

## Honors Advisory Board Meeting Minutes

Wednesday, February 8, 2017  
Crane Room ~ 12:10 – 12:45 p.m.

**Members Present:** Jean Sanchez, Jennifer Ball, Kelly Erby, Kerry Wynn, Martha Placeras, Matthew Cook, Vanessa Steinroetter, Jen Blackburn, Jennifer Jenkins, Michael Gleason, Grant Waters (Honors Student Council Rep.), & Michael McGuire (Chair)

Call to Order

I. Minutes from November 2, 2016 were approved

II. Honors Student Council Report – big project his semester is Spring Banquet

IV. Unfinished Business

- Need to review annual assessment plan with committee at an upcoming meeting (Tentatively scheduled for April)
- Survey students afterwards to learn what they would like to know more about in terms of assessment.
- Need at least one volunteer to assist with assessment write-up

V. New Business

A. Recent course proposals were briefly discussed. Kerry revised old course proposal form for review, which Committee members approved to use going forward.

B. Discussion of review process for incoming students to be selected for scholarships as well as current students

1. Michael M. will follow up with members reviewing applications as to their preferred review method (i.e., hard copies or electronic copies).

2. Michael M. also briefly reviewed process for evaluating admission application materials for Brunt Scholarship and application current students will use.

C. Committee members were in favor of selecting all five Brunt Scholarship recipients prior to the Spring Banquet. The recipients will be announced at the Spring Banquet, or sooner, depending on when the final results are tallied.

VI. Announcements (*more details to come on day of meeting*)

- A. Honors Informational Session for Students tentatively scheduled for Wednesday, March 8 (still determining whether lunch time or late afternoon will work better)
- B. Annual Spring Banquet, Tuesday, April 4, 6:00 – 8:00 p.m. (save the date)
- C. Next Meeting: Wednesday, March 1, 12:10 – 12:50 (Crane)