

Minutes
ACHS Board of Directors Meeting #3
Thursday, 15 June 2006, 2:00 p.m. through Saturday, 17 June 2006, 11:30 a.m.
Chicago, Illinois

Members Present: President Diane Selby, Vice President Steve Loflin, Secretary-Treasurer Bruce Hozeski, Kate Gaertner, Mark Del Mastro, Orlando Madrigal, Tom Sweeney, and Executive Director Dorothy Mitstifer

President Diane Selby called the meeting to order at 2:00 p.m. on Thursday, 15 June 2006.

Thursday, 15 June 2006; 2:00 p.m. to 4:45 p.m.

1. Minutes of meeting #2, 23 March 2006 were previously approved electronically.
2. Unfinished Business - None
3. New Business
 - a. Welcome and Board Member Updates
 - b. Board Training
 - Review of Global Ends Statements
 - Review of ACHS Policy Governance Handbook
 - Executive Limitations
 - Governance Process/Ownership Linkage
 - Board/Executive Linkage

Friday, 16 June 2006; 8:30 a.m. to 5:00 p.m.

3. New Business cont'd
 - c. ACHS Financial Report and Budget 2006 (see attachment 1).
 - Discussion of the use of resources for ACE, AACRAO, Priorities for Project Fund.
 - Moved and seconded to accept the Financial Report. Carried unanimously.
 - d. Executive Director's Report (see attachment 2).
 - Discussion of CAS and the National Symposium on Standards, Self-Assessment and Student Learning Outcomes, 12-14 November 2006, Washington, D.C.
 - Discussion of providing website templates—ACHS will provide.
 - Discussion of interest from two-year institutions desiring to form Honor Societies for various specializations.
 - Discussion of the next generation of the Annual Report. Alex Perwich has volunteered to work on automating the summary of the report through Survey Monkey.
 - Discussion of the need to terminate membership of a society and the appropriate means of informing the public.
 - Moved and seconded to have legal council give advice on notification regarding the termination or withdrawal of an organization. Carried unanimously.

Moved and seconded to accept the Executive Director's Report. Carried unanimously.

Moved and seconded that the next ACHS Member Directory also provide a Table of Content listing member societies alphabetically by discipline. Carried unanimously.

Moved and seconded that there be stronger links among the Recognition and Awards Committee, the Program Committee, and the Public Information Committee; and that a letter or certificate be sent to the Executive Director of a Society receiving recognition. Carried unanimously.

e. President's Report (see attachment 3).

Moved and seconded to accept the President's Report. Carried unanimously.

f. Current and Potential Projects

Discussion of A Matter of Ethics. Virginia Mathie, Chair of the Public Information Committee, will oversee the continuation of this project.

Action—The brochure and poster will be mailed to the council members in the Fall. The Fall letter to university presidents will include information about the project.

Discussion of CAS. Information is included in Executive Directions Report (see attachment 2).

Discussion of Partnerships. Several organizations (NASPA, ACPA) have shown preliminary stages of interest. Distinctions were made among partnerships, affiliations, and not affiliated.

Moved and seconded that ACHS invite and seek organizational affiliates that further the mission and goals of ACHS. Such affiliations serve mutual benefit in promoting excellence in higher education with respect to standards, practices and ethics. Carried unanimously.

Moved and seconded that ACHS invite organizations to establish partnerships in keeping with the ACHS mission. Such partners may exhibit at the annual meeting of members, have access to the member mailing list for approved purposes, and be listed on the ACHS website. Partner organizations offer ACHS members information, services, and/or other benefits that further the mission, goals, and services to students, faculty, and alumni in keeping with academic and professional excellence. Carried unanimously.

Discussion of Succession Planning. Proposed that ACHS serve as a consulting agency to council members when succession is taking place.

Action—White papers for council members need to be developed on succession planning, strategic planning, executive director's job description, and mentoring first time members at the February council meeting.

