UNIVERSITY HONORS PROGRAM
Honors Committee Meeting
317th Meeting
5 October 2012
1:30-3:30 PM, CL 110

APPROVED

Voting members present: Nailya Almagambetova (HHS), William Baker (UCC/LAS), Dave Ballantine (LAS), Greg Conderman (EDUC), Michael Duffy (LIB), Nicholas Pohlman (CEET), Scot Schraunfagel (LAS), Bart Sharp (BUSE), and Honors student Ben Donovan.

Voting members absent: Tim Ryan (LAS) and Honors students Ben Clark, Juliana Leprich, John Price, and Collin Thompson.

Ex-officio members present: Christopher Jones (Honors).

Ex-officio members absent: Anne Birberick (Vice Provost).

Others: Honors staff Dave Changnon, Jes Cisneros, Joanne Ganshirt (Recording clerk), and Vanessa Segundo.

I. Approval of Agenda
Baker/Duffy moved to approve the agenda as presented. The motion passed.

II. Approval of Minutes from 7 September 2012
Baker/Conderman moved to approve the minutes as presented. The motion passed.

III. Associate Vice Provost for University Honors Report
- Jones announced Ballantine will join Changnon as the second faculty advisor to the University Honors House living-learning community.

- Per the request of Pohlman at the September meeting, graduation data have been added to monthly reports prepared by Cisneros.

- Jones reported that “outreach” was his major focus in September and the first week of October. Jones stressed that now that he was in his second year of his appointment and many program improvements and initiatives had been launched, it was time to go out to the campus community to share information about the program’s quantitative and qualitative growth, new initiatives and opportunities for students, and procedures (many of which have been tightened up or clarified in the last year or so). Jones also made it clear that he is always looking for partners to collaborate with to move forward initiatives that will enrich the NIU experience of University Honors students.
To those ends, Jones held productive meetings with the following individuals and groups: dean and associate dean for undergraduate affairs in the College of Business, chair and director of undergraduate studies in the Department of Chemistry and Biochemistry, chair and director of undergraduate studies in the Department of English, acting director of NGOLD, chair of the Department of Economics, dean and associate dean of the College of Visual and Performing Arts, College Senate of the College of Health and Human Sciences, Academic Diversity and Programming Committee, executive director and representatives from the NIU Alumni Association.

Jones reported that he presented at Intercollegiate Athletics “Recruit Day.” This was the first time University Honors participated in this annual event.

Jones noted that he and his wife attended a Department of Accountancy lecture presentation, which they enjoyed very much.

Jones thanked Cisneros and Segundo who joined him for some of the meetings. He also indicated that he, Cisneros, and Segundo would meet with the College Senate of the College of Liberal Arts & Sciences in early October.

Jones explained that he continues to work hard to promote the program to prospective students and their families, alumni and friends, and other external constituents. In addition, Jones said he continues to devote considerable time and energy to ensure university resources are in place to court prospective University Honors students and serve continuing University Honors students.

To those ends, Jones said that he was pleased to announce the NIU Alumni Association will publish an article in its November issue. He was interviewed by the author of the forthcoming article. Jones also met with Kathy Buettner, Vice President for University Relations, on a range of issues. In addition, he met with Kevin Meyer of Media Services who is working on two video projects for the University Honors Program: updating the program’s recruitment video that was first produced last year and filming graduating Honors seniors in action. The second project was requested by President Peters for NIU’s Honors Day. Jones noted that the University Honors House video (commercial) has been shown on national and regional television stations during NIU football games. Furthermore, Jones met with the following Kelly Wesener (Acting Vice President for Students Affairs & Enrollment Management) on the issue of merit scholarships, Michele Stieren and a group of colleagues on admissions communications, and Sandi Yandle on telefund issues.

Jones has participated in several meetings with Vice Provost Birberick and Anne Seitzinger, Director of the Study Abroad Office, on a University Honors freshman study abroad initiative. He has also met with Deb Pierce, Associate Provost for
International Programs, and J.D. Bowers on another Honors study abroad initiative for sophomores, juniors, and seniors.

