Meeting notes for 3 May 2019

The committee met to introduce the 2019-2020 committee and have them elect a chair and secretary. The meeting convened at 12:15. As a committee we provided:

- Summary of what the committee does over the course of the year
- Summary of newly implemented Honors curriculum
- Preview of work for next year
- New committee nominated and unanimously elected:
  - Dr. Kate Pfile as chair of 2019-2020 Honors Committee
  - Dr. Sam Flores as secretary of 2019-2020 Honors Committee

The meeting adjourned at 1:00.
Honors Committee notes for 2 April 2019

1. Review proposal for HONS 390 Impact X - passed

2. Revisit Bachelor’s Essay
   a. 2 courses - part I, part II with separate grades awarded for each semester (3 cr)
   b. Work with registrar to find a course number that is consistent across every discipline to create new course
   c. In the Fall semester the committee needs to:
      i. HONS creates a campus wide course change
      ii. Basic catalog language that would be the framework for all course descriptions
         1. Different language for 1st vs. 2nd semester
            a. 1st = developing content knowledge, literature review, project proposal
            b. 2nd = discipline-specific final product
      iii. Departments can add additional language and prerequisites
      iv. Retire 499 (or associated course number) in all departments
      v. Create paragraph that goes within the standards section for the BE → utilize standards committee language and then send back to that committee for review
   d. Next year:
      i. Develop a plan for transfer students into the Honors college
         1. How do we replicate the FYE within the curriculum?
         2. Honors transfer applications are typically evaluated end of spring
         3. If HONS program is at max capacity do we have space for transfer students?
Meeting notes for 8 Mar 2019

Held a short meeting to review updated proposals forms and approve concept of initial proposal and full proposal for Colloquia and Advanced Studies courses. These were approved.
Meeting notes for 15 Feb 2019

- Approval of Bachelor’s Essay Guidelines → passed unanimously
  - Statement for Academic Catalog
- Departmental Honors discussion
  - Encourage faculty senators to
- Academic & Professional Enrichment Seminars
  - Structure
    - Not required, 1 or 2 credit seminars
    - HONS prefix will count towards 25 total HONS credits
    - Students can take up to 3 HONS credits
  - HONS : Foundations in Engaged Citizenship (1 credit)
  - HONS 102: Exploring and Integrating Ideas (1 credit)
  - HONS 301: Principles of Leadership (2 credits) engagement
  - Committee will vote on 3 proposals by 2/21
- What’s left for the committee to do
  - Updating Honors College Certificate “diploma”
  - Transfer student integration
    - 25-33% of all CofC students are transfer students
    - Look at other institutions for examples
    - Consider different tracks
      - Inclusion of 2-year degree colleges
      - How do the students get the community engagement if they miss the first year?
    - Develop a procedure for managing transfer honors students
      - Internal to campus (traditional CofC)
      - External to campus (transfer from outside CofC)
      - Look at examples of previous student applicants as “case studies” to determine what their needs were
  - Evaluate bachelor’s essays after graduation
Meeting notes for 1 Feb 2019

A. Curriculum
   a. HONS POLI 101 - Deas form = approved
   b. HONS 225 - Colloquia Special Topics infor Western Civ = approved
   c. HONS 235 - Colloquia Special Topics infor Ethics = approved
   d. HONS 250 - Colloquia Special Topics in Diversity & Sustainability = approved
   e. HONS 255 - Colloquia Special Topics in Self, Other & Discovery = approved
   f. HONS 260 - Colloquia Special Topics in Inquiry Discovery & Innovation = approved

B. Update on Bachelor’s Essay
   a. Finalize & vote on proposal mid feb. meeting
   b. Draft an example HONS proposal that other departments can model
      (department draft policies will be crafted in 2019-2020 academic year)

C. Interview weekend preparation
   a. Review interview procedures
   b. Finalize interview questions
   c. Morning questions: vaccines & term limits
   d. Afternoon questions: plastics & immigration
Meeting notes for 18 Jan 2019

Guests present: Mary Bergstrom Registrar’s Office, Cheryl Chapman Registrar’s Office, Ricard Vinus de Puig Academic Standards Chair

