Honors Student Advisory Council Minutes
July 13, 2009 9:30 AM
West Palm Beach Library – Hibiscus Room

1. Introductions and Purpose
   • The meeting was called to order at 9:44 AM

2. Approval of the minutes from the 4/16 Meeting
   • The minutes were distributed via e-mail to the members and posted at
     http://www.pbcc.edu/x14013.xml. The motion to approve the minutes was made by
     James Rowland, and seconded by Belen Lowrey. They were approved unanimously.

3. Recap of the 2008/2009 Academic Year/Secretary’s Report
   • During the 2008-2009 academic year the program had a net gain of 184 students,
     student numbers as of July the 8th were 16 students on the Belle Glade campus, 174 on
     the Boca Raton Campus, 422 on the Lake Worth campus and 271 on the Gardens
     Campus.
   • Over the course of the 2008/2009 school year we have added a number of sections
     across all four campuses. For specific course numbers, please read the 2008/2009
     Honors College Annual report once it is released. In Fall of 2008, we offered a total of 29
     sections, 25 of those made (had enough students to run) for a total of 329 seats filled
     out of 435 seats offered by 226 unique Honors students. In Spring of 2009, we offered a
     total of 34 sections, 30 of those made for a total of 359 seats filled out of 510 seats
     offered by 238 unique Honors students. In Summer 2009, we offered 7 courses, 6 under
     the Math Science Institute on PBG and for the first time a twelve week regular Honors
     course on the Lake Worth Campus. There was a total enrollment of 69 seats.
   • A review of the newly introduced Honors point system including the categories of
     Honors Points, Cultural Activities, Service Points, Leadership, Scholarly and Employment
     points and how to earn each. In the service category, Honors students have almost
     donated 2,500 hours in service to the community to 45 community partners including
     PBCC. (See Attached for detailed list)
   • In addition to the new Honors point system, over spring and summer we have had our
     first students complete the Honors Diploma. At the time of the meeting, two students
     had completed the requirements for spring, Belen Lowrey and Case Boeshaar. Four
     students had applied stating they were intending to complete the requirements by the
     end of summer, Sophia Raymond, Lenore McHugh, Ekeyah Wallace and Natalia Fajardo.
   • We reviewed the on campus and off campus events held by the Honors college (see
     detailed report

4. Honor Code Discussion
   • The reason for the discussion and move toward an honor code was that four faculty
     members have come forward with cases of academic dishonesty this academic year in
     Honors classes specifically. The code was brought up originally at the February 26th
     2009 meeting of the HSAC to begin development and the draft was compiled online and in a
special working group on April 23rd 2009. Version of the code submitted to the Honors Advisory Board is attached.

5. Academic issues affecting the program
   - Projects:
     The quality of the Honors projects that are received have greatly decreased, so Dr. Burks approached the HSAC for suggestions on how to improve them. The following suggestions were made:
     1. To restrict the ability to do projects to non-traditional students on a campus and/or for courses specifically not offered as Honors on a specific campus.
     2. Requiring a more detailed proposal with the student’s goals for carrying out the project and the professor’s goals of how he/she will mentor the student.
     3. Consider requiring a committee to review all Honors projects, similar to the peer review process of *Sabiduria*.
     4. Require an initial or annotated bibliography of at least 10 sources and a 150 word abstract to be submitted with the contract.
     5. Add a program of student mentorship where (with faculty permission) students who have done well on Honors contracts can help mentor students who are working on contracts.
     6. Add a clause to the contract where submitting a contract does not necessarily guarantee earning Honors credit.
     7. Add a strong recommendation to visit a PBCC librarian
   - IDH2105:
     Consider recommending and discussing with faculty how to handle a “C” in “Knowledge through the Ages”. At the moment, it would completely eliminate any hopes of a student achieving an Honors Diploma. “A” and “B” would count as Honors credit, anything less than a “C” could be retaken under grade forgiveness. For future sections of IDH2105, there will need to be discussion with the faculty, to encourage them to think seriously about assigning a “D” rather than a “C” in IDH2105. For students in the current terms who have gotten a “C”, if they meet all the other Honors Graduation requirements they can appeal to the Honors Advisory Board.

