I. Welcome and Introduction of Committee Members

II. Approval of Agenda

III. Approval of Minutes from November 6, 2015

IV. Staff Reports
   A. Director
   B. Assistant Director of Academics and Advising
   C. Assistant Director of Programming and Communication
   D. Assistant to the Associate Vice Provost for University Honors
   E. The Luminary advisor

V. Additional Reports & Updates

VI. Old Business
   A. Program Prioritization
   B. HCIR conference, February 27, 2016

VII. New Business
   A. EYE (Enhance Your Education) grant reviews
   B. Personnel
   C. Walk-on items

VIII. Adjourn

The next meeting is Friday, February 5, 2016
UNIVERSITY HONORS PROGRAM
Honors Committee Meeting
342st Meeting
December 4, 2015
1:30-3:30 PM, CLB 110

Voting members present: David Hedin (LAS), Karen Hovde (LIB), Mary Elaine Koren (HHS), Christine Nguyen (EET), Leila Porter (LAS), Bart Sharp (BUS), Masih Shokrani (UCC/HHS), John Evar Strid (EDU), and Honors students Jasmine Hernandez, Jesse Lasemam, and Amir Toghraee

Voting member absent: Tim Crowley (LAS), Rebecca Houze (VPA) and Honors students Sarah Moudy and John Stavropolous

Ex-officio present: Joel Stafstrom (Honors)

Ex-officio absent: Ed Klonoski (Vice Provost)

Others: Honors House Advisor Dave Ballantine, The Luminary Advisor Elizabeth Denius, and Honors staff Joanne Ganshirt (Recording Clerk) and Jason Goode

I. Welcome and Introduction of Committee Members

II. Approval of Agenda
Shokrani/Hernandez moved to approve the agenda as presented. The motion passed.

III. Approval of Minutes from November 6, 2015
Hernandez/Laseman moved to approve the minutes as presented. The motion passed.

IV. Staff Reports
A. Director
Stafstrom presented the following report:

Update Items
1. Program Prioritization: an existential experience that is nearly over
2. McKearn Fellows: approval of funding for 2016-2018 cohort of 5 new fellows; begin advertising and recruitment
   The application deadline for the new cohort is January 29, 2016. An information session on December 3 was attended by 25 students.

Sub-Committees: mostly on hiatus until Prioritization is completed
1. Website and publicity
2. Student Handbook
3. Honors Faculty status
4. Benchmarking

Director Activities
1. Northern Fund meeting; alumni fund raising, outreach and communication (11/6)
2. Meet with Sergio Olache, NALCO-EcoLab, and CEET faculty regarding engineering and computer science internships
3. Enrollment Operations Committee – ongoing recruitment and retention issues (11/16)
4. International Programs reception (11/16)
5. McKearn meetings (11/18, 11/20)
6. Honors Marketing and Communication meeting (11/20)
7. National Collegiate Honors Council (NCHC) conference, Chicago (11/11 - 11/14)
8. Research Rookies reception (11/30)
9. Vice Provost directors meeting (12/1)
10. “Difficult Conversations” HR workshop (12/1)
11. Summer Orientation planning (12/2)
12. Honors Day reception for fall graduates (12/2)
13. “Live Above the Line” discussion on minority experiences at NIU (12/2)
14. McKearn recruiting presentation (12/3)

Stafstrom reported that funding for courses is getting tight. The School of Nursing has had to cut the number of Honors courses offered from three to one. Other departments have voiced similar concerns with offerings. This will need to be addressed. Hedin said he got paid for Honors only. It didn’t matter to him the amount as long as he there was some amount. Stafstrom would like to have compensation for all faculty teaching mini-sections, in-course contracts, and Capstones even if it is only $100 or $200. The act of appreciation is what is important.

The recognition ceremony for December Honors graduates was held on Wednesday, December 2 at 5p.m. Approximately 35 graduates received Honors regalia. Amy Bayliss was the student speaker. Her talk was well received. The ceremony was very nice.

B. Assistant Director of Academics and Advising
The following written report was submitted on behalf of Jes Cisneros:
- Met with the usual rounds of continuing students for program overviews and advising
- Met with new students responding to our native recruitment efforts for fall
- Met with prospective high school students and their parents
• Processed and approved Capstone rough drafts
• Continued with Capstone Workshop group sessions
• Continued with In-course Contract Workshop group sessions
• Participated in NIU Open House Saturday, November 14, with presence on main floor and three very well attended breakout sessions in HSC University Suite
• Participated in recognition Ceremony for fall Honors graduates
• Maintained Honors presence at Multiple NIU Orientation days
• Attended meeting with NIU Orientation staff for 2016 planning
• Looked at current community college recruitment/outreach efforts
• Fielded faculty questions regarding capstones and contracts
• Began to prepare for end-of-semester loose-ends (capstones, contracts, memos, etc.)

C. Assistant Director of Programming and Communication
The following written report was submitted by Steve Uhren. Stafstrom informed the committee members that Uhren is an extra help employee and has done a great job. He will take a leave of absence over the Christmas break then return to work from January 19-August 19, 2016. After that, he would like to become a graduate assistant performing the same functions.