- Jones reported that the University Honors Program has worked hard to promote student participation in MapWorks.

- Jones met with Nestor Osorio of University Libraries to line up an Honors-only section of UNIV 105 in spring 2013. He also met with Sinclair Bell of the School of Art and Vanessa Segundo to lay the groundwork for launching an annual University Honors-School of Art juried art competition. The resulting artwork will be displayed in the University Honors Capstone Library.

- Jones thanked Changnon for spearheading efforts to improve the University Honors Program’s assessment practices.

- Jones noted that he meets regularly with the two University Honors Scholars as well as three University Honors Fellows who work on projects under his directions. Two fellows are serving as program ambassadors with emphasis on new student recruitment. The other fellow is collecting information related to scholarships, honors societies on campus, and University Honors students who have studied abroad.

- Jones said that the search for the new Assistant to the Associate Vice Provost who in part will serve as the program and NIU’s first coordinator for national scholarships, fellowships, and academic recognitions is nearing the end. The “Part II” paperwork has been completed and is in pipeline. Jones hopes that he can announce the newest member of the University Honors administrative team at the Honors Committee’s November 2 meeting.

- Jones, who chairs the University Scholarship Committee, reported the committee met in late September. The committee approved academic criteria for NIU’s academic merit scholarships and selected this year’s Student Lincoln Laureate. Jones said he was pleased to announce Wayne Duerkes is NIU’s 2012 Student Lincoln Laureate. Jones noted that Duerkes maintains a 4.0 GPA, is a University Honors Scholar, and is very engaged within and beyond the NIU community. He is also a nontraditional student, a veteran, a husband, and a father of three children. Jones said: “In short, Wayne is an incredibly impressive guy, not to mention simply a nice person.”

- Jones met with Provost Alden and Vice Provost Birberick on the issue of academic merit scholarship. Jones expressed deep concern when he learned from the Division of Enrollment Management & Student Affairs the number of academic merit scholarship offers and awards for first-year students were likely to drop by 50% relative to last year. Jones noted that he was aware the total number of dollars available to for all types and levels of scholarships for all incoming
students would be far less this year. However, given the university’s emphasis on strengthening the University Honors Program, he was not aware that merit scholarship awards would decline at the same rate as all scholarship awards. Jones said this year NIU and University Honors recruited 226 University Honors freshmen with strong credentials – average ACT score of 29, top 12.5% of their high school graduating classes, and average high school GPA of 3.94 – and we want to continue this forward momentum.

- Despite his continuing concern, Jones said that was pleased to report that Provost Alden took the matter to President Peters; Vice Provost Birberick has been a strong advocate of the need for sufficient academic merit scholarship dollars to recruit another outstanding class of University Honors freshmen; and Kelly Wesener, Acting Vice President for Scholarships and Enrollment Management, assured Jones that her Division is monitoring the issue very closely, the university’s scholarship plan will be carefully adjusted as the weeks and months unfold, and everything possible will be done to recruit high achieving students to NIU for fall 2013. Jones will keep the committee posted as he learns more.

- Jones thanked the members of the Honors Committee working on the subcommittees. Based on updates from the subcommittee chairs, it appears things are moving along on assessment and other issues.

- Baker asked for clarification about the University Honors housing advertisement airing on regional and national television. Jones explained it was an NIU spot produced by University Relations that featured a University Honors student who lives in the Honors House living-learning community. Jones noted that unlike other videos posted on the University Honors website and for the President’s recent State of the University Address, the University Honors Program had been actively involved when the television spot was created. But Jones noted that he was certainly grateful for the attention to the Honors Program.