A. Bachelor’s Essay
   a. Currently the process is not meeting the description in the catalog → 2 semesters
   b. Grading process →
      i. 2 semesters where the 1st should be listed as an IP grade
         1. Can the registrar automatically provide an IP grade for the 1st semester → scripted
         2. Logistics of grading across the terms?
            a. Helpful to faculty and student to grade the 1st half
               i. BE I
               ii. BE II
               iii. BE is the completion of both I & II sequence
               iv. Allows both student and mentor to bow out after the 1st half (BE 1)
            ii. Year long course should be scheduled and assessed as a year long course
               1. Need to provide more clarity to faculty who are mentoring the BE
               2. 6 credits as 1 semester or across 2 semesters?
                  a. 700 minutes per credit hour = 4200 minutes for the semester = 70 hours for the semester = 70 hours ~5 hours per week of “meeting time”
                  b. Committee agrees that the BE should be done over 2 full term semesters
                     i. no Express I, Express II combo will be accepted
                     ii. BE 1 is a pre-requisite for BE 2
            iii. Academic standards committee should set the minimum expectations for all 499 courses:
               1. Example minimum standard criteria
                  a. 3 credit hours/semester
                  b. 10 hours of engagement by the student
                  c. Minimum of 1 meeting/ week between mentor and student
2. Departments can provide additional criteria by implementing into the course description
   a. GPA minimum
   b. What is the departmental approval process/oversight?
      i. Vetting BE proposals
      ii. Off-campus mentor and faculty of record
   c. Verification of credentials for faculty mentoring the BE?

3. Implementation plan
   a. Academic Standards Committee would put forth the minimum standard criteria for approval
   b. All departments will then need to revise course descriptions
      i. RO suggested it may be possible that a joint memo can be drafted for a blanket approval process
   c. Difference between an Independent Study and a Bachelor’s Essay
      i. BE = research experience
      ii. IS = can be research but do not have to be, it can be a focused study on a discipline specific topic(s), tutorials
      iii. Should the research experience be a requirement of the departmental honors criteria?

B. Plan for separate meeting between small group of Honor’s College Committee members and Academic Standards Committee to continue to discuss the Departmental Honors proposal
C. HONS 174 Introduction to Women’s & Gender Studies
   a. Previously offered → maximized special topics offerings
   b. Course proposal unanimous approved by the committee

D. Future Meeting to-do
   a. Review additional course proposals posted within the OAKS page → aiming for the 2/22 faculty senate meeting to get approved for 2019-2020 academic catalog

E. Interview Weekend Current Issues Topics
   a. Consolidate the question prompt to minimize required follow ups
      i. Immigration/refugee crisis - Zeff
      ii. Term limits → polarization of current political system - Kate
      iii. Plastics ban → Rebecca
      iv. Vaccines - herd immunity, correlation to autism → John
b. How do you discern the quality of information as add on

c. Provide draft questions by Friday 1/25
A. Bachelor’s Essay proposal to adjust compliance and grading procedures
   a. Structure
      i. 6 credit hours across 2 semesters
      ii. Only senior year?
      iii. GPA requirement to enroll? Different across majors
      iv. Distinct experience from 2 independent studies?
      v. Grade for all 6 hours? Find a better way to arrange the grading process after the first semester rather than giving an IP
         1. pass/fair for 1st semester?
         2. Provide a separate syllabus for semester 1 vs. 2
         3. Progress report after 1st semester
      vi. Exit plan? how does the student manage the course if after 1 semester the plan isn’t working
      vii. Presentation requirement? presentation vs. defense
      viii. Don’t adjust departmental policy (length, GPA prereq) but provide framework for what the emphasis
   b. SLOs
      i. Is there enough of a similar structure across disciplines to come up with a general SLO
      ii. Should all BEs require a written component?
         1. Articulation of the problem/ rationale for performing the project
         2. Provide context/literature review for the research/product
      iii. Project-based, hands-on exposure within the discipline
      iv. Demonstrate theoretical foundation of the work of the project through a literature review completed in the first semester
      v. Demonstrate understanding of relevant methodologies through a proposal that lays out the plans for the project
      vi. Demonstrate mastery of the methodology through a final paper/product submitted at the end of the semester.
   c. Workload issues
      i. Does the FAM give credit for supervising BE?
      ii. Faculty member responsible for justifying how supervising BEs falls into teaching, service, scholarship
      iii. Are any departments banking BEs for course release?
      iv. Stipend from AA to faculty for supervising
         1. Raises the bar for increasing the experience/product
         2. Would faculty would recruit students to increase stipend awards?
         3. Apply to a pool of money every few years for demonstrating excellent BE outcomes
Honors Committee minutes - 12 Nov 2018

We had a short meeting only to review 2 Foundation course proposals:

a. HONS 175 - approaches to religion → approved

b. HONS 168 - Intro to archeology → not approved due to the SLO explanation not being provided on the form. Specific assessments should be identified for each SLO 1 and SLO 2.
Honors Committee meeting – 22 Oct 2018 minutes

The committee discussed some issues relating to the program:

For this year Honors received some 1-time resources because of the large freshman class.

A major goal for the program is to improve completion percentage. Generally, it has only been about 50%, but with the new curriculum we are hoping to improve that.

As we implement new curriculum some issues are presenting themselves – for 1st year students we have 7 sections of one course but have no overall coordinator – that would really help with organization and functioning of the course. We also have an increased need for someone to coordinate the service-learning aspect of the program. We currently have 17 community partners. Limited instructional space is also an issue. Do we need a full-time coordinator for the 1st year experience? We also need to shore up departmental support across campus through getting more commitments to offer courses on a regular basis. Some of the current issues are exacerbated by the transition to the new curriculum. We still have to maintain the old curriculum for a period of time, requiring extra commitment of faculty and time.