Event programming & Communications
1. Don’t Stress The Test (DSTT)
a. This is held on a day during finals week, which encourages students to relax.
b. Schedule of Events:
   i. Puzzles
   ii. Coloring Books
   iii. Coffee/Tea/Water
   iv. Mission the Mascot from 5-6 PM
   v. Mindfulness Session from 5:15-5:45PM
   vi. Yoga from 6-7PM
   vii. Chess/Cards Against Humanity

2. Spring Events:
a. Mindfulness Monday’s has developed a following. We are seeing 20-25 students on average for each class
   i. November 16, 23, 30 have had 18, 72, and 90 attendees respectively
b. Career Services will have 8 workshops within the department
   i. Featuring
      1. Build the Skills Employers Want
      2. Resume Writing
3. Interview Preparation
4. Networking and Branding
5. Success During the Internship and Full-Time Job

c. Peer Mentor Summit
   i. Collaboration with Joyce Kellar from Career Services. Trying to bring Marcia McMullen in as our keynote
   ii. Tentative dates are either April 1 or 2.
   iii. Tentative time between 8:30AM-2:00 PM
   iv. This will be held at the Barsema Alumni Visitor Center

d. Throughout December we will be working to reshape our service programs by working to develop partnerships with specific organizations to allow flexibility for our Honors students to attend.
e. Working on bringing back Hot Food, Hot Topics for spring 2016. Workshops to be determined.

D. Assistant to the Associate Vice Provost for University Honors

   ▶ McKearn Program
      ➢ Group meeting with the fellows and Joe Matty to answer the questions they had about the program
         ▪ Asked for their feedback on the next cohort
      ➢ One-on-one meetings with the McKearn Fellows
         ➢ Contacted the McKearn Network/Advisory Board to schedule a first meeting
            ▪ Zach Howard, Linnea Scherer, Rachel Lapidus, Jeffrey Kamholz, Lexie Williams, and Ken Barnett
      ➢ Worked with Brittany Warner and Shannon Thomas to setup a McKearn informational meeting to recruit new fellows
         ▪ Current fellows will host the session
         ▪ Wednesday, December 3rd from 5-6:30 p.m. in the Barsema Alumni Visitors Center (DeBaise Boardroom)
         ● The new application will launch this same day
      ➢ Weekly meeting on Tuesday’s at 11 a.m.

   ▶ National Scholarships and Fellowships
      ➢ Elena Paloma and Jim Feeney applied for the Rhodes, but neither were selected for an interview
      ➢ Jim Feeney applied for the Gates, but was not selected for an interview

   ▶ HCIR Community College members outreach
      ▪ Provided Joel with an update of the materials and the articulation agreements that were already completed and ready to be put into place
      ● These documents were very thorough and, as a result, may require Joel to build relationships with the various community colleges in the area
Honors Scholarship Application
- Launched on November 1st and it closed on November 30th
  - Current recipients must reapply and have met their obligations
  - Met with Shanay Murdock to discuss having her post for Honors on the twitter account as part of meeting her obligations

Mortar Board co-advisor
- Contacted the convocation center to open the lines of communication to arrange the details of graduation flower sales
- Reimbursed Shawna Johnson while the treasurer was out of town
- Sent bank statements to the treasurer (Nick Gaston) and the other staff advisors (Denise Rode and Kelly Smith)

Honors Scholars
- Reached out to students to get updates on what they are currently doing for program prioritization in order to show the value of the program NPHC (National PanHellenic Council)
- Co-advisor with Don Bramlet and Dr. Laverne Gyant
  - Attended the exec board meeting at 9:00 p.m. on Tuesday evening

Scholarship Fair - Wednesday, November 4th from 1:00 – 3:00 p.m. in the HSC Ballroom
- Attended with Jerrell (Honors Fellow)
- We provided flyers with the Honors Scholarships and information about the McKearn program to students
- Many students stopped by the table who were not in Honors, so we used the opportunity to work on recruiting students
- It was reported that 266 students attended the fair this year, but we lost count of how many students stopped by the Honors table

ISAC MAP Advising Data Collection (in place of meeting w/ Holly Nicholson)
- Help Joel with a report for Rebecca Babel by providing the following info:
  - Student Demographics (all students, incoming freshman, new students, upperclassman, low-income students, first generation students, athletes, specific racial or ethnic group, students with disabilities, academically underprepared students, international students, ESL students, and Veterans)
  - Advising type and information delivery mechanisms (one-on-one, group presentations, online, social media, cell phone app, email, printed materials, and other)
  - Information regarding which staff members provide advising to students
  - Time spent in an academic year by a student involved in the program
  - Average participation of students in the program
  - Program cost (Salaries, benefits, food, supplies, and contractual agreements)
  - Staff hours per week spent on program
E. **The Luminary advisor**
Denius distributed the new blog address to staff members. It is now live. All content written by students. Honors student Maggie Miller has done a great job as the student leader for this effort, Denius said.

V. **Additional Reports & Updates**
Sharp asked for any reports from students. There were none.

VI. **Old Business**
A. **Program Prioritization**
Nothing further after report above.

B. **HCIR conference, February 27, 2016**
Initial invitations have been sent to members in the region including many community colleges. This will be good way for students to present research. It will also be a good way to promote the Honors Program at NIU. Lexie Williams, Honors Fellow, is doing much of the planning for the event. Better recruitment with community colleges is a priority for the Honors Program. Most have honors programs with courses that can be articulated with our program to earn University Honors. This will be an opportunity to inform these colleges of the policies.

VII. **New Business**
A. **EYE (Enhance Your Education) grant reviews**
Sharp asked if there are any proposals that should not be funded. There were none immediately brought forward. Discussion of the four proposals followed. Strid/Porter moved to fund all of the proposals. Following further discussion, Hedin/Nguyen made a friendly amendment to remove one proposal from the previous motion. The motion passed. The motion to fund three of the four proposals was passed. Discussion of the following proposal followed. Hedin/Strid moved to approve the fourth proposal. The motion failed.

B. **Personnel**
Personnel issues were discussed in the director’s report. Stafstrom presented a thank you gift to Ganshirt in honor of her retirement at the end of the year.

C. **Walk-on items**
There were none.

VIII. **Adjourn**
Strid/Hedin moved to adjourn at 2:50 p.m. The motion passed. The next meeting will be February 5, 2016.