Almagambetova asked for clarification on who awards scholarships. Jones explained that academic merit scholarships are awarded centrally by NIU’s Scholarship Office, a unit within the Division of Student Affairs and Enrollment Management. Such awards are made to first-year students based on academic criteria agreed to by the University Scholarships Committee. Freshman applicants with 27 above and top 10% of class are offered scholarships. They are also granted automatic admission to the University Honors Program, but they must follow up and accept their admission. The Honors Program has a much smaller pool of money for tuition waivers and scholarships for continuing NIU Honors students. Those awards are made during the spring semester. Continuing students must apply.

IV. Assistant Director’s Report
Cisneros made the following report:
• He conducted make up sessions of the Lorado Taft retreat for freshmen and informational sessions for new transfer students. There is no Taft equivalent for transfers.

• He staffed a University Honors Program table at the Exploring Majors and Study Abroad Fairs.

• He attended and made a presentation at the Academic Advising Summit.

• He attended meetings of the Honors Student Association. The executive board and general membership meetings are held on alternate weeks.

• He attended an assessment meeting for University Honors where he talked about a Capstone experience rubric.

• The Honors Program Peer Mentoring Program is moving along. He met with Alexa Warner, coordinator of the program, and also the volunteer mentors for a group training session. Some faculty members attended the training and he received very positive feedback from them.

• His course, EPFE 201 Honors, was filmed as part of a new University Honors video.

• He will attend the Graduate School Preparation Seminar on October 6 at the Yordon Center.

• The NIU Open House will be held on October 8. The University Honors Program will have information tables in the Ellington Ballroom and the Regency Room. Three sessions—10 a.m., 11 a.m., and noon—will be held in the University Suite for students and parents interested in the Honors Program. There will also be student panels and refreshments. This format has worked fairly well the last couple of years.

• He has been doing a lot of advising and getting ready to inform students of courses for the spring semester. College advisors will be invited to attend the Honors Program Course Preview Night.

Cisneros also presented enrollment tables and, for the first time, a table showing the University Honors Program graduation numbers for the last few years. The graduation numbers are important for Vision 2020 goals. He noted that minority enrollment is 22%. He is happy with the data at this time.
### October 2012 Monthly Report Tables

#### Table 1
Current Active Honors Enrollment by Phase of Program

<table>
<thead>
<tr>
<th></th>
<th>October 2009</th>
<th>October 2010</th>
<th>October 2011</th>
<th>October 2012</th>
<th>% of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently Pursuing LDH</td>
<td>384</td>
<td>501</td>
<td>515</td>
<td>557</td>
<td>52%</td>
</tr>
<tr>
<td>Currently Pursuing UDH</td>
<td>341</td>
<td>428</td>
<td>525</td>
<td>516</td>
<td>48%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>725</strong></td>
<td><strong>929</strong></td>
<td><strong>1040</strong></td>
<td><strong>1073</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

#### Table 2
Students in Honors by Gender

<table>
<thead>
<tr>
<th></th>
<th>October 2009</th>
<th>October 2010</th>
<th>October 2011</th>
<th>October 2012</th>
<th>% of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>448</td>
<td>598</td>
<td>669</td>
<td>662</td>
<td>62%</td>
</tr>
<tr>
<td>Male</td>
<td>277</td>
<td>331</td>
<td>371</td>
<td>411</td>
<td>38%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>725</strong></td>
<td><strong>929</strong></td>
<td><strong>1040</strong></td>
<td><strong>1073</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

