

**OPERATING PAPERS
UNIVERSITY HONORS ADVISORY COUNCIL**

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

The Director of the Honors Program, along with the University Honors Advisory Council, bears the primary responsibility for maintaining and developing the Honors Program at Southern Illinois University Edwardsville.

I. Membership and Officer

A. The University Honors Advisory Council (UHAC) will consist of a maximum of 15 members, 14 of whom are voting members.

1. Voting Members

The voting members are:

- 2 tenured or tenure-track faculty from the College of Arts and Sciences, appointed by the Director of the University Honors Program in consultation with the Dean of the College to staggered, three-year terms;
- 1 tenured or tenure-track faculty from the School of Business, appointed by the Director of the University Honors Program in consultation with the Dean of the School of Business to a three-year term;
- 1 full-time, unrepresented faculty from the School of Dentistry, appointed by the Director of the University Honors Program in consultation with the Dean of the School of Dental Medicine to a three-year term;
- 1 tenured or tenure-track faculty from the School of Education, appointed by the Director of the University Honors Program in consultation with the Dean of the School of Education to a three-year term;
- 1 tenured or tenure-track faculty from the School of Engineering, appointed by the Director of the University Honors Program in consultation with the Dean of the School of Engineering to a three-year term;
- 1 tenured or tenure-track faculty from the Library and Information Sciences, appointed by the Director of the University Honors Program in consultation with the Dean of the Library to a three-year term;
- 1 full-time, unrepresented faculty from the School of Nursing, appointed by the Director of the University Honors Program in consultation with the Dean of the School of Nursing to a three-year term;
- 1 full-time, unrepresented faculty from the School of Pharmacy, appointed by the Director of the University Honors Program in consultation with the Dean of the School of Pharmacy to a three-year term;

- 1 tenured or tenure-track faculty from the Faculty Senate, appointed by the Director of the University Honors Program in consultation with the Faculty Senate Executive Committee to a three-year term;
- the Director of Advising (or his or her appointed designee);
- 1 staff member of Student Affairs, appointed by the Director of the University Honors Program in consultation with the Vice-Chancellor for Student Affairs to a three-year term;
- 2 honors students, with at least sophomore-level standing, appointed by the Director of the University Honors Program in consultation with faculty teaching Honors 120 and Honors 320, to one-year terms.

Terms will begin in Fall 2014; initial representatives will have the length of their terms (1, 2, or 3 years) determined by lot at the first, full meeting of the Council in Fall 2014.

Faculty and staff shall not be appointed for more than two successive, three-year terms.

The student representatives shall not be appointed for more than two successive, one-year terms.

2. Non-voting Member

The Director of the University Honors Program is the Chair of the University Honors Advisory Council and a non-voting member of the Council, except in cases of a tie.

B. Officer: The Director of the University Honors Program and Chair

The duties of the Director and Chair are:

- to maintain and develop the University Honors Program;
- to manage the University Honors Program in its day-to-day functions;
- to establish and oversee the assessment mechanisms of the Honors Program;
- to engage in outreach and fundraising for the University Honors Program;
- to oversee the smooth functioning of the business of the Council, establishing the regular, yearly meeting schedule for the Council and coordinating the regular secretarial business of the Council;
- to meet regularly with the Associate Provost to discuss and coordinate the business of the Council and all related matters associated with the Advisory Council and the University Honors Program;
- to file an annual report to the Faculty Senate, discussing the business of the Council and all related matters associated with the Advisory Council and the University Honors Program.

II. Responsibilities and Functions

A. Functions

The University Honors Advisory Council has different types of functions in relation to the University Honors Program.

1. In relation to the curriculum of the University Honors Program, the Council has decision-making functions. In consultation with the Director of the University Honors Program and relevant faculty, the Council establishes, oversees, develops, modifies, and revises the curriculum of the Honors Program.
2. In relation to all other matters of the University Honors Program, the Council has, in relation to the Director of the University Honors Program, advisory and collaborative functions. These matters include, but are not limited to developing, establishing, modifying, and revising:
 - a. the vision, goals, and aim of the Program;
 - b. the admissions and retention standards of the Program for Honors students;
 - c. the policy of selecting faculty to teach in the Program;
 - d. the policy for reviewing faculty who teach in the Program;
 - e. the advising and mentoring policies and procedures for the Program;
 - f. the protocols and instruments to be used in the assessment of the University Honors Program;
 - g. the co-curricular components of the Program;
 - h. alumni outreach and fundraising activities for the Program.
3. Finally, in relation to reviews of the Director of the University Honors Program and the University Honors Program itself, the Council participates in the review processes in appropriate ways along with relevant bodies.

B. General Oversight

The Council will also review recommendations related to the Honors Program that may be adopted by any other University governance bodies.

C. Reporting

Agendas, minutes and announcements of the Council meetings will be forwarded to the Associate Provost. In addition, the annual report, prepared for the Faculty Senate, will be forwarded to the Provost and Vice Chancellor for Academic Affairs, the Vice-Chancellor for Student Affairs, and the Deans of the College and Schools.

III. Committees

A. Committee-of-the-Whole

In all matters, unless it determines otherwise, the Council will function and conduct its business as a Committee-of-the-Whole.

B. Standing Committees

At any point in time, the Council may determine that it is in the Honors Program's interest for it to establish Standing Committees to conduct its business. The Council may do so, using the amendment process described below (Section V).

C. *Ad hoc* Committees

The University Honors Advisory Council shall appoint *ad hoc* committees as needed. Representation on an *ad hoc* committee shall be as wide as appropriate to the charge of the *ad hoc* committee. Membership on an *ad hoc* committee is not limited to those serving on the University Honors Advisory Council. However, the chair of an *ad hoc* committee shall be selected by the Council from its membership with the approval of the Director. The membership and charge of any such *ad hoc* committee shall be confirmed by the Council and the Director and reported to the Associate Provost.

IV. Meetings

A. Quorum

A quorum shall consist of at least half plus one of the total voting membership of the Council. Members of the Council who wish to remotely attend Council meetings (e.g., by telephone or electronically) may do so with consent of the Director.

B. Schedule

The University Honors Advisory Council shall meet at least once each month during the academic year and additionally at the call of the chair or by petition of at least three voting members of the Council.

C. Agenda and Minutes

The chair shall prepare the agenda of meetings. Council members may place items on the agenda by request to the chair. Notice of the time, place, and agenda of all meetings of the Council shall be delivered to all members of the Council at least 24 hours in advance of the meeting. Approved minutes of all

meetings of the Council shall be delivered to all members of the Council and the Associate Provost of the University and publicly posted within 5 working days of their approval.

D. Conduct of Business in Absence of Chair

In the absence of the chair, the Council shall select a voting member to serve as the chair for that particular meeting.

E. Guests

The Council may invite any person or persons to the meeting when this will assist the Council with its duties.

V. Amendments

These operating papers may be amended by a two-thirds majority of the voting members at a Council meeting, provided both that a quorum has been met, and that previous notice of the text of the amendment has been circulated to all members at least one week prior to that meeting. To become effective, amendments must be approved by the Director of the University Honors Program, the Provost and Vice Chancellor for Academic Affairs, and the Chancellor of the University.

Approved: 4 April 2014