

Wichita State University Honors College Governance Bylaws

Revised by the Honors College Student Council, March 12, 2020

Approved by the Honors Faculty Council December 2, 2014

Faculty and student participation in University and College governance is vital to the proper functioning of the University. Faculty interest in direction and development of the Honors College not only reflects their formal right to contribute to University decision making but indicates their responsibility to do so as professional scholars and researchers.

The Honors College offers opportunity for faculty and student participation in college governance. At the college level the major contexts for faculty participation in the determination of college-wide policy are meetings of the college faculty and students (the General Assembly), the University Honors College Council comprised of the Honors College Student Council and the Honors College Faculty Council as well as such committees as it may form, the Appeals Committee, the Scholarship committee, and ad hoc committees as may be created.

The Scott, Foresman Robert's Rules of Order Newly Revised by Henry M. Robert, revision by Sarah Corbin Robert with the assistance of others (Glenview, IL: Scott, Foresman, 1981), will serve as the parliamentary guide for the General Assembly and any other agencies of college governance which do not provide otherwise for such a guide; this guide may be replaced by another at the discretion of the governance agency in question.

Section 1 –Description

The Wichita State Honors College aims to prepare students for innovative work in a complex society. We are located in the middle of the nation in a city known for entrepreneurs and aviation. We are at the heart of an urban university with high research activity and a commitment to benefit the region and beyond. Honors College students and faculty reflect these characteristics, seeking the breadth and depth a university offers, along with the perspective and attributes that will enrich their lives and the lives of others.

Honors students and faculty engage in intellectual inquiry and debate and enjoy strong support for exploration, discovery, and community service. They pursue meaningful work in Honors seminars and inter-disciplinary tracks. They apply what they have learned in class to Honors research and creative activity, internships, student exchange and study abroad. Students are encouraged to meet with the Honors College Dean, Faculty, and Advisors to design a program that meets their academic needs and professional goals.

Faculty from academic colleges and the library are invited to experiment in Honors by proposing topics-based seminars, colloquia and co-curricular activities.

Section 2—Administration

*A. The Dean of the Honors College shall be the chief administrator of the Honors College reporting directly to the **Provost**. The Dean is aided by college advisors. The Dean is responsible to fulfill the following duties:*

1. Upholding the Honors College Charter, coordinating and supervising the execution of the activities articulated therein;
2. Upholding and enforcing the Honors College Bylaws;
3. Enacting any approved modifications to the College Bylaws;
4. Serving as an *ex officio* member of the Honors Councils;

5. Appointing Undergraduate Fellows and Faculty Fellows in consultation with current Fellows and by the procedure outlined in section 8 – Faculty Fellows;
6. Preparing and managing the Honors College budget in consultation with the Honors Councils;
7. Providing leadership and direction in the development and implementation of curricula, academic advising, and other academic activities in consultation with the Honors Councils;
8. Coordinating the operational, personnel, budgetary, and student activities of the College; 9. Reporting on the State of the College at the General Assembly each year;
10. Representing the College to other units within the University.

B. Each year, the Dean shall appoint several Honors Students to the position of Undergraduate Fellow.

C. Each year, the Dean shall appoint several Honors Faculty members to the position of Faculty Fellow.

Section 3—Honors College Membership

A. Student Membership

1. Admission to the Honors College will be competitive, based on a holistic application outlined in the [Admissions Committee Constitution](#).
 - a. Any change to the constitution must be approved by the University Honors Council to ensure the process is inclusive and accomplishes the aims of the Honors College.
2. Any student admitted to the Honors College shall be considered a member of the Honors College. Criteria for eligibility and procedures for admission to the Honors College shall be outlined in the current undergraduate catalog.
3. Responsibilities of an Honors student, definition of an “active” Honors students, and criteria for maintaining “active” Honors student status shall be outlined in the current undergraduate catalog.

Section B. Faculty Membership

1. Honors Faculty: Any faculty member who is teaching or has taught an Honors course or Honors course section or who has served on an Honors committee or council shall be considered Honors faculty.
2. Honors Faculty Fellows: Faculty from other academic colleges and the library shall be selected as Honors Faculty Fellows by a competitive application process and serve for a period of up to two years as faculty mentors for Honors students. Criteria for eligibility, procedures for selection, and responsibilities of the Honors Faculty Fellows are outlined in Section 8.

Section 4. General Assembly

At least once each year, the General Assembly shall be convened by the Dean. Each Honors Student shall and any Honors faculty or staff member may attend the General Assembly.

1. The General Assembly shall be chaired by the Dean and shall include the following:
 - a. A report on the State of the College;
 - b. A summary of the Honors courses and events offered;
 - c. An opportunity for students and faculty to provide feedback on goals, priorities, strategic initiatives, or special projects for that year;
 - d. An open forum for student comments, questions, and suggestions relevant to the administration of the Honors College and the Honors College curriculum.