#### Table 3
Current Active Honors Enrollment by College

<table>
<thead>
<tr>
<th>College</th>
<th>October 2009</th>
<th>October 2010</th>
<th>October 2011</th>
<th>October 2012</th>
<th>% of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA&amp;S</td>
<td>349</td>
<td>380</td>
<td>423</td>
<td>425</td>
<td>40%</td>
</tr>
<tr>
<td>Business</td>
<td>146</td>
<td>166</td>
<td>149</td>
<td>150</td>
<td>14%</td>
</tr>
<tr>
<td>V&amp;PA</td>
<td>40</td>
<td>56</td>
<td>68</td>
<td>69</td>
<td>6%</td>
</tr>
<tr>
<td>H&amp;HS</td>
<td>100</td>
<td>189</td>
<td>243</td>
<td>238</td>
<td>22%</td>
</tr>
<tr>
<td>Education</td>
<td>40</td>
<td>61</td>
<td>67</td>
<td>73</td>
<td>7%</td>
</tr>
<tr>
<td>E&amp;ET</td>
<td>27</td>
<td>33</td>
<td>43</td>
<td>85</td>
<td>8%</td>
</tr>
<tr>
<td>Undeclared</td>
<td>23</td>
<td>44</td>
<td>40</td>
<td>33</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>725</strong></td>
<td><strong>929</strong></td>
<td><strong>1033</strong></td>
<td><strong>1073</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

#### Table 4
Students in Honors by Self-Reported Group

<table>
<thead>
<tr>
<th>Group</th>
<th>October 2007*</th>
<th>October 2010</th>
<th>October 2011</th>
<th>October 2012</th>
<th># of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td>29</td>
<td>38</td>
<td>43</td>
<td>59</td>
<td>5%</td>
</tr>
<tr>
<td>Latino</td>
<td>47</td>
<td>42</td>
<td>68</td>
<td>99</td>
<td>9%</td>
</tr>
<tr>
<td>Asian</td>
<td>40</td>
<td>41</td>
<td>47</td>
<td>61</td>
<td>6%</td>
</tr>
<tr>
<td>Caucasian</td>
<td>776</td>
<td>771</td>
<td>836</td>
<td>826</td>
<td>77%</td>
</tr>
<tr>
<td>Native American</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>8</td>
<td>&lt; 1%</td>
</tr>
<tr>
<td>Other</td>
<td>9</td>
<td>18</td>
<td>15</td>
<td>8</td>
<td>&lt; 1%</td>
</tr>
<tr>
<td>None indicated</td>
<td>22</td>
<td>19</td>
<td>26</td>
<td>12</td>
<td>&lt; 1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>929</strong></td>
<td><strong>929</strong></td>
<td><strong>1040</strong></td>
<td><strong>1073</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Total Minority** 125 139 178 235

*Data not collected for October 08 or 09 reports
V. Assistant Director of Programming & Communication Report

Segundo presented the following report:

- Honors House students will participate in a Whirlyball event today (October 5).

- As part of the NIU Open House, Honors House leaders will be conducting tours at the New Residence Hall from 8 a.m. to 2 p.m. She said this would be a good opportunity for any member of the Honors Committee to see the new location.

- She is working with Sinclair Bell from the School of Art on a juried art competition for University Honors students. Submissions are due by November 1. The winning artwork will be used to redecorate the Capstone Library in the Honors Center.

- SOUPer Wednesday has been going well. The minimum number of students attending is 74 and the most is 100. A very complimentary e-mail was received from Joyce Keller of Career Services, who had made a presentation at one of the sessions.
• Plans are being finalized for the Honors Course Preview Night. Because of the number of courses, the event may be split in two with faculty teaching Lower Division Honors speaking from 5-6 p.m. and Upper Division Honors faculty speaking from 6-7 p.m. Priority registration starts on November 5.

• Soccer nights are being organized for games featuring Honors faculty against Honors students.

• An alumni lecture series is being developed for the spring.

• The website is constantly being updated, improved, and expanded. There is a great deal of information, videos and photographs to be found on the site.

VI. Additional Reports & Updates

Sharp said he has received good suggestions regarding the creation of an Honors faculty status. A meeting will be scheduled in the next couple of weeks. It is hoped that recommendations may be made at the Honors Committee meeting on November 2.

Pohlman reported the assessment subcommittee met and created an evaluation sheet for the Honors Capstone experience. This was distributed to committee members for feedback. Pohlman explained this is an attempt to have the faculty mentor of the Honors Capstone experience give an evaluation so the University Honors Program and NIU know if the students are meeting the intended goals of the project. The five questions on the form will give the faculty this ability without taking a great deal of time. The completed evaluations will be given to Cisneros, who will produce a report for the vice provost. Pohlman stressed that he welcomed input from other committee members.

