Qualtrics	Domingo (Dempf?)	10/14/2015	
Test and finalize Qualtrics survey	All	10/18/2015	
Send Faculty Survey to Academic Affairs with request to send to entire Faculty on Wed., Oct. 21	Wagner	10/19/2015	
Contact Academic Affairs to send reminder email to faculty to complete survey	Wagner	10/28/2015	