2. The General Assembly shall include the introduction of the members of the University Honors College Councils.
3. The General Assembly **may** include a progress report from the chair of the University Honors Student Council and an explanation of the procedure for student participation in the council
4. The General Assembly shall include a referendum on any amendment to this Charter.

Section 5—University Honors College Council

During the period between General Assemblies, governance of the Honors College shall be delegated to the University Honors College Council.

1. Composition: **Honors College Faculty Council members**; Honors **College Student Council members**; College Dean *chair, ex-officio voting*; College Advisor, *ex officio voting*.
 - a. Honors College Faculty Council **members** shall be appointed in a manner prescribed in Section 6.
 - b. Honors College Student Council **members** shall be appointed in a manner prescribed in Section 7.
2. Meeting: The University Honors College Council shall meet at least once each fall and spring semester and at the request of the Dean or any two members who submit a signed written request to the Dean. The council must be notified of the requested meeting within one week of the Dean receiving a written request signed by two members.
3. Quorum: A quorum for a meeting of the University Honors College Council shall be a quorum of the Honors College Faculty Council and a quorum of the Honors College Student Council.
4. Charges:
 - a. Advise the Dean.
 - b. Provide a communications medium between departments/schools/divisions of other academic units (six colleges and the library) and the Dean's office.
 - c. Approve or disapprove changes in the Bylaws and Charter.
 - d. Only the faculty members of the committee shall approve or disapprove and recommend to the university's curriculum committee all approved college proposals concerning addition, deletion, or modification of courses and concerning changes in Honors College curriculum requirements. Student members may recommend to the faculty members proposals concerning addition, deletion, or modification of courses and changes in Honors College curriculum requirements.
 - e. Elect 3 faculty and 2 student members to serve on Appeal Committee, as needed.
 - f. Create and charge subcommittees as needed to carry out the responsibilities of the Council to support the work of the Honors College.
 - g. Coordinate a college review of the Dean three years after each five-year evaluation conducted by the Provost; however, in the case of a newly appointed Dean, the Council will conduct its first review in the third year following the initial appointment. The Dean should not be present during the coordination of the college's review of the Dean. However, once the Board has completed those tasks, it will report to the Dean and discuss its findings and recommendations with **them**.

Section 6 – Honors College Faculty Council

1. Composition: 11: **Nine** Faculty, one from each of the Senate divisions; the College Dean, *ex-officio non-voting*; College Advisor, *ex-officio non-voting*.
2. Selection: Members shall be recommended to the Dean by the council chair by May 1st each year and, if an appointment is not made in the spring, no later than the second week of classes in the fall

semester. In the event that no representative has been selected by the second week of classes in the fall semester, the College Dean will request a nomination from the respective college council or Dean. Preference may be given to current or former Honors Faculty Fellows or faculty currently teaching honors courses. The Honors College Dean or designee will send a list of current Honors Faculty Fellows and faculty to the council chair by April 1st each year.

3. Term of Service: Each faculty member shall serve for a 3-year term.
4. Meeting: The Honors College Faculty Council shall meet separately, as a group, at the request of the faculty chair or the College Dean. A meeting of the Council may be requested at any time by two members submitting a signed written request to the College Dean. The council must be notified of the requested meeting within one week of the Dean receiving a written request signed by two members.
5. Quorum: A quorum for a meeting of the Honors College Faculty Council shall be a simple majority of the faculty members.
6. Chair: a faculty chair shall be elected by a vote of the majority at the first meeting of the fall semester.
7. Charges:
 - a. Advise the Dean.
 - b. Provide a communications medium between departments/schools/divisions of other academic units (six colleges and the library) and the Dean's office.
 - c. Recommend changes in the Bylaws and Charter to the University Honors College Council.
 - d. Recommend or receive, review, amend if necessary, approve or disapprove changes in the curriculum and program requirements for the Honors College and forward changes to the university curriculum committee
 - e. Create and charge subcommittees as needed to carry out the responsibilities of the Faculty Council to support the work of the Honors College.

Section 7—Honors College Student Council

1. Composition: The Honors College Student Council is comprised of student members representing constituent groups within the Honors College as outlined in the Constitution of the Honors College Student Council, the College Dean, ex-officio non-voting, and College Advisor, ex-officio non-voting.
2. Selection: A Committee made up of the College Dean, College Advisors, Faculty, and graduating Honors Student(s) will vote upon submitted applications no more than two weeks after they are submitted in the Spring semester. Selection of a new member is determined by a quorum vote. In the event that no representative has been selected by the second week of classes in each semester, the College Dean will appoint Honors students to any vacancies pending a quorum vote by the Honors College Student Council.
 - a. Composition of the Honors College Student Council are subject to change as per needs of the student body, but must include:
 - i Chair
 - ii Vice Chair
 - iii Director of Records
 - iv Treasurer
 - v Director of Marketing
 - vi Director of Diversity Initiatives

