

Honors Committee Charter

Statement of Purpose

- Provides guidance and support to our campus chapter of Phi Theta Kappa/Alpha Kappa Iota.
- Encourages and recognizes scholarship among Honolulu Community College (HCC) students.

Operating Procedures

- Verifies all student applications to determine whether eligibility requirements are met for membership in Phi Theta Kappa.
- Submits a list of new members to the campus newspaper for publication.
- Maintains accurate records of student applications and is responsible for the storage and disposal of these records.
- Establishes deadline dates each semester in coordination with the Phi Theta Kappa advisor.
- Provides guidance and support to Phi Theta Kappa by attending meetings and activities.
- Assists Phi Theta Kappa members in achieving their educational goals through one-on-one interactions such as helping with scholarship applications and serving as role models.
- Supports the Phi Theta Kappa advisors in their duties.
- Recruits new Phi Theta Kappa members and publicizes the goals and activities of Phi Theta Kappa.
- Helps advertise scholarships.

Timeline

May – July

(December)

- Phi Theta Kappa Advisor(s), outgoing Chapter President and other officers conduct an officer training workshop for incoming chapter officers. Advisor(s) and new officers hold two (2) planning meetings to establish Schedule of Meetings, Calendar of Events, Induction Date, and Transcript Authorization Deadline Date. If the chapter is responsible for hosting the October Regional Leadership Conference or March Regional Convention, then the planning and delegation of responsibilities take place at these meetings.

August

(January)

- The Honors Committee convenes by the second week of the semester to review procedures and to elect a chair. The new chair will inform the Committee on Committees of his or her election by e-mail. By the third week of the semester, the Lead Phi Theta Kappa Advisor requests from the Registrar's Office the list of names and mailing address labels of students who meet the eligibility requirements. The Lead Advisor purges the list to remove the names of students who have already been inducted.

A Letter of Invitation to join Phi Theta Kappa is signed by the Chancellor, sent to the Print Shop for printing (above 490 copies), stuffed into envelopes supplied by the Chancellor's Office and delivered to the Mailroom. Honors Committee members and Phi Theta Kappa students assist with this task.

October
(March)

- The Honors Committee meets to review transcripts. Eligible students are sent a letter of congratulations with information on the payment deadline and the Induction Ceremony. Ineligible students are sent a letter of regrets and are invited to participate in Phi Theta Kappa activities as provisional members until they meet the eligibility requirements. The Lead Phi Theta Kappa Advisor collects induction fees from students, contacts non-responding students, and forwards fees and names to Phi Theta Kappa Headquarters. Phi Theta Kappa advisors, officers and Honors Committee members meet to plan the Induction Ceremony. Invitations are sent to the Phi Theta Kappa Regional Coordinator, other chapters, HonCC administrators, faculty and staff.

November
(April)

- Committee members assist in planning and setting up the Induction Ceremony.
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Authorization

- Authorized by the FSEC.

Structure of the Committee

- The Honors Committee is composed of five (5) members, including one (1) Phi Theta Kappa advisor and one (1) academic advisor.
- Eligibility: Tenure and non-tenure, full-time faculty.

Scope of Authority

- The committee has the authority to review student transcripts in order to determine student eligibility to join Phi Theta Kappa.
- The committee approves membership in Phi Theta Kappa.

Meetings

- The appointed convener will open the first meeting by conducting an election for the chair of the Honors Committee.

- The newly elected chair will assume immediate responsibility for conducting all meetings from this point forward.
- The meeting schedule is determined by the committee chair.

Documentation/Communications

- Information from this committee is disseminated to the campus faculty by the campus e-mail system.
- Communications to the committee members may include campus e-mail, campus mail boxes and the campus telephone system.
- The committee chair maintains all records.
- Meeting minutes are posted on the HonCC intranet via the webmaster.
- The committee chair submits mid year and end of year reports.
- The committee chair can submit charter updates when revisions occur or when directed by higher authority.