6. Book Exchange
   - Informational discussion on how best to carry it out, use Facebook to start a discussion thread. Have a student coordinator for keeping track of the ins and outs of the Exchange

Adjourn Meeting for Lunch at 12:10 PM

Meeting Called back to order at 1:32 PM

7. Budget Priorities for the Year
• Several options were discussed with National Collegiate Honors Council sending between 6 and 8 students on a full-ride, $8,000 were dedicated to the trip from the budget. The other discussion was fundraising to allow more students to go.

• Below is the budget
  $8,000 National Collegiate Honors Council
  $2,500 Southern Regional Honors Council
  $5,000 Florida Collegiate Honors Council
  $1,500 Honors Lunches
  $2,500 Honors Graduation Banquet
  $500 Food
  $500 Honors Orientation Program
  $2,250 Honoraria (750 per campus, each year)
  $3,000 Supplies
  Total $25,750/$28,000 ($2,250 Unallocated)

• Consider working with the other organizations on campus to help provide campus based student activities.

8. Calendar for the Year
  • Honors Student Advisory Council Meetings
    9/17 – 5:30 PM to 7:00 PM
    11/12 – 5:30 PM to 7:00 PM – (Boca or Gardens)
    2/11 – 5:30 PM to 7:00 PM- (Boca or Gardens)
    4/15 – 5:30 PM to 7:00 PM
  • General Information Sessions
    Schedule for 8/24 through 9/3 across the four campuses
  • Lunches
    10/12 through 10/15 across the three campuses
    3/15 through 3/24 across the three campuses
  • Movie Nights (One on each campus, each term)
    TBD Movie – 9/24
    TBD Movie – 10/22
    TBD Movie – 12/3
    TBD Movie – 1/28
    TBD Movie – 2/25
    TBD Movie – 4/22
  • Conferences
    NCHC 10/27 – 11/1
    PTK Leadership Conference 9/25 -9/26
    FCHC 2/19 – 2/21
    SRHC 3/25 – 3/27
    PTK International Convention 4/8 – 4/10
• Service Days
  10/16 – NCHC Service Day
  4/9 – NCHC Service Day
• Other
  PBG Transfer Fair (Need LW/BR) 10/8
  Sabiduria Peer Review Workshop 11/6 or 11/13
  Honors Graduation Reception 4/26 – 5/8
  Florida Collegiate Honors Council Submission Deadline 12/14 (Internal Deadline Recommended 11/10)
  Writing Contest Deadline 11/16
  Scholarship Deadline 12/14

9. Sabiduria
   Submission Deadline 8/24
   Target Publication for Fall: Mid October

10. Newsletter
   Items to consider adding for Summer Newsletter and beyond
   Highlight Student Work other than traditional research papers
   Profiles of Honors Student and Faculty
   Cold Member Stories (Les)
   Officers
   Nicole’s Scholarship
   Tess Bath Partners in the Parks
   Eli Kinberg Student Trustee
   Book Exchange
   Facebook
   HSAC Retreat
   Upcoming Events

11. Service Activities
   Tabled until the next Honors Student Advisory Council Meeting.

12. Officers for the year
   • James Rowland – President
   • Jean Anthis – Vice President
   • Nicole Oviedo - Secretary
   • Jennifer Menard – Historian
   • Eli Kinberg – Honor Code Committee Chair
   • Leslie Taylor – New Media and Applications of Technology Officer (NMATO)
   • Michaela Santiago – Editor-in-Chief of the Honors Newsletter

