

# Honors College Steering Council

PURPOSE: To function as a the coordinating body for a set of 4 standing committees of the University that advise the Director of the Honors College on:

- The program curriculum.
  - The selection, outcomes and assessment of honors classes offered at FHSU.
  - The creation and review of an Honors Faculty status initiative.
  - The review of honors contracts submitted by Honors College students each semester.
  - The regular review of the honors contract form itself for assessment and improvement.
  
- Admissions.
  - The review of Honors College admission requirements, and the forms and informational notices related to any changes therein.
  - The review of Honors College applications from prospective students for entrance into the program.
  - The review of Honors College applications for the purpose of awarding Honors College scholarships.
  
- Marketing/Publicity.
  - The review, implementation and dissemination of Honors College recruitment activities and materials.
  - The review of the Honors College's marketing/publicity plan, which will include both internal and external venues and opportunities.
  
- Nationally Competitive Scholarships
  - The creation and review of a nationally competitive scholarships strategic plan, which outlines action steps for recruiting and advising students across the FHSU student body for these purposes.

A secondary responsibility of the committees is the care and governance of the program. As a collective entity, the Council must assume a number of critical roles:

- Advocate: To promote the Program among its various constituencies and recruit outstanding instructors to serve as members of the honors teaching faculty.
- Facilitator: To develop policies, procedures and processes which will expedite the operation of the Honors College and maximize its impact.
- Ombudsman: To mediate differences and resolve conflict in the university learning community associated with the implementation and content of the College.

- Reformer: To remind faculty, administration and students that the Honors College is a "living" program, subject to continuous reform, improvement and change.

Council members (especially chairs and the Honors College Director) will be expected to serve as communication liaisons with other campus organizations and constituencies regularly.

MEMBERSHIP:

- The four committees will have varying membership numbers, agreed upon in consultation with the Honors College Director. All four committees will have student membership, in compliance with National Collegiate Honors Council expectations. Faculty/staff committee members serve 3-year terms. Faculty/staff committee members (including chairs) can serve two consecutive terms but will be ineligible for continued committee membership after that unless an exception is made by the committee chair, in consultation with the Honors College Director. Committee chairs may elect to form sub-committees, tasked with more specific responsibilities and projects. Further:
  - Curriculum:
    - The curriculum committee will have representation from all academic colleges. The Honors College director will communicate yearly with Deans/Department Chairs of under-represented disciplines to identify potential representatives if needed.
  - Admissions:
    - The admissions committee will be limited to no more than seven (7) members, to ensure that careful, thorough, and complete review of all prospective Honors College applications is maintained by each committee member.

The Director of the Honors College will serve as an ex-officio member of all four Honors College Steering Council committees.

HOW APPOINTED:

The Honors College Director, in consultation with Committee Chairs, will extend an open invitation for new members at the conclusion of each year.

ROTATION:

Faculty/staff members will serve a three-year term and be limited to a maximum of 6 consecutive years, or two 3-year terms. Student representatives will be appointed annually.

WHEN APPOINTED:

Members will be appointed in the spring semester and take their seats at the

first meeting of the subsequent fall semester.

MEETING  
FREQUENCY:

The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.

PARLIAMENTARY  
PROCEDURE

The current version of Robert's Rules of Order shall govern the committee in all cases.

Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.