Voting members Present: Bart Sharp (BUS), Sarah McHone-Chase (LIB), Mary Elaine Koren (HHS), Leila Porter (LAS), John Evar Strid (EDU), Rebecca Houze (VPA), Masih Shokrani (UCC/HHS) Honors Students Amir Toghraee, John Stavropoulos

Voting Member Absent: Scott Balcerzac (LAS), Christine Nguyen (EET)

Ex-officio present: Joel Stafstrom, (Honors)

Ex-officio absent: Ed Klonoski (Vice Provost)

I. Welcome and Introduction of Committee Members

II. Approval of Agenda
McHone-Chase/House moved to approve the agenda. Motion passed.

III. Approval of Minutes from March 4, 2016
Porter/House moved to approve the minutes. Motion passed.

IV. Staff Reports
A. Director
   Update Items
   2. Meetings with all college deans and senates (VPA, BUS, HHS and LAS done; meetings being scheduled with EDU and EET)
   3. McKearn Fellows, cohort IV: Emily Fiala, Biochemistry; Nicole Hoffmann, Electrical Engineering; Peyton Whiston, Biology; Sarah Shapley, Geology; and Zohra Satter, Biochemistry
   4. Peer Mentor Summit (Saturday, April 2)
   5. Honors Day (Sunday, April 17 5:00pm)
   Director Activities since last meeting
   1. Forward-Together-Forward reception, 3/6)
   2. CIUE, selection of Excellence in Undergraduate Teaching/Instruction awards (3/7)
   3. Interview with McKearn graduate assistant (3/8)
   4. Jill Zambito, director SILD, Welcome Days (3/9)
   5. Institutional Aid Task Force, Strategic Planning subgroup (3/14, 3/21)
   6. Institutional Biosafety Committee (3/16)
7. Montreal study abroad program, presentation by Melissa Adams-Campbell (3/22)
8. Meet New Hall staff re. AY17 CAs for Honors House (3/23)
9. Honors Strategic Planning, Bart Sharp chair (3/24)
10. Meet with CLAS deans Chris McCord and Dave Ballantine (3/24)
11. Radiation Safety Committee (3/24)

B. Assistant Director of Academics and Advising

- Met with new and continuing students in the program. 65 individual meetings.
- Initiated recruitment of native students for spring (data request to Registration and Records, mailing, and follow-ups).
- Spent time tracking down loose-ends for graduating seniors in Honors Day program. Mostly, this regarded student requirements, and Honors graduation designation.
- Made needed changes to In-Course Honors Contract request process, paperwork, and timeframe.
- Made presentations and staffed a student panel at the March 25th (Good Friday) Open House.
- Worked with students coming in for NIU spring orientation program and admitted student day.
- Continued presenting series of informational workshops on the revised In-Course Honors Contract process and the Capstone Proposal, as well as EYE Grant opportunities (prior to the semester deadline). Sessions are running once or twice a week for each type all semester long.
- Met with NIU Orientation staff to arrange summer 2016 participation (venue, logistics, etc.).
- Arranged individual tour(s) of campus for prospective honors students and their parents. Also made sure we had a presence at requested high school visits.
- Met with students regarding HSA as well as NIU Veterans Association and NIU Quiz Bowl in my capacity as faculty advisor.
- Met multiple times individually with Honors Fellows staff who advise to make certain that the information that they are providing students is helpful and consistent with program policies and procedures.
- Started planning for new student Taft retreat 2016.
- Started planning and prepping materials for Honors Fellows training 2016.
- Started collecting / processing Capstone rough draft submissions.
- Made revisions to Honors advising form(s).
- Participated in COMS 100H course section to help hear students’ “elevator speeches.”
C. Assistant Director of Programming and Communication

- Peer Mentor Summit
  - This event will take place tomorrow (4/2) at the Barsema Alumni & Visitor’s Center.
  - We have received 129 student registrations in comparison to 72 registrations the first two years.
- Honors Weekly Update
  - I have been meeting with Sophia Varcaos from Creative Services to discuss ideas for a new honors update. Sophia will create a template for us to use within Adobe InDesign. This will allow us to drag and drop what we would like into the update, while maintaining the same look and feel.
  - I expect a final template by mid-April.
- University Honors 5K Fun Run
  - Honors fellow Sharon Tucker has been working on developing our 5K scheduled for April 30th.
  - The Peer Mentor Program is a continuous project for myself and Joseph Howard. We have begun accepting applications for both our peer mentor position and mentee position. We have received 11 mentor applications and hope to use the Huskie Mentoring Summit to recruit mentees.

D. Assistant to the Associate Vice Provost for University Honors

- McKearn Program
  - One-on-one meetings with the McKearn Fellows
  - Answered emails that came to the mckearn@niu.edu address
- National Scholarships and Fellowships
  - Worked with OSEEL to help confirm a scheduled visit for Anna Quidar to talk to students about her experience winning the Marshall scholarship
- Honors Website
  - Updated the summer/fall 2016 course book
  - Updated the peer mentor and peer mentee applications
- Honors Scholars
  - Collected and scanned applications, as well as answer potential applicant questions
- Honors Scholarship
  - Sent offer and reply letters to candidates
- Kevin D. Knight Leadership Awards application evaluator for the Greek awards
  - Read and ranked applicants for various awards
- Mortar Board co-advisor
  - Share monthly bank statements with treasurer
- NPHC (National PanHellenic Council)
  - Co-advisor with Dr. Gyant
- ‘There’s A Place for You @ NIU’ Steering Committee Graduate Recruitment Task Force
Received updates on current plans and on the students who have participated in the offerings

Networking simulation in Madelyn Anderson’s COMS 100 honors course

Admitted Student Day & Transfer Open House

- Worked with Lauren H. to ensure the UHP has a table on the following dates:
  - Friday, March 25th

- Special speaker requests
  - In coordination w/ Juanita W.
    - April dates TBD

E. *The Luminary* advisor

V. Additional Reports & Updates

VI. Old Business

A. Honors Strategic Planning
   Issues of enrollment, size of program, selection criteria, Broaden selection, personality traits, give credit for involvement. Stafstrom wants to work on student retention. Chase “Focus on value of program”

B. Personnel updates
   Sharp gave a quick overview of how the Directors search is going.

C. Budget reduction exercises
   10 % cut. Honors can only fund 2 Honor Scholars. If we cut 15% it will start to effect courses.

D. Study abroad in Montreal, Argentina, and Tanzania

VII. New Business

A. Walk-on items
   Honors Scholars: The committee chose Rebecca Ernat and Megan Haduck as this years Honors Scholars.

B. The committee chose Masih Shokrani as the Great Professor

VIII. Adjourn
     McHone-Chase/Koren moved to adjourn. Motion passed.