**HBC:** Submitted April 13, 2015

**Committee Name: Honors Board**

**Chair: Carl Wozniak**

**Subject: Annual Report to the Academic Senate for 2014-15**

**General Information:**

The Honors Board is responsible for the approval, oversight and evaluation of the Honors Program. HBC held its first organizational meeting on September 19, 2014 and met five times during the academic year. This report lists the activities of HBC from September 19, 2014 through April 13, 2014. An additional meeting is scheduled following the submission of this report, and an addendum to this report will be sent to Senate following that meeting.

**Membership:**

***Faculty*** Zac Cogley (Philosophy)

Norma Froelich, (Earth, Environ., Geog.)

James McCommons (English)

Amy Orf, Acting Vice Chair (Modern Languages)

Marcus Robyns (Academic Information)

Kevin Waters (Criminal Justice)

Alan Willis, Acting Secretary (History)

Carl Wozniak, Chair (Education)

Mark Jacobs (Physics, inactive)

***Students*** Melissa Orzechowski (HSO President)

Sarah Lauinger (HSO Vice President)

Lindsey Lieck (lower division HSO representative)

***Administrators***  Michael Broadway (Dean, Arts and Sciences)

Charles Mesloh (Department Head, Criminal Justice)

***Honors Administration*** David Wood (Director, English)

**(*ex officio)*** Michael Joy (Asst. Director, Modern Languages)

***Administrative Support*** Jamie Spruti (Administrative Assistant, 2014)

**Selection of Officers for 2015-16:**

Elections of officers will take place on April 17, 2015. Results will be separately forwarded to the Academic Senate chair following that action.

**Reports Submitted to the Academic Senate:**

***Request for Operating Procedure Change***

***Submitted:*** March 12, 2015

***Status:*** Awaiting decision by Academic Senate

The HB seeks to amend Bylaw 4.6 of the Operating Procedures to add the officer role of Vice Chair and redefine officer roles of Vice Chair and Secretary.

**Revision Request to the AAUP Master Agreement Clauses Related to HB:**

***Request Submitted to Brent Graves, Negotiation Committee***

***Submitted:*** March 31, 2015

***Status:*** Notification received that the request will be presented when negotiation begins

HB requested wording changes to the AAUP Master Agreement as part of the current contract negotiations. Specifically, the wording sought to clarify the language regarding evaluations of Honors faculty. The changes:

* Identify the evaluation as annual, which is ambiguous in the current contract
* Allow for joint or separate evaluations in concert with the Honors administration
* Clarify text related to faculty rebuttal of the evaluation

Wording suggestions are as follows:

3.3.1.3.1 For the purpose of maintaining the quality of the honors program, faculty who teach in the honors program will be evaluated similar to faculty who have a joint appointment (5.1.4.1). Honors program faculty members will receive an annual teaching evaluation~~s~~ from the honors board and ~~separately from the~~ honors program director. For this purpose, course evaluations from students in the honors course taught by the faculty member will be provided to the honors board and the honors program director. The evaluations from the honors board and the honors program director will be given to the home department of the faculty member. The home department will use ~~these materials~~ this evaluation when writing part III and IV of the faculty evaluation report. The faculty member teaching in the honors program may write a rebuttal to the ~~honors program~~ evaluation letter if they disagree with the evaluation received; that rebuttal will also be provided to the home department.

***Approvals***

* **Staffing Honors Program Courses**
* Honors course staffing was presented and approved for Fall 2014 and Winter 2015 Semesters. Courses and instructors for the year include:
* Fall 2014:
  + HON 101 (David Wood)
  + HON 111 (Nell Kupper)
  + HON 112 (Russ Prather)
  + HON 201 (Michael Joy)
  + HON 211 (Rebecca Mead; Zac Cogley)
* Winter 2015:
  + HON 101 (Jonathan Allen)
  + HON 112 (David Wood)
  + HON 201 (Jon Sherman; Lupe Arenillas)
  + HON 211 (Alan McEvoy)
  + HON 301 (Alan Willis)
* **Honors Faculty Status**
  + Developed criteria to review colleagues for Honors Faculty Status
  + Review of honors course proposals and syllabi
* **Honors Faculty Status Appointments and Staffing for Fall 2015**

Fall 2015 Honors faculty include:

* HON 101 (Carolyn Krazkowski, David Wood, and Keith Kendall)
* HON 111 (David Wood)
* HON 201 (Michael Joy)
* HON 211 (Zac Cogley)
* HON 302 (Jonathon Allen)
* Note: Krazkowski course to be taught by Wood due to essential teaching load in her home department.