Discussion of Compliance Review. 56 members are in compliance. 11 members are not.

Action—A letter will be sent by 15 October 2006 to the 11 members not in compliance.

g. ACHS Committees

Association Management—Kate Gaertner. Discussion of Risk Management and Insurance Coverage.

Eligibility and Admissions—Orlando Madrigal. Update.

Long Range Planning and Strategic Issues—Thomas Sweeney. Small societies are experiencing a drop in membership, but not medium and large societies.

Small societies have identified some campus resistance to honor societies.

Action for small societies—Post best practices and how to approach non-traditional students on the ACHS website.

Action for medium societies—Post electronic templates for forms.

Action for large societies—Supply information about having a national theme and about marketing to the Millennium Generation.

Action for small, medium, and large societies—Supply information about strong chapter advising, about support and training of advisors, and about recognizing advisers. Solicit information from chapter advisors.

Action—this committee needs to figure out how to produce outcomes of data collected.

Nominating—Dorothy Mitstifer. Discussion of process.

Action—Dorothy will oversee the selection of a chair for the Nominating Committee.

Public Information—Diane Selby. Virginia Mathie is continuing the publication of A Matter of Ethics. The initiative with the Graduate Pledge Alliance will not be pursued since this does not involve academic integrity. The Public Information committee is investigating additional ways to publicize what ACHS is doing.

Recognition & Awards and Resolutions—Bruce Hozeski.

Action—See 4.d. fourth motion above. The committee will also reactivate the recognition of long standing council representatives.

Standards and Definitions—Mark Del Mastro. Discussion of establishing a cycle for monitoring if societies are continuing to meet standards, and discussion of how long before action should be taken if a society is not meeting standards.

h. Higher Education Communication

Discussion of content of letter sent in the Fall from the President of ACHS to college and university presidents.

Saturday, 17 June, 2006; 8:30 a.m. to 11:30 a.m.

3. New Business cont'd

i. Strategic Thinking

Review of Ends Policies, Development of Annual Goals, and Review of Priorities for the Future (see attachment 4).

Moved and seconded to accept ACHS Board Dreams...Dreams as Means to ACHS Sub-ends (attachment 4) as a working paper. Carried unanimously.

j. Financial

Discussion of the proposed budget for Fiscal Year 2007 (see attachment 1).

Discussion of the extension of Management Contract

Action—contract extended in accordance with the contract between ACHS and Kappa Omicron Nu.

Moved and seconded to provide a \$500.00 bonus to the Executive Director to

recognize her exceptional services and to accommodate the additional responsibilities with CAS, the partnerships, and affiliates, which are not covered in the contract between ACHS and Kappa Omicron Nu. Carried unanimously. Moved and seconded to increase the Official Representation expense line in the proposed budget for 2007 from \$4,000.00 to \$5,000.00. Carried unanimously. Moved and seconded to adopt the budget for 2007 as amended. Carried unanimously.

k. 2007 Annual Council Meeting Program—Steve Loflin. Discussion/brainstorming for the February 2007 Council meeting.

l. Future Meetings

Dorothy Mitsifer is gathering information and negotiating for site selection for 2009 and beyond according to the site rotation guide in the ACHS Operations Manual: 2009—South (W), 2010—East, 2011—South (M), 2012—West, 2013—South (E), 2014—Midwest, 2015—South (W), 2016—East, 2017—South (M). Consideration will be given to shifting between first and second tier and seeking CVB support in first tier locations. Ease of access by air will also be a primary consideration.

4. Other Items

Additional Board Meetings before the Council meeting in February will be conducted by conference call.

The meeting adjourned on Saturday, 17 June 2006, 11:30 a.m.

Respectfully submitted,

Bruce W. Hozeski
Secretary

Executive Director Report

June 10, 2006

This report describes the activities to achieve the Sub-Ends related to the mission.

Certified honor societies in continuing compliance with high standards.