Jones asked about question five on the form. He said the Honors Capstone guidelines do not presently emphasize “the interconnectedness between disciplines.” Cisneros said the Capstone guidelines could be revamped. Pohlman noted that might not be necessary. He said the inclusion of question five was an attempt to link the Honors Capstone experience evaluation to NIU’s baccalaureate goals. He added most evaluators will respond with “not applicable.” Jones indicated that was good to know and he had no problem keeping question five on the proposed form.

Conderman asked how the faculty mentor will know the “Honors-level expectation.” Pohlman said the expectation will be communicated to the faculty mentor by Honors Program staff members. Each mentor will have a different assessment. Jones noted that seasoned faculty mentors may not have any problem knowing what constitutes Honors-level expectations, but that may not be true for first-time mentors. Ballantine said the
discipline will also help determine the expectations. He noted all Chemistry majors have
to do independent research. Thus the comparison with Honors students will be easy.

Referring to further comments from committee members, Pohlman said the
subcommittee tried to be very broad in the criteria. Consequently, that is why only five
points were included. Almagambetova said she thinks that working independently should
be a criterion. Cisneros said that since Honors Capstones by their very nature are
independent study projects, it is expected the work is done independently. Only Honors
students from the College of Engineering engage in team projects. Pohlman said even
those students are expected to do work over and above the normal expectations. Cisneros
added any CEET students still must submit an individual report that explains their
contribution to the team project to satisfy the Honors Capstone requirement.

Jones asked Cisneros if he was satisfied with the assessment tool. Cisneros said he is
satisfied. Schraufnagel noted the first year’s data will not mean anything by itself.
Pohlman agreed that the information will not mean anything, but this is a beginning point
for a process that must be started see if the established expectations are being met.

Duffy asked if mentors using the forms are being asked for the evaluation with the idea
that a faculty mentor may approve a Capstone project that is below the level of
expectation. Pohlman said that would be a judgment call of the mentor. The project may
be completed satisfactorily but might not be to the highest level. Jones said the project or
course grades and the completion of the assessment sheet are two different issues. The
assessment sheet would allow a student to graduate with Honors, but also allow the
mentor a way to indicate displeasure with the project. Ballantine added the comments
section could be the most important part of the assessment form for those wanting to
show displeasure.

Schraufnagel/Baker moved to approve the assessment form as presented. The motion
passed.
Assessment Rubric—Honors Capstone Research Project
Date of Evaluation: ________________

Student: ______________________ Evaluator: _________________________

1 = Student’s project does not meet Honors-level performance expectations.
2 = Student’s project approaches Honors-level performance expectations.
3 = Student’s project meets Honors-level performance expectations.
4 = Student’s project exceeds Honors-level performance expectations.

N/A = Not applicable to this question

Score

1. Student’s Honors Capstone research project demonstrates *a developing knowledge of scholarship* in chosen discipline--__________(identify discipline) ______

2. Student’s Honors Capstone research project demonstrates *critical use of literature in chosen discipline and related fields and student’s ability to recognize the contributions of others to knowledge and attribute works of others* ______

3. The Honors Capstone research project demonstrates student’s ability to *develop, analyze, and interpret data creatively in the context of a research problem* ______

4. The Honors Capstone research project demonstrates student’s ability to *communicate clearly in written English* ______

5. The Honors Capstone research project demonstrates *student’s understanding of the interrelatedness of various disciplines by integrating knowledge from several disciplines and applying that knowledge to an understanding of important problems and issues* ______

Comments (optional):
VII. New Business

A. University Honors Outstanding Alumni Luncheon
Jones reminded committee members they selected Michael Maibach as the initial recipient of the University Honors Outstanding Alumni Award winner. A date has been identified for him to receive the award and connect with students. The Alumni Association will plan and host the event. Jones shared a tentative itinerary. Jones told committee members they would be invited.