What do we most need from senior administration? Ideas as possibilities – guaranteed pool of money to cover Honors needs within each Dean’s office. Get a MOU with each Dean about commitment to program. Could we get incentives for faculty to act as Bachelor’s Essays advisors – maybe put wording in FAM, or could be done at departmental level.

One desire is to get additional instructor lines in Honors, perhaps 4 lines, but this would require approval from Senate and then getting money from the Provost.

A final issue discussed was redesigning the diploma given by the Honors College. We would like it to have a more appropriate look and will generate some ideas. Trisha will send a copy of what is now given.
2018-2019 Honors Committee meeting minutes – 8 Oct 2018:

A. Review of foundation course proposals

Need to update:
- Honors 214: business stats
- Archeology - provide more detail related to SLO 1

Approved:
- Business law
- Biology
- Sociology
- Organic chemistry
- Financial accounting
- Language & culture
- Geology

Interdisciplinary Course Opportunity
- Looking to re-purpose as colloquia
- Need 14/15 courses per semester starting Fall 2019 for sophomore
- Students need to take 2
- Colloquia definition
  - Interdisciplinary in nature
  - Centered around a central question
  - Aimed at sophomore level with some juniors or 2nd semester freshman enrolled
  - Approximate enrollment = ~15
  - Need 29 sections of colloquia to meet the demands of the curriculum

- Advanced Special topics
  - Junior/senior level

B. Issues that the Provost would like us to address:

Reword and redesign Honors Diploma
- Trisha will email a copy to committee members so we can look it over

Quality control for bachelor’s essay grading
- We need to review requirements
- Need to find a way to do a better job assigning IP grades
- Perhaps send out typical schedule to any potential mentors, particular off campus
- What is appropriate for faculty to receive teaching credit for mentoring

Meeting adjourned at 11:45.
A. Course proposal review for Foundations of Knowledge & Methods of Inquiry
   a. The committee would like to see the form
      i. Ask for specific examples of how assessment measures will address the SLOs
      ii. Look for more detail on how the honors course will differ from non-honors course in terms of active learning techniques.
   b. Need more specific information on SLOs for the following course proposals
      i. HONS 210: Honors Business Law
      ii. HONS 203: Honors Financial Accounting
   c. Motion to approve all proposals other than 2 business courses → unanimously passed

B. Course proposal review for Quantitative Literacy
   a. Honors Statistics
   b. Consult with Chair of Gen Ed Committee regarding the assessment methods

C. Update meeting schedule for October
   a. New dates: 10/8 & 10/22

D. Committee went over scoring of 3 student essays. Had fairly good agreement, but decided we would go through one more round of trial scoring to standardize our scores.

Meeting adjourned at 11:25.
2018-2019 Honors Committee meeting minutes – 3 Sep 2018:

A. Committee introductions
B. Overview & function of the committee
   a. Course approvals
   b. Admission essay review
   c. Spring scholarship interviews (2/8-2/9)
   d. Student petitions
   e. Honors College standards/function
      i. Currently there are 2 vacant lines within the Honors College with the
         potential to be filled as instructor lines
      ii. Proposal being brought to Faculty Senate for September meeting
C. Chris Bailey gave an update on student facts & figures
   a. 264 freshman in the 2022 class
   b. Last year’s efforts to re-work the application and admission process yielded a
      higher percentage of students who accepted the offer to the Honors College
      i. ~15,000 applicants to CofC as a whole for the 2022 class
      ii. 1670 students started the Honors application process
      iii. 1381 completed the process and 900 were admitted
   c. Scholarship funding and individualized faculty involvement in student mentoring
      and research are strongly attributed to this increase in class size
   d. Applicants are receive a total application score based on these components:
      i. Resume
      ii. Essay
      iii. Test scores
      iv. Transcript score
   e. The Honors College developed a decision tree to assist with identifying high
      quality students who will be successful at CofC
      i. Intent is to continue to refine this model for 2018-19
      ii. Looking to accept ~250 students for the 2023 cohort
D. The Honors program is also working on starting a Faculty Fellows program. 3 faculty
   would enter the program each year, and teach at least one class in honors for the next 4
   years. They would be encouraged to work together on themed classes and would be
   able to follow a cohort of students through, including helping with advising (30
   students). They would receive a $5000 for the first 3 years and lower in the 4th.
E. We will be interviewing undergraduates for a spot on the committee. Ideally we would
   get a junior, so that we can have continuity for next year’s committee.
F. At the next meeting we will score 3 student essays using our standard rubric. We will be making sure that all committee members are giving comparable scores.

G. Trisha mentioned that all of us should put Feb 8-9 on our calendar for doing scholarship interviews.

Meeting adjourned about 11:20.