1. To date 56 member societies are in compliance with ACHS standards. No formal response from 11. I have talked with a few but do not have current information on progress. I will make further contacts in the Fall when it is easier to reach people.
2. As you know the honor society standards for the Council for Advancement of Standards in Higher Education (CAS) were approved in April 2005. A link to the standards was posted on the ACHS Website, and hard copies were distributed to Council members and Society Presidents. The standards will be published in summer 2006 in the *CAS Book of Professional Standards in Higher Education* (the Blue Book).
3. CAS has announced a National Symposium on Standards, Self-Assessment, and Student Learning Outcomes in Higher Education, November 12-14, 2006 at the Hilton Hotel Crystal City, Washington Reagan National Airport. The goal is to provide the skills and knowledge necessary to conduct assessments to improve student learning. Teams from institutions are invited to attend so that assessment planning can take place. See attachment.

Member societies in mutually beneficial communication and community.

1. The Index of Honor Societies has been updated with information supplied by member societies. I asked each member society to verify the accuracy of the chapter list in late winter. A good many have not responded. Because we have received many different styles of response, we have developed a form (Member Society Chapter Updates) that can be automatically posted upon my approval (for security reasons). Several member societies have been asked to test it. See URL: <http://www.achsnatl.org/updatechapters.asp>. It is not linked yet because we want to be sure there are not major glitches. I used it personally for Kappa Omicron Nu, and I thought it worked well.
2. The National Project on Ethics (A Matter Of Ethics) was launched two years ago, and Virginia Mathie (Psi Chi) is chairing a task force to expand participation. I believe more stories about chapter activities would be useful. I add things to the ACHS Website as they become available.
3. Communications about internship scholarships for ACHS student members from three organizations—Washington Internship Institute (renamed from Institute for Experiential Learning), The Fund for American Studies, and The Washington Center of Internships and Academic Seminars—have been sent directly to chapter advisers by those organizations. Our Website describes the offerings and benefits. I question whether we are doing enough.
4. The February 2006 Executive Director report was posted to the Website.
5. The 2006-07 Committees were supplied charges and a description of the role of committees in the present governance structure.
6. The 2006 Long Range Planning Activity Report needs to be reviewed carefully. It will be important to demonstrate that the Board listened. After Board discussion and prioritizing, it may be useful to do some selective follow-up to identify the level of interest in some of the suggestions; the response would help in allocating human and material resources.

7. I'm still hoping that the Association Management Committee will provide resources/information to be posted on the Website.
8. The vendors who exhibited at the 2006 Annual Council Meeting were offered space on the Sponsoring Vendors Web page. To date six have taken advantage of the offer. Further contacts will be made to increase the value of this service to our members and to the vendors who support us.
9. My IT contractor, id2net, is willing to provide a few Website templates of varying complexity for member use if this seems advisable. I propose that we contract for three templates if there is enough interest. Then each society can contract for personalization and hosting if desired. At least three member societies (as well as ACHS) have used the services of id2net. The advantage of this company is that Lisa and Brian Booth have knowledge about honor societies and don't have to have a big learning curve.
10. I am serving on the NCHC External Relations Committee. I hope this is the beginning of more collaboration. I have developed a good relationship with the Executive Director, Patti Spielman.

Body of knowledge of value to the honors community and other audiences.