vii **First-Year Representative**

3. **Term of Service:** One term of service is equivalent to one Academic Year. Stipulations concerning length of service are outlined in the Constitution of the Honors College Student Council.
4. **Meeting:** Meeting requirements are outlined in the Constitution of the Honors College Student Council.
5. **Quorum:** A quorum for a meeting of the Honors College Student Council shall be a simple majority of the student members.
6. **Charges:**
 - a. Advise the Dean.
 - b. Provide a communications medium between Honors students, Honors Student Organizations, Honors Living-Learning Community, WSU Student Government Association, and the Dean's office.
 - c. Recommend changes in the Bylaws and Charter to the University Honors College Council.
 - d. Recommend and review changes in the curriculum and program requirements for the Honors College and forward recommendations to the Honors College Faculty Council.
 - e. Create and charge subcommittees as needed to carry out the responsibilities of the Student Council to support the work of the Honors College.

Section 8—Honors Faculty Fellows

- A. **Description:** Honors Faculty Fellows foster interdisciplinary dialogue among faculty and students, support innovative curriculum development across campus, and support Honors students through faculty mentorship.
- B. **Eligibility:** Any fulltime faculty member teaching at Wichita State shall be eligible to apply for the position of Faculty Fellow. Preference may be given to faculty with experience teaching honors courses or advising honors students.
- C. **Composition:** Faculty Fellows will represent at least three of the other seven academic units, including the library, each year.
- D. **Selection:** Honors Faculty Fellows will be selected by a competitive process of application and review by a committee comprised of at least two current Faculty Fellows and the Honors College Dean.
- E. **Term of service:** Faculty Fellows will serve for up to 2 years and may serve a second 2-year term after a break of 1 year.
- F. **Responsibilities may include:**
 - a. Assist in the planning and execution of the activities of the Honors College;
 - b. Teach an HNRS seminar;
 - c. Coordinate an Honors Interdisciplinary track or Learning Community;
 - d. Propose changes or additions to the Honors curriculum and present curriculum proposals to the University Honors College Council;
 - e. Serve as members of the University Honors College Council;
 - f. Fulfill other duties as requested by the Dean to support Honors College students and curriculum.

Section 9—Honors Undergraduate Fellows

- a. **Eligibility:** Any “active” Honors student as defined by the College Bylaws shall be eligible to apply for the position of Honors Undergraduate Fellow.
- b. **Selection:** Honors Undergraduate Fellows may be selected by College Dean each year.

- c. Term: Undergraduate Fellows will serve the college for a term of 1 year renewable at the discretion of the Dean for up to 2 years.
- d. Responsibilities may include:
 1. Assist in the planning and execution of the activities of the Honors College;
 2. Serve as members of the University Honors Student Council and University Honors College Council;
 3. Assist the Honors College staff in the execution of their duties;
 4. Fulfill other duties as requested by the Dean.

Section 10—Appeals

Any student has the right to appeal a decision of the Honors Dean. In the event of a student appeal, the Dean shall call on the members of the Honors Councils to form an ad-hoc Appeal Committee no later than one month after receiving the student appeal.

- a. The student must submit the appeal in writing with supporting documents for review by the Appeal Committee.
- b. The Appeal Committee shall convene for the purpose of hearing a single appeal or multiple appeals.
- c. The Appeal Committee shall consist of the following:
 1. 2 student members elected by the University Honors College Council;
 2. 3 faculty members elected by the University Honors College Council;
 3. A faculty chair, who remains a voting member, elected by the Appeal Committee from among its 5 members.
- d. Any decision by the Appeal Committee may be appealed to the University Court of Academic Appeals.

The Dean, a nonvoting *ex officio* member of the Honors Councils, should not be present during the hearing of a student appeal. However, once the Appeal Committee has met, it will report to the Dean and discuss its findings and recommendations with **them** before reporting its decision to the student or to the University Honors College Council.

Section 11—Program Review

The table below outlines the preliminary assessment plan of the Honors College and Honors Baccalaureate degree program. Honors College Faculty Fellows, the Honors College Dean, and University Honors College Council will assess the educational soundness of the program. Accreditation is not available for Honors, but the National Collegiate Honors Council offers external evaluation of Honors programs and colleges.

Evaluation Areas/Measures	Minimum Frequencies					Responsibility
	Each Course	Every Year	Every 1-3 Years	Every 3-5+ Years	Ongoing	
SPTe or IDEA Evaluations	X					Dean/Faculty
Curriculum/Graduate Exit Surveys			X			“
Mission Statement Review			X			“
External Advisory Input					X	“
Admittance Numbers		X				“
Admission Policies Review		X				“
Application Materials Review			X			“
Experience-Based Learning Evaluations				X		“
Thesis/Capstone Evaluation			X			“
Graduation from University Number and Rate			X			“
Graduation from Honors Degree Program Number and Rate			X			“
Curricular review of diversity			X			“
Student participation in UG Research Forum			X			“
Number of Undergraduate Student Research Grants			X			“
Internal Program Review			X			“
National Collegiate Honors Council External Evaluation					X	“