Meeting Adjourned 3:30 PM 7/13/2009
Attendance

James Rowland – Boca Raton
Nicole Oviedo – Boca Raton
Joe Mulvey – Boca Raton
Michaela Santiago – Boca Raton
Jennifer Menard – Boca Raton
Eli Kinberg – Boca Raton
Jean Anthis – Lake Worth
Belen Lowrey – Lake Worth
Shannon Hux – Lake Worth
Catie Long – Lake Worth
Leslie Taylor – Lake Worth
Sandrine Petit-Clair – Lake Worth
Valerie Burks – District/Staff
Nancy McDonald – PBG/Faculty
Joanne Cameron – PBG/Librarian

Submitted by James Rowland
Honors Student Advisory Council – Secretaries Report/Recap 2008-2009 Year
Prepared by James Rowland.

1. Academics
   a. Program Size
      i. Start of the Academic Year (699, BG 11, BR 145, LW 299, PBG 244)
      ii. Today (7/8) (883(+26.3%), BG16(+45%), BR 174(+20%), LW 422 (+41%), PBG 271 (+11%))
   b. Courses
      i. Fall 2008
         29 Honors Classes Offered, 25 Made, 329 out of 435 Seats filled. 226 Unique Honors Students
      ii. Spring 2009
         34 Classes Offered, 30 Made, 359 out of 510 Seats Filled. 238 Unique Honors Student
      iii. Summer 2009
         7 Classes Offered, Six through MSI, and our first proper Summer Honors Course. Total Enrollment 69 seats.
   c. Honors Point System
      One of the new systems that was introduced this year was the Honors Points system.
      Quick review
      i. Honors Points
         Attending Honors events, like today
      ii. Cultural Points
         Cultural Activity
      iii. Service Points
         Service in the Community, As of July 1st, Honors students have donated almost 2,500 hours in service to the community. There were 45 Community Partners including on PBCC. About 45% of the total hours or slightly over 1,100 hours were served between PBCCs SLC, Honors College, Campus Cleanups, and other aspects around campus.
      iv. Leadership/Scholarly/Employment Points
   d. Number of Graduates (Fall/Spring/Summer)
      14 Honors Graduates in the Fall
      i. Diploma
         Our first two students graduated with the Honors Diploma. Belen Lowrey and Case Boeshaar in the Spring. We also had three additional Summer (pending completion) graduates walk in the Spring Ceremony who earned the Honors Diploma, Sophia Raymond, Lenore McHugh, Ekeyah Wallace, and Natalia Fajardo.
      ii. Certificate
         Between Spring and Summer we had a total of 62 students graduate with the Honors Certificate. (Pending Honors Annual Report 08/09 for Final Numbers)
2. Events
   a. On Campus
      With our on campus events, I would see them divided into two categories. The First, would be events that have been part of our program before the last Academic year, the other, would be newly introduced events during the Academic Year.
         i. Continued Events and Activities
            1. Honors Student Advisory Council
               This year we have had a total of three full meetings, and one special working group meeting. We have had two online subgroups of varied success. One of which is our next agenda item the Honors Code. The other, didn’t quite work as well which was attempting to plan an event for the NCHC Student Service Day in the Spring. The Student Advisory Council’s first meeting took place November 19th, 2007.
            2. Honors Lunches
               a. Fall
               b. Spring
            3. Honors General Meetings (Fall)
         ii. New Events and Activities
            We offered several symposia and worked with other organizations on conferences. These included having Dean Kohrs come in both the Fall and Spring. The Fall he was on Lake Worth and Palm Beach Gardens campus presenting on how to hack college. In the spring, through a partnership with the Focus the Nation planning team on Boca, we offered Honors activity points for attending FTN, another aspect was a custom talk on Honors and Globization on Central campus. On Palm Beach Gardens, a talk on a Very brief history of Pi organized and hosted by the Honors College. The primary new activity that we have introduced this academic this year is Sabiduria. An online peer-reviewed research journal.
               1. Sabiduria Editorial Board
                  a. Editorial Board Meetings
                  b. Peer-Review Training
                  c. Publications
                     Three submissions were accepted and published in Spring 2009. Gabriel’s Horn: An Understanding of a Solid with Finite Volume and Infinite Surface Area by Jean Joseph. Why Honors? A Statistical Analysis of Honors Classes with Comparison to Regular Classes by Hearin Neuner, James Rowland and Nicholas Scalace. And the Hero as a Reflection of Culture by Belen Lowrey.
              b. Off Campus
                 i. Florida Collegiate Honors Council (2/20 – 2/22/2009)
1. Presenters
We had a total of five student presenters
The Hero as a Reflection of Culture, Belen Lowrey from Central
Sustainable Seafood: The Balance of Ecological Responsibility and Nutritional Benefit, James Rowland from Boca
Gabriel’s Horn: An Understanding of a Solid with Finite Volume and Infinite Surface Area, Jean Serge Joseph from Central
American Higher Education: Effective and Applicable, Eli Kinberg from Boca
Effect of Post-Secondary Education on the Accuracy of Calorie Estimation, Adam Harris, from Boca