1. Continuing interaction on the NCHC list serve reinforces the mutual concern for standards for honor societies.
2. A reservation has been made for ACHS participation in the NCHC Conference Idea Exchange at the 2006 meeting, November 15-19 in Philadelphia. Glenda Earwood and I have had a program session approved: *Ethics, Scams, and Honors: Tools for Discernment*. Now we have our fingers crossed that it is not scheduled as a final session of the Conference.
3. Although we don't have anything in progress, I think we need to consider how to enhance our relationship with NASPA, ACPA, and AACRAO.
4. I have tentatively budgeted for attendance at the 2007 AACRAO meeting, February 28-March 3. It is my intent to submit a program proposal to discuss honor society standards with registrars. Further ideas for the proposal will be appreciated as well as the name of a registrar to share in planning and implementing the program.
5. I anticipate that the 2007 Annual Council Meeting will contribute to the body of knowledge by featuring speakers and their presentations on our Website.
6. As chair of the Committee I presented the internship standards to the CAS Board in April, and they were approved for publication in the 2006 in the *CAS Book of Professional Standards in Higher Education* (the Blue Book).
7. I accepted the role of expert on a new CAS Committee and have developed the first draft of the Undergraduate Research standards. It is expected that an August 2006 meeting of the standards committee will refine them for peer review. The goal is to have standards ready for review by the CAS Executive Committee next February. Gary White of Sigma Pi Sigma will be active in the development of these standards. He is attending a CUR meeting in late June and will undoubtedly have some contributions from that meeting. I have a conflict but there may be another committee member available to attend.
8. It is my goal to identify articles or publications that provide insight for the honor society community. Because the body of knowledge about honor societies is so important I'm wondering if we should create a task force to conduct a search of the archives of member societies to develop a Knowledge Portal. We could easily create a mini-site on our Website for this purpose. Perhaps a past president would be interested in this (Mike Wolfe). I know he has some exciting plans for his retirement, but this might appeal to him.

ACHS as the standard bearer for and authority on honor society legitimacy, excellence, and values.

1. Responses to requests about formation of honor societies and to societies interested in membership give opportunities to promote ACHS standards.
2. I'm still concerned about the number of contacts from two-year institutions desiring to form honor societies for various specializations. I wonder if in the interest of limiting proliferation if we should recommend that our members serve these groups.
3. Responses to parents and students inquiring about legitimacy of a non-certified society include the link to "How to Judge the Credibility of an Honor Society" on the ACHS Website Home Page.
4. Continuing contacts by the press have enabled me to explain the role of ACHS in maintaining and enhancing standards.
5. I have begun work on the next generation of the Annual Report. Alex Perwich volunteered to work on automating the summary of the report through Survey Monkey. He has obtained pro bono service from WebSurveyor to help us on this task. I propose that (given the kind of information we gather on the Annual Report) we make sure that we conduct only one other survey per year to obtain data on new issues of interest. The issue of risk management is a current one after the UT-Austin tragedy. (We had too many surveys last year, so we need to set priorities for what we want.) We have had very good results with 1 or 2 questions on e-mail lists. Those can be just part of a general communication strategy, either originating from a member society or from a committee.
6. The membership in the Council for the Advancement of Standards in Higher Education (CAS) has proved to be very beneficial to promoting ACHS as a standard bearer for authority and excellence in honor societies. Although I don't need the recognition for the contributions I've made, on behalf of ACHS, to development of standards, it does bring ACHS into the limelight. I believe visibility pays off over time. The Executive Committee has recognized the timeliness of my work as chair—thus the four standards committees in the last two+ years.
7. Contact has been made with Sigma Xi, but I do not have their plans to share at this time.
8. Continuing attempts to contact Alpha Delta Mu by telephone and certified mail have been failures. In the interest of learning more I have contacted some advisers who are having no more success than I have. In addition I have had requests from others to obtain contact information.

In anticipation of the need to terminate membership, I raise the question about the appropriate means of informing the public. It is uncomfortable to condemn an honor society, but I believe we owe it to students and institutions to make a public statement. As far as I know, this is a first. So we need to be sure we do it right. The other so-called honor society in social work is a Recognition Society—meaning that the eligibility standards do not meet the ACHS minimum standards. And it seems that the group has no interest in raising standards and petitioning for ACHS membership.

Confidential - In several institutions social work is housed in colleges of human ecology or human sciences, and so Kappa Omicron Nu has members from the academic specialization of social work. I want to be sure that this fact is transparent to the Board because we have been expanding in several areas of the human sciences.