On March 20, 2015, the HB Faculty Subcommittee approved the following Syllabi:

* Keith Kendall (HON101)
* Caroline Krzakowski (HON101)
* Rebecca Ulland (HON201)
* Additionally, one syllabus was not approved

* **Evaluation of Instruction**
  + Evaluation of Honors faculty was the subject of a number of HB meetings. The AAUP Master Agreement identifies the responsibility of the HB in this process, and identifies that the process should be separate from the administrative evaluation. In recent years, the process has not been followed, however a process of jointly authorship of an evaluation between administration and HB was developed and implemented in the past. Although the process seems to work effectively, it does put the HB out of compliance with the Master Agreement.
  + A board member identified this oversight this year, and plans were devised to return the HB to compliance and to explore possibilities to improve this process. As a contract year, the HB developed clarifying language and submitted it to the AAUP negotiating committee for discussion.
* **Evaluation of Honors Program Course Instruction**

Faculty evaluation by the Honors Board is scheduled for April 17, 2015. Included in this evaluation are Zac Cogley (Philosophy), Michael Joy (Modern Languages), Nell Kupper (Modern Languages), Rebecca Mead (History), and Russ Prather (English).

***Financial Support of Honors Students***

* **Rich and Anna Lundin Summer Research Fellowships**

Fellowships were increase to five $5,000 fellowships provided to support student research. Applications were due April 1, 2015.

* **John and Shirley Berry Award**

Eight Honors students have been awarded $20,000 of support over four years. The award gives preference to students in the College of Business and STEM. Sixteen applications have been received.

* **Honors Program support for student field experiences and conference travel:**
  + Director Wood and Asst. Director Joy accompanied more than 30 Honors students to Chicago to see *King Lear* and visit the Art Institute
  + Program administration held a Pizza/Advising/Meet your Professors event in October.
  + Honors faculty Zac Cogley’s students held two poster events with his students in the Cohodas building. Students discussed their findings with passers-by.
  + In November, Director Wood travelled with three Honors students to the Denver National Collegiate Honors Conference to present research posters.
  + Honors students participated in a Quiz Bowl competition in March 2015 at Purdue University.
  + Honors students attended the Upper Midwest Regional Honors Conference in Mankato, MN, April 2, 2015.
* **Honors Student Organization (HSO) Activities Funded by the Honors Program**
* **Honors Student Organization (HSO) Activities Funded by the HSO**

**Future Work for HBC:**

* Streamline the faculty evaluation process
* Explore alternatives to current mathematics requirement for Honors admission, which may be reducing enrollment (Board member McCommons to lead)
* Align Honors courses with the new General Education requirements
* Continue recruitment of Faculty for Honors Faculty Status, particularly for female faculty, since most Honors members are female.
* Better differentiate the duties of the Honors Board members and Honors Program administration
* Assist the Honors Director in identifying methods to provide permanent clerical and administrative assistant support for the program, as well as explore a home for the program that is physically closer to the students it serves.

In conclusion, I would like to thank the members of the Honors Board, the Honors Program Director, Dr. David Wood, the Honors Assistant Director, Michael Joy, and Honors student representatives for their dedication and hard work this academic year. The HB also congratulates Dr. Wood being named as Distinguished Faculty by the University for Winter 2015.

The Honors Board members demonstrated a commitment to its duties, progressive forethought for the future, and shared responsibility for the good of the Honors Program and its students. The effort required from the membership to accomplish these initiatives is commendable.

Respectfully submitted,

Carl Wozniak

Chair, Honors Board Committee