2. Attendees
We had a total of 16 students attend, 6 from Central, 7 From Boca, 3 From Gardens

3. Student Officers
James Rowland was elected as the 2 year student representative to the FCHC E-board, and also is serving as the Volunteer Webmaster.

ii. Southern Regional Honors Council
1. Presenters
We had one student presenter
“Why Honors? A Statistical Analysis of Faculty and Student Opinion,” James Rowland, Laura Heath, and Valerie Burks.

2. Attendees
We had a total of 14 students, 11 From Central, 2 From South, 1 from Gardens

iii. American Shakespeare Center (6/11 – 6/14)
The final off campus trip of the 2008-2009 Academic Year was by Professor Brahlek’s English Literature before 1800 class. A total of 10 students were sent.

3. Thoughts and Accomplishments.
It has been my pleasure serving as the Secretary for HSAC and I look forward to continued involvement in the next academic year. Any questions?
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<td>Jr. Rheumetoid Arthritis</td>
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<td>Folke Peterson Wildlife Center</td>
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<td>Extreme Makeover from Inside Out</td>
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<td>Cara Jennings for City Commission</td>
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<td>International Costal Cleanup</td>
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<td>John I. Leonard High School</td>
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<td><strong>TOTAL</strong></td>
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The PBCC Honors College is a community of scholars founded on honesty and mutual respect. Members are expected to exemplify the highest standards of honor and academic integrity.

PBCC honors students have the responsibility to:

1. Do their own original work, neither asking nor accepting assistance beyond what is permitted. Honors students are expected to obtain from their professors a clear explanation of the freedom allowed in collaboration with fellow students. Original work submitted for a grade in one course may not be submitted for a grade or as an honors project in another class.
2. Learn and follow correct citation methodology. Students should thoroughly familiarize themselves with the definition of plagiarism as outlined in the PBCC student handbook. Misunderstanding these standards will not constitute a defense against a charge of plagiarism.
3. Respond appropriately to observed violations of the Honor Code. Depending on the severity, flagrancy, and certainty of the circumstances, the observer should choose one of the following courses of action: (a) Issue a personal warning to the student, (b) inform the instructor of the violation, identifying the specific individuals involved, or (c) report the violation to the Honor Code Committee Chair.
4. Behave in a manner befitting an honors student, recognizing always that they serve as exemplars for their fellow students.

PBCC honors faculty are expected to:

1. Teach standardized citation methodology, helping students to differentiate between appropriate and inappropriate usage of others’ ideas.
2. Respect honors students as members of a community of mutual trust. Faculty should not take excessive measures to prevent dishonesty.
3. Respond appropriately to observed violations of the Honor Code.
4. Act as mentors and exemplars to honors students in all aspects of their academic lives. In addition, faculty should understand the vital role they play as intercessors on behalf of honors students to the College administration.