Sharp reminded the committee that a winner for 2013 has been selected. There has been no further communication from her since the selection was made. He said that he was a little concerned and would follow up.

B. University Honors Great Professor Award
Jones informed the committee the nomination call for this award has been created. He said he wants to get the call out as soon possible so nominations may be made by the end of the fall semester. A recipient will be selected in February and the presentation will be made at Honors Day in April 2013.

Baker/Ballantine moved to approve the nomination form, which has a December 14 deadline, as presented. The motion passed.

This form will be distributed electronically to deans, chairs, directors to pass to faculty. It will also be placed on the University Honors website.
University Honors Great Professor Award – 2013

The Great Professor Award honors an NIU faculty or staff member who has, over time, contributed significantly toward honors education at NIU. The University Honors Program recognizes the awardee by providing a $500 award and a plaque to the faculty or staff member chosen for the year.

Criteria
The award recipient will have made sustained contributions over time to the enhancement of honors education at NIU through teaching as well as advising, research, artistry, or service. Recipients will have made a lasting contribution by a combination of efforts such as:

- Influencing department, college, and/or university honors curriculum
- Teaching stand-alone University Honors courses
- Teaching stand-alone department honors courses
- Leading honors mini-sections
- Engaging in honors capstone advising
- Supporting in-course honors contracts
- Developing a department or college-level honors program
- Advising, assisting, and/or mentoring honors students
- Supporting the University Honors living-learning community
- Advising or working closely with NIU-based honors student organizations and/or honors societies
- Engaging in sustained honors-focused research or artistry
- Offering special programming to honors students
- Providing special contributions and/or support to the University Honors Program
- Advancing Honors education in other significant ways

Nominations
- Great Professor Award Nomination Form
- A brief curriculum vitae of the nominee
- A statement describing the nominee’s fulfillment of the criteria listed above

Note: The nomination packet, including the nominee’s C.V., nomination statement and supporting documents, should be no more than 10 pages.

Nominations (including self-nominations) will be solicited from the Council of Deans, department chairs, faculty, staff, and students. The deadline for submitting completed nominations is Friday, December 14, 2012.

Nomination and Award Process
The Selection Committee will comprise at least five of the following eligible members: the elected faculty chair of the University Honors Committee; a faculty member from each NIU College with an undergraduate program (normally drawn from the Honors Committee); a faculty member from University Libraries; one University Honors student; one past recipient of the award; the assistant director, program coordinator and office manager of the University Honors Program; and the associate vice provost for university honors, who chairs the committee as an ex officio member. The award will be presented by the University President or his or her designee, such as the Provost or Vice Provost, at the Honors Day recognition ceremony on April 21, 2013.

Staff members of the University Honors Program and past recipients of the award are not eligible.

Past Recipients of the Award
2001 - C. Daniel Dillman, Geography (faculty)  2007 - Judy Santacaterina, Communication (SPS)
2002 - Nancy Nuzzo, Physical Therapy (faculty)  2008 - Christopher Jones, Political Science (faculty)
2003 - Gary Glenn, Political Science (faculty)  2009 - Jason Hawke, History (faculty)
2004 - Thomas Roberts, Education Psychology (faculty)  2010 - Nancy Castle, Communicative Disorders (faculty)
2005 - Carol Demoranville, Marketing (faculty)  2011 - Dennis Barsema, Management (instructor)
2006 - Steve Franklin, English (faculty)  2012 - Rebecca Houze, School of Art (faculty)
University Honors Great Professor Award
Nomination Form

Submit this form along with a C.V. and nomination statement that outlines the contributions and impact of the nominee in honors education at NIU. The nomination package (including this form) should NOT exceed 10 pages. Incomplete nominations will be returned.

Send materials to: University Honors Great Professor Award Selection Committee, University Honors Program, Campus Life Building 110.

