

## Report to College Faculty from CLA Honors Committee (4/03/07)

The first two documents we are distributing this morning ("Statement of the Honors General Education Requirement" and "Honors Committee Update (S. Saari), December 2003") summarize the current requirements of the CLA Honors Program and the general role of the CLA Honors Committee. Each representative on the committee has a complete set of CLA Honors Program and Honors Committee "key" documents from which these two are drawn. The committee will soon make these documents available via the electronic archive. This committee is the largest standing committee in the college, as each program has a representative. There is also a student representative-Dan Pontillo. We have a steering committee of five members that gathers information and presents matters for deliberation and action by the full committee. Our college has an Honors Advocate and Honors Coordinator, appointed by the Vice President for Academic Affairs and the Dean, respectively, who manage the CLA Honors Program on a daily basis.

The next two documents are entitled "Honors Advocates in the Colleges" and "Position Description: Coordinator of the Liberal Arts Honors Program." As of mid-January, the Advocate and Coordinator positions have been held jointly by Associate Dean John Capps. To our understanding, John will continue to hold these positions jointly next year as well. This is one of the few changes that occurred in the program since the previous chair of this committee, Sandra Saari, briefed the college faculty in December 2003. The Honors Committee recommends that if the CLA wishes to continue growth of the Honors Program, the Advocate and Coordinator positions should be held by two faculty members rather than one. Additional funding shall be needed in this case, as the Institute presently only funds the Advocate position with one course per quarter release time. Heretofore, the Coordinator position was funded by transferring the release time from the Associate Dean, who simultaneously served as Advocate. If the CLA rather wishes to maintain its current program, the Honors Committee feels that it may be feasible for one faculty member to temporarily manage both positions, particularly if that faculty member is not also engaged in other service or administrative duties. However, the committee recommends that the separate titles of Advocate and Coordinator be retained so that when necessary their separate duties could be carried out by two faculty members. Whether CLA prefers growth or maintenance of the CLA Honors Program, the Honors Committee recommends that the administration, in consultation with the college faculty, consider in the longer run appointing faculty outside of the Dean's Office to serve as Advocate.

A second change that occurred in the past year is an increase in CLA Honors course enrollment caps from 16 to 20 students. This change was made last August by Dean Moore, in consultation with Provost McKenzie, essentially for budgetary reasons. Our understanding is that the enrollment caps will be maintained at 20 for the next academic year as well (except for Honors Writing 0502-325, which shall be capped at 19). The Honors Committee recommends that the caps revert to 16, as originally approved by this college faculty in 2001-2002, as soon as is practicable.

A third and final change to report is with respect to the timing of non-Honors student enrollment. To create more opportunities for non-Honors student enrollment, we now enable non-Honors Program students to enroll beginning the day that non-Honors first-year students enroll; originally, policy directed such enrollment to the first week of classes. This change was approved by the Honors Committee quite recently, and will thus take effect this spring with respect to enrollment in fall 2007 courses. The Honors Committee intends to review the procedural change this time next year to see if unforeseen circumstances warrant a revision in the policy.

## STATEMENT OF THE HONORS GENERAL EDUCATION REQUIREMENT

Honors students have the same required general education credit distribution as any other RIT student, including thirty-six (36) credit hours in COLA and twenty (20) credit hours in COS. To participate in the Honors Program, honors students must successfully complete four (4) honors-designated courses from those fulfilling the general education requirement. The four honors courses may be selected from any honors course offered in COLA and COS. The courses in COLA include the Honors Writing Course, Honors Core Courses, the Honors Colloquium, Honors Arts of Expression, Honors Research Seminar and other upper-division honors courses. Insofar as scheduling allows, the Honors Colloquium is required.

In addition to completing four honors courses, each honors student must complete an Honors Capstone Presentation: a formal, public presentation based on material developed in the student's course of study at RIT. This requirement is normally met in the third, fourth, or fifth year. Completion of this non-credit-bearing honors capstone experience is recorded on the honor student's transcript. This Capstone Presentation can be part of an Honors Research Seminar, a presentation at the COLA Undergraduate Student Research Conference, or a presentation at another appropriate forum or professional venue.

