



University Honors Program

Honors Student Advisory Board Charter

1. PURPOSE OF CHARTER

The Honors Student Advisory Board Charter sets out the role, responsibilities, and composition of the Honors Student Advisory Board (“HSAB”) for the Utah State University Honors Program. (“UHP”).

The conduct of the Advisory Board and its members is also governed by Utah State University Policy 105: Councils, Committees, and Boards, available in the [USU Policy Library](#).

2. ROLE OF THE ADVISORY BOARD

The role of the HSAB is to advise the Executive Director and program staff in support of the mission, values, and goals of the UHP, recognizing the authority of the Executive Director to oversee the operations and administration of the UHP. The HSAB’s advisory role focuses in particular on the following areas:

- Recruitment and retention of students
- Curriculum
- Student engagement with Honors

3. RESPONSIBILITIES OF THE ADVISORY BOARD

The Executive Director of the UHP chairs the HSAB and is responsible for focusing the HSAB’s work on strategic initiatives of the program and ensuring that the operations and administration of the UHP respond to and reflect the input of the HSAB.

The HSAB is an Honors in Practice experience, and students who agree to serve on the HSAB are expected to complete the full year of service and to submit the required reflection and documentation of work in the UHP Canvas course for up to 4.5 total Honors points (details under MEMBERSHIP AND TERM below).

In addition to that general expectation, the responsibilities of each HSAB member include:

- Service as a role model for all Honors students, including a commitment to embody the UHP's mission and values, attend and actively participate in UHP events, and engage with students in the Honors Leadership Academy
- Visible, vocal, active representation of the UHP in the college/statewide and across the institution
- Active preparation for and participation in monthly meetings of the HSAB
- Monthly check-ins with college/disciplinary or statewide counterpart on the Honors Faculty Advisory Board to identify barriers and pathways to retention of Honors students in the college/statewide
- Timely, thoughtful, and willing engagement in the evaluation and discussion of course proposals and other aspects of the Honors curriculum

No member of the HSAB except the Executive Director may speak on behalf of the HSAB without specific authorization by the Executive Director to do so.

4. MEMBERSHIP AND TERM

The HSAB includes nine student members: one from each disciplinary area of USU's five academic colleges and one from statewide campuses. The Executive Director chairs the HSAB, and the Honors Program Coordinator (or alternative member of UHP staff) attends meetings, contributes to conversations as appropriate, and takes minutes.

Student members apply for and are appointed for one-year terms by the Executive Director, based on committee review of applications. Terms are renewable for one additional year, by application, at the discretion of the Executive Director, in consultation with the review committee. HSAB members who meet all expectations and document their work in the UHP Canvas course earn three Honors points for successful completion of one year, with the possibility of an additional 1.5 points for successful completion of a second year on the HSAB.

5. ADVISORY BOARD MEETINGS AND DECISION-MAKING

The HSAB meets monthly during fall and spring terms of each academic year. The Executive Director of the UHP (chair) and Program Coordinator set agendas, and all HSAB members may suggest agenda items (at least a week in advance of a meeting) or add agenda items under "new business." The Executive Director and at least one member of the UHP staff (typically the Program Coordinator) attend all meetings, and a staff member is responsible for taking and distributing minutes in a timely and efficient manner.

HSAB members are expected to declare any conflict of interest to the Executive Director immediately and to recuse themselves from decision-making that may be affected by that conflict of interest. Because of the advisory nature of the HSAB, the discussion and decision-making at meetings aim for consensus. If consensus cannot be reached, the chair will call a vote, with a simple majority representing the recommendation of the HSAB. A quorum for voting is six present members, including the chair. All decisions are advisory, and the Executive Director makes final decisions for the UHP.

6. ADVISORY BOARD CULTURE

Because members of the HSAB represent the UHP publicly, they are expected to exemplify the program's goals and act as role models for all Honors students, maintain the highest ethical standards, and act in the interests of the UHP. The UHP seeks to promote a culture of candor, respectful debate, and inquiry on the HSAB and thus depends upon members to come to meetings well prepared to discuss, debate, and offer perspective on the topics at hand. The Executive Director depends upon members of the HSAB to raise concerns, as well as support decisions, and the culture of the HSAB is one of mutual respect. Members should report concerns about board culture or individual actions to the Executive Director, who will work to resolve the situation and/or refer the report to the Provost or Vice President for Student Success, as appropriate. Regular, active engagement with the UHP, the HSAB, and the students and faculty in each member's college or campus area is an important part of HSAB culture.

7. PUBLICATION AND REVIEW OF CHARTER

Parts of this charter may be included in the UHP's annual reporting, and a copy of the charter is also available on the UHP website. The HSAB will review and amend the charter annually.