Nominee Information:

Name: ______________________________ Phone: __________________

Dept.: ________________________________ Rank: __________________

E-mail: ______________________________ Fax: __________________

Brief summary of the nominee’s contributions to honors education at NIU. Attach any supporting documents.

Nominator Information:

Name: ______________________________ Phone: __________________

Dept: ________________________________ Rank: __________________

E-mail: ______________________________ Fax: __________________

Signature: ______________________________ Date: ________________
C. University Honors Student Advisory Committee Proposal

Jones presented a formal proposal for the establishment of a University Honors Student Advisory Committee. The University Honors Student Advisory Committee is designed as a way to let students have a voice in the Honors Program for evaluation, policy changes, various concerns, and any other aspects that might impact students. The committee has the potential to be a leadership group. Jones reviewed the main points of the proposal and then asked for feedback.

Proposal:

- The University Honors Student Advisory Council will serve as an advisory committee to the University Honors Program. It will act as a liaison between the University Honors Program (e.g., administrative team, faculty and staff, Honors Committee, and University Honors Steering Group) and the undergraduate students who participate in the program. The Council will serve as a mechanism for program evaluation, improvement, and promotion. It will regularly solicit and provide student input on the current state of the University Honors Program and offer feedback on proposed initiatives and policy changes within the program. In this sense, the Council is intended to provide students with a voice in the direction, resources, and activities of the University Honors Program. The Council may initiate proposals and recommendations for consideration by the University Honors administrative team, committee, and/or steering group. The Council may independently or in conjunction with other program student groups (e.g., Honors Fellows, Honors House Leaders, or Honors Student Association) organize and administer special events and activities related to the mission and activities of the University Honors Program.

- The Associate Vice Provost for University Honors (or director of the program) will serve as the faculty advisor to the University Honors Student Advisory Council. He or she will serve as a non-voting, ex officio member of the Council and report regularly to the University Honors administrative team, committee, and steering group on the activities of the Council. Meetings of the Council should be scheduled at a time when the Associate Vice Provost for University Honors or his or her designee can attend.

- The voting membership of the University Honors Student Advisory Council will be composed of one representative from each of the six colleges at Northern Illinois University (NIU) with undergraduate degree programs. Ideally, the college representative, who must be a member of the University Honors Program and achieved at least junior standing at NIU, should be selected by the respective college’s student advisory committee. If such a selection process is not possible for whatever reason, the college’s associate dean for undergraduate studies will appoint a University Honors student to serve in this role.
Beyond the representation from the six colleges, there will be four additional, voting members of the University Honors Student Advisory Council, all of whom must be members of the University Honors Program but may hold freshman, sophomore, junior, or senior standing. The Honor Student Association (HSA) will designate an existing officer or another member in good standing to serve as its representative. The students who reside in the University Honors House living-learning community will select one representative. Both groups will establish their own fair and transparent processes for selecting their representatives. One freshman and one transfer student will serve on the Council. The freshman and transfer representatives will be selected by a secret ballot election. The freshman-transfer student election will be announced via e-mail. Students will be given sufficient advanced notice to cast ballots. The ballot box will be placed in the University Honors Program office and/or conducted online by the Assistant Director for Programming & Communication.

Members of the Council will serve for terms that are equivalent to one academic year. University Honors Student Advisory Council members may serve no more than three terms.

At the first meeting of the academic year, the University Honors Student Advisory Council will select one of its members to serve as the student chair of the Council. The selection process will be a secret ballot. The student receiving the second highest number of votes for the chair position will be designated the Council’s vice chair. One student will also be chosen as recording secretary. These positions will be held for one term or academic year.

The University Honors Student Advisory Council will meet at least twice a semester. The faculty advisor or the student chair of the Council may call meetings. There is an expectation that there will be clear communication and a respectful working relationship between the faculty advisor and student chair.

Jones then asked for feedback.