COLA Honors Committee

Honors Committee Update (S. Saari)

A report was given regarding oversight of the COLA general education core honors courses. Most core honors courses are subject to the oversight of the relevant departments. In the Honors document that the COLA faculty previously passed, there are two supra-departmental exceptions: the Honors Colloquium (a first year course) and the Honors Research Seminar (an advanced course). It is the responsibility of the Honors Committee-composed of representatives from each undergraduate department or program, the Honors Advocate, and the Honors Coordinator-to formulate and to exercise oversight for the two exceptions. Having formulated a course description for the Honors Colloquium, the Honors Committee sent (first to Department Chairs and then to the COLA faculty) a Call for Proposals for the Honors Colloquium for Spring 2004. Because of scheduling needs, there was a uniquely short turn-around time (future Calls for Proposals will have a longer lead time). One proposal was submitted (not surprisingly, given the short time) by an elected member of the Honors Committee, Sean Sutton, with the proposed theme, "Biotechnology, Humanity and the Conditions of Freedom". After looking at the proposal, the Honors Steering Committee recommended it to the full Honors Committee for consideration. Professor Sutton made a presentation of his proposal, answered questions, then recused himself. The Honors Committee then carefully evaluated the proposal (which included a 6-page draft syllabus), particularly with respect to the writing component and the central issue of the ways in which the various Liberal Arts Core disciplines would contribute their methodologies and perspectives to the presentation and development of the stated theme. The Committee unanimously approved this pilot proposal for Spring 2004. The Honors Committee is now turning its attention to the formulation of the other supra-departmental honors course, the Honors Research Seminar.

# Honors Advocates in the Colleges

8 June 2005

Note: Though each college has implemented their administrative model for the Honors Advocates differently, they include the following essential features:

1. Is appointed by the Vice-President for Academic Affairs with the approval of the Dean of the college to serve a three-year term.
2. Shall receive a one course per term release time.
3. Serves on the Institute Honors Committee.
4. Allocates the college's honors budget.
5. Is a member of the college honors committee.
6. Represents the Honors Program to the faculty of the college.
7. Is responsible for the advising of honors students and evaluates them annually for continuation in the program at honors clearings held in March and June.
8. Develops, supports, and reports on the college component of the Honors Program, including summer research programs and travel or coops abroad.
9. Develops and supports social and professional events for the honors students in the college to enhance their professional development.
10. Supports fulfillment of the complementary learning requirement through college activities.
11. Oversees the recruitment, evaluation and acceptance of all honors students in the college, both first-year and late entry.
12. Assists and advises in the future development of the Institute Honors Program.

Filename: Honors Advocates in the Colleges

Draft 3/14/02

College of Liberal Arts  
Position Description  
Coordinator of the Liberal Arts Honors Program

- I. The Coordinator of the Liberal Arts (General Education) Honors Program, working in collaboration with the Dean, the Associate Dean (CLA Honors Advocate), and the Liberal Arts Honors Committee, is responsible for the following activities:
- helping to organize the Liberal Arts components of the Institute's Fall Orientation for RIT Honors Students;
  - working closely with the Liberal Arts Honors Committee to implement successfully all elements of the Liberal Arts Honors Program: Advising, Honors Core Courses, Honors Colloquium, Honors Research Seminars;
  - working closely with the relevant Department chairs and the College Scheduling Officer to ensure that a sufficient number of Honors Core Courses is offered each academic quarter;
  - coordinating, for the Honors Colloquium Committee, the arrangements required for the Honors Colloquium for first and second year Honors Students;
  - assisting, as needed, the Associate Dean, who also serves as the Liberal Arts Honors Advocate, with successful implementation of the RIT Honors Program;
  - and responding, as needed, to questions from Honors Students and others in the Institute about dimensions of the Liberal Arts (General Education) Honors Program.
- II. The Coordinator of the Liberal Arts Honors Program will serve ex officio (non-voting) of the following committees:
- Liberal Arts Honors Committee  
Honors Colloquium Committee  
Honors Research Seminar Committee
- and will report to the Dean of the College or his delegate (the Associate Dean/CLA Honors Advocate), as well as to the Liberal Arts Honors Committee.
- III. The term of the appointment as Coordinator of the Liberal Arts Honors Program is ten months, plus a summer stipend, as needed, for work that must be accomplished each summer.