

UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	Honors Council		
Committee Type:	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
Reports to:	Provost & Vice President for Academic Affairs		
Term/Date formed:	1990-1991		
Membership (Describe in general terms who should serve on the committee/council): Total = 12			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-3; CBSS-2; CHS-2; CPY-1; VPIS-1; VPES -1; VPAA-1 (Honors Program Director)		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	VPAA-1 (Appointed by Provost/VPAA)		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Honors Program Director		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
To make advisory recommendations to the Director of the Honors Program on courses and curriculum and to assist in the development of programmatic growth and standards.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Members serve 3 academic years. Contingent upon the Chair's (Honors Program Director) recommendation and the Provost & VPAA's approval, a member's years of service may be either increased or decreased by a period of time deemed appropriate or necessary. Faculty Senate representative will rotate off when his or her term as a Faculty Senator ends.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Secretary:</i>	Maintains minutes of committee meetings, distributes minutes to committee members, and distributes approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: _____	Signature: _____
Last reviewed	<input checked="" type="checkbox"/>	Fall 2023	Chair Joshua Stockley