Donovan suggested having freshman and transfer start on committee in spring and the other eight members would start in fall. This was discussed. It was suggested that a freshman representative could be selected during the annual freshmen retreat.

Donovan asked if Honors Fellows would be eligible for this committee. Duffy asked if the student representatives to the Honors Committee would be eligible. Jones said that is something that needs to be decided. Ballantine said he does not want to overload students. He noted the same students tend to volunteer for everything. He added that Honors House Leaders may have a good perspective but may have too close a relationship to the Honors Program. An Honors House resident is needed, but not a House Leader. The same could be said about student members of the Honors Committee. If a student is serving in one capacity, Ballantine said he would rather let other students have an opportunity to serve on
this committee. Jones said a student representative from the Honors Committee could sit in on the meetings. Duffy said perhaps these members could serve in an ex-officio capacity. Donovan agreed that ex-officio student members should be allowed but student staff should not because their opinions may be skewed by the amount of tuition waiver support received from the Honors Program.

Honors Committee members agreed the advisory council should have ex-officio members. They approved unanimously the establishment of a University Honors Student Advisory Committee and granted Jones the authority to tie up loose ends and roll out the initiative when he was ready.

D. Assessment
Since Changnon arrived after the discussion above he wanted to explain why the Capstone assessment form was created. He said he spoke with Jones during the spring semester about finding specific student learning outcomes of the Honors Program. The Capstone assessment form may be able to be modified for use with other Honors courses such as seminars. The outcomes may be different but all the outcomes will be beneficial in helping the Honors Program develop some knowledge of what students are getting from the Honors Program. Jones said he gave Changnon the assessment plan created by the Honors Committee several years ago and accepted his offer to create assessment tools.

Schraufnagel said he has found that if he asks some questions on both the first and final exams, he gets a good outcome for assessment. Changnon said he is reluctant to ask faculty to do much more and stressed the importance of keeping the assessment tool simple.

Conderman asked if the students will be made aware of the fact they will be evaluated on the Capstone experience. Schraufnagel said in terms of assessment students do not need to be aware of this. Pohlman agreed. Conderman said students need to know on what they are being evaluated. Duffy expressed concern, too. As a result, the role of assessment was discussed by many members of the committee. Pohlman stressed the difference between assessing a student’s performance in a class as opposed to assessing student learning outcomes in the context of program assessment. Pohlman said students will know what is needed to complete the project with a satisfactory grade and the assessment criteria will reflect that information.

Jones said the assessment form was approved earlier in the meeting, but the issue will be revisited at the November meeting. He wants to ensure all committee members are comfortable with the process.
E. **Course Transformation Initiative**
Jones said he needs feedback from committee members on the course transformation initiative. Through the *Vision 2020* initiative University Honors has significant money to award to improve and create courses. Thus, this year University Honors will not have its annual summer improvement grant competition. The course transformation initiative will take its place. Jones asked the committee if they had any preliminary on how best to move forward with this initiative. He noted Vice Provost Birberick ideally wants workshops, informational sessions, and guest lectures to be held to get people interested and involved. Should these speakers be from NIU or experts from off campus? There is a range of course types to transform and bring into the Honors Program fold. These include mini-sections, seminars, and contracts. Representatives from the College of Health and Human Sciences have asked about distance learning and Honors courses. The Honors Program does not currently accommodate distance learning. Jones said the committee members need to think about what should be done because the transformations must be done. Baker said it would better to bring a written proposal rather than just having everyone throw out ideas. Jones said he would be happy to write a proposal but would welcome some parameters. None were forthcoming. Pohlman did ask if “faculty institutes” were held would they be well attended. Jones said there are several strategies that could be used to increase attendance.

It was agreed course transformation would be raised again at the November 2 meeting.

VIII. **Adjourn**
Baker/Ballantine moved to adjourn the meeting. The motion passed. The meeting adjourned at 2:30 p.m. The next meeting is scheduled for Friday, November 2, 2012.