**Judicial Procedures:** (the following procedures deal exclusively with a student’s standing in the Honors College and do not preclude, necessitate, or anticipate any other sanctions that may be levied against a student as outlined in the PBCC Student Handbook)
All Honor Code violations require a response, based on by circumstance and severity. However, not all violations will be reported to the Honor Code Committee Chair. The Honor Code Committee Chair will be an honors student in good standing elected by the Honors Student Advisory Council. Once elected, the Honor Code Committee Chair will serve for the academic year. Violations reported to the Honor Code Committee Chair will be handled in the following manner:

1. Upon initial report of the violation, the Honor Code Committee Chair will convene an Honor Code Committee.
2. The Honor Code Committee is an ad hoc committee comprised of three honors students, three honors faculty, and the Honor Code Committee Chair.
3. The Honor Code Committee Chair will provide a written summary of the charges to the accused, as well as notification of the date, time, and place of the committee hearing. This notification will be sent by certified mail at least ten days prior to the hearing. Every effort will be made to set a time at which the accused may attend. If the accused student is unable to appear at the hearing, he/she may submit a written statement regarding the charges. Should the accused refuse to appear, the hearing may take place without his/her participation.
4. During the closed hearing, all parties will present their cases. Any material evidence must be made available for review by the Honor Code Committee and the accused. The accused may have one character witness speak on his/her behalf.
5. The Honor Code Committee will meet in private to decide the question. Each member shall cast one vote; the Honor Code Committee Chair will vote only in the case of a tie.
6. If the Honor Code Committee determines that the charges are founded, it will issue one of the following sanctions:
   a. The accused student will be ineligible to continue in the Honors College;
   b. The accused student will lose good standing in the Honors College for a stated period of time.
7. If the Honor Code Committee determines that the case lacks sufficient evidence to warrant sanctions, it will be dismissed.
8. All parties will be notified in writing of the decision within five business days.
9. Decisions of the Honor Code Committee can be appealed to the Honors Student Advisory Council, which will review the written documentation of the hearing and either affirm or vacate the decision. If vacated, a new Honor Code Committee will be convened and another hearing held.
2008-2009 Recap

James Rowland, Honors Student Advisory Council Secretary
Academics

Program Size

8/1/08 – 699
11 Belle Glade
145 Boca Raton
299 Lake Worth
244 Palm Beach Gardens

7/8/09 – 883
16 Belle Glade
174 Boca Raton
422 Lake Worth
271 Palm Beach Gardens

Courses

Fall 2008 (2009-1)
29 Classes
25 Made
329/435

Spring 2009 (2009-2)
34 Classes
30 Made
359/510

Summer 2009 (2009-3)
7 Classes
7 Made
69/105
Honors Point System
Service Activities

Internal Service Activities
- SLC – 620 Hours
- PBCC - 292 Hours
- Honors College – 205 Hours
- Campus Cleanup – 13 Hours

Internal Service Hours 1,130 Hours

External Service Activities
- Jupiter Medical Center – 199 Hours
- Salem Community Church of God – 173 Hours
- Crossroads – 110 Hours
- St. Catherine’s Greek School – 90 Hours
- Others - 782 Hours

External Service Hours 1,354 Hours
Honors Graduates

Fall 2008
- 14 Honors Graduates
- 14 Honors Certificates

Spring 2009
- 67 Honors Graduates
- 5 Honors Diplomas
- 62 Honors Certificates
On Campus Events

Continuing Events

• Honors Student Advisory Council
• Honors Lunches
• Honors General Meetings

New Events

• Sabiduria
• FTN Partnership
• Dean Kohrs
Off Campus Events

- Florida Collegiate Honors Council
  - Student Presenters – 5
  - Student Attendees – 16
  - PBCC Represented on FCHC E-Board

- Southern Regional Honors Council
  - Student Presenters – 1
  - Student Attendees – 14
Where we’ve been
Where we’re going to

Questions or comments?