

Honors Education Committee Bylaws

Revised 11/8/2022

Approved by the Faculty Senate during the Dec 4th 2023 meeting.

Purpose of the Committee

The Honors Education Committee oversees and supports the Honors College.

The roles of the committee are as follows:

1. The first task of the committee shall be for each committee member to participate in at least one of the Honors College scholarship interview days. The full tuition scholarships are provided by the Columbus State University Foundation. Scholarships are awarded to graduating high school seniors based on a combination of following criteria:

- Institutional grade point average (minimum of 3.5)
- ACT Composite Score of 26/SAT equivalent
- Class ranking in top 10%
- A writing sample included in the application graded by honors college students
- In-person interview which consists of an individual interview and a group interview

2. The committee shall be asked to make recommendations on the policies and procedures governing the Honors College.

3. Each member of the committee may be asked to serve on the defense committee of one of our graduating seniors

Member Composition

The Honors Education Committee should be composed of the following:

1. Ten faculty including two from each college, one from the library, and one at-large, each serving a four-year term.
2. The Dean of the Honors College, the Associate Dean/s of the Honors College, two honors students, the vice president for University Advancement, a representative from Undergraduate Recruitment, a representative from Financial Aid, a representative from Honors Alumnus, as ex officio members.

Committee Officers

1. Committee Officers are a committee chair and a (chair-elect) elected by the committee from the members listed above
2. The committee officers are elected by the 10 faculty comprising the Honors Education Committee
3. The chair may serve up to a two-year term; the chair-elect assumes the role of chair

Member Engagement

The committee may conduct business electronically, in person, or by other means as deemed appropriate by the committee chair to support committee participation.

Meeting Calendar

At least one meeting will be called each semester and as needed. Members should be aware that special charges will likely require additional meetings, electronically or in person. The means by which this is addressed is at the discretion of the committee's chair.

Committee members will participate in at least one scholarship selection process. Scholarship interviews happen in October, February and March each academic year. Members should be aware that special charges will likely require additional meetings, electronically or in person. The means by which this is addressed is at the discretion of the committee's chair.

Committee members will be asked to participate on at least one honors student thesis defense committee. This entails the reading and critique of the written work as well as the attendance of the defense scheduled by the student in consultation with the thesis director and committee members. The defense committee will determine the passability of the student's work.

Meeting Content and Procedure

Meeting content will address recommendations on the policies and procedures governing the Honors College.

Items will be brought before the committee chair for distribution to the committee. Attendance shall constitute a quorum when voting upon actionable items. Voting may occur electronically, by voice, or show of hands. Meeting minutes will disseminate deliberation results.

Meeting Visitors

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

Revision to the Bylaws

All revisions to committee bylaws must be approved by the Faculty Senate. Under the Policy on Policies, any person may recommend a change to committee bylaws, but they must be vetted by the committee and senate prior to a vote.

Committees and Policy Review Process

Receipt of Policy Proposal and Charge

In keeping with the University's Policy on Policies and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation, each Senate Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

Policy Review Process

The process in which the committee performs policy review is at the discretion of the committee's chair, but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

Timeline for Initial Policy Proposal Review

Once a committee receives a policy proposal and charge, they will be expected to perform first review of the policy proposal and provide comment as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

Committee Reporting Process

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent month's time.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

Reporting

Composition of Written Supplements - Presentation and Non-Presentation

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time
- Membership in Attendance
- Problem/Task addressed by committee
- Synopsis of discussion pertinent to addressing the Problem/Task
- Feedback of committee
- Motions considered, complete with numeric results
- Current status report on charge
- Requests from committee of the Faculty Senate

Mandatory Committee Chair Attendance for Report

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

Timeline for Submitting Committee Reports Prior to Senate Meeting

To permit a thorough review of reports from each committee the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.