DATE: 19 February 2010

TO: Bob Hautala, Faculty Senate Honors Committee Chairperson

Gavin Keulks, Honors Program Director

FROM: Katherine Schmidt, Faculty Senate President

RE: Procedures for Advancing Honors Program Proposals

Thank you for alerting the executive committee to the confusion surrounding the procedures for advancing Honors Program proposals. I am writing this memo to clarify those procedures and for inclusion in the Honors Program archive and committee minutes.

After conferring with representatives from the Academic Requirements Committee, Committee on Committees, Graduate Studies Committee, and Curriculum Committee, the Executive Committee has determined that Honors Program changes, including curriculum changes, should route through the Honors Committee and then directly to the Executive Committee and Faculty Senate for discussion and vote.

Of particular importance to this determination was the unanimous vote taken on 16 February 2010 by the Senate Curriculum Committee in support of this procedure. Similarly, the Executive Committee was swayed by the comparison of the Honors Committee with the Graduate Studies Committee—two senate-level committees that act as curriculum committees for their respective programs.

As your committee continues to discuss its committee charge, as required by Executive Committee this year, make plans to include curricular responsibilities in your revision.

Thank you for participating in these meetings and for bringing this issue to our attention.