

COLLEGE HONORS INSTITUTE STEERING COMMITTEE MINUTES		DATE: Sept 4, 2019 TIME: 12:00 LOCATION: West 215
Members: _____ Judy Cannon _____ Debbie Bogh _____ T.L. Brink _____ Susana De la Pena _____ Troy Dial _____ Cheryl DiBartolo _____ Liz Langenfeld _____ Janine Ledoux _____ Lindsay Weiler _____ Jim Urbanovich _____ Farhad Mansourian _____ Ambassador: Victoria Karalun _____ Student Senate:		
TOPIC	DISCUSSION	FURTHER ACTION
Call Meeting to Order, Presentation of Minutes		
AMBASSADOR / STUDENT SENATE REPORT	Report on new members and activities (newsletter, planning for events, etc.)	Discuss whether or not to participate in Club Rush
REPORT ON PAST ACTIVITIES:		
GOVERNANCE GROUPS REQUIREMENTS - Members of Steering Committee - What is a quorum - Open vs. closed meetings and voting rights	Quorum: Minimum of 3 faculty and the coordinator Meetings should be open except when scholarships or sensitive student issues are discussed. All members of the Steering Committee have voting rights except the Ambassador and the Student Senate rep. Email voting is allowed in an emergency.	Need to fulfill requirements of governance group: - member of administration (Keith?) - staff (Alyssa?) Judy talk to Keith
STUDENT RECORDS - How long must we keep a physical copy -Proposal, scan copies older than three years	At least three years? We could scan older files: cover page/communications	Judy ask Keith Wurtz if this is an accreditation issue Judy check with other members of HTCC
PARTICIPATION POINTS: - Current policy - Encourage involvement, community - "Mandatory" events - Make-up events	Terminology: "expectation" versus "mandatory" Discussion of implementing an Honors buddy system	

<p>BRAINSTORMING SYMPOSIUM Thursday, Sept. 19, 11:00-2:00, LRC 226</p>	<p>Susana will bring her ENGL 102 class from 1-2</p>	<p>Ask students to serve on panel: Victoria, Maranda, Jason</p> <p>Judy reach out to Jim Holbrook</p> <p>Call SBVC Honors Coordinator</p> <p>TL will check with Danielle Graham about posters</p>
<p>ADDITIONAL UPCOMING EVENTS: See calendar</p>		<p>Send out calendar to faculty/students</p> <p>Create/send out flyer for December CHC Student Research Conference</p>
<p>ADDITIONAL BUSINESS:</p>	<p>T.L. will be attending the HTCC September meeting while Judy is out of town.</p>	<p>Email Joaquin for directions and parking.</p>

Next meeting: Wednesday, October 2, 2019