Dorothy I. Mitstifer

President's Report to ACHS Board
Diane Selby
June 15, 2006

It is my pleasure to serve as ACHS President and to work with such an outstanding board of directors and executive director!

Since we were elected in February the following activities have taken place:

- Enjoyed a conference call Board meeting to determine committees and their charges
- Wrote message to all members who did not attend the annual meeting to encourage participation in committees even if they can't attend the annual meeting (I heard back from two people)
- Thanks to Dorothy for sending all committee appointment letters and representing us with CAS and NCHC
- Talked with Steve Loflin regarding annual meeting ideas
- Talked with Ginny Mathie regarding public information ideas – how to get Mike Wolfe's speech publicized and perhaps in the Chronicle of Higher Education
- Concerns that have come to me through communications since February include:
(* = sent to all Council members)

National Scholars Honor Society – confusion with NSCS

*Chapter updates for ACHS needed for web site accuracy

*Outsourcing of merchandise programs

Not sharing current information on “inactive chapters”

*Proposals for Academic Integrity International Conference – Oct. 19-21
at U of Colorado, Boulder – deadline July 1

Request to Dorothy for search of ACHS groups at DePaul University
which she accomplished immediately and received accolades for
this service

Partnership inquiry with Historically Black Colleges and Universities

NCHC list serve – Dorothy responds for us

Diplomas for sale! No one is turned down

Graduation Pledge Alliance (social and environmental concerns)

*Alpha Epsilon Delta lost four student who were killed in car accident on
the way to the national conference in St. Louis from Austin TX
Chapter.

Recommendations for reading *The World Is Flat* by Tom Friedman

News blog – Chronicle of Higher Education “Phi Beta Cons”

American Council on Education – campaign to promote benefits of higher
education at national basketball games

- My personal goal is to increase communications within ACHS – broaden participation and by actively involving our members to increase the value of membership. I started by calling past presidents for advice and to see what they want ACHS to do this year.

I have spoken with Glenda Earwood, Jim Viehland, Mike Wolfe, Bil Johnson and received a letter on behalf of Jayne Wade Anderson. Still on

my list to call: Jim Froula, Jack Sagabiel, Angie Perna, Barbara Quilling and John Warren.

- Cleaned out my file drawer of past ACHS papers and from these and the personal calls I learned the following:

Our ideas remain constant – the characters and roles change.

Dreams = organization stands for excellence in standards of scholarship and personal good character. But ... they felt there should be more of an expectation that ACHS will DO SOMETHING! That we will:

Assist each other to increase value of our respective organizations
– not just give a pin and hold initiation

Share, as CEOs, best practices for outsourcing/vendors, web management, technology innovations, risk management, legal issues, postal & IRS regulations, financial and reporting transparency, tips on working with volunteer boards, campus administrations, faculty, advisors, and STUDENTS.

Finally the word STUDENTS appeared – are they not the reason for our existence? Let's have more connection to student issues.

We will become more visible and have greater involvement
(presence) on campuses –

Is this a marketing need?

Is this a communications gap?

Is this a sign of societal change – Do students value the
honor our societies bestow?

We will... increase communication internally with all members –
not just electronically or with written notices – but
communicating one on one to listen to our owners and to
talk with them about combined plans for ACHS

We will reap the synergy from group discussions and weave
together relationships of honor

The ACHS Board will speak and promote what we stand for –
honoring others for achievements of excellence and ethics.

We will tell our story.

Can we ALL be stars?

I have never seen an ugly star.

Heaven is filled with a variety of brilliant, large stars and trillions of smaller stars. If we use a telescope we learn that no two stars are exactly alike, but each is magnificent. Together the stars form our galaxy.

Earth is also filled with stars. People who shine and band together in communities. Each of us is like a star, unique, if we unwrap our individual gifts and share them with the world it gives more meaning to our own lives. By sharing we throw our “star” in with all

the stars of our communities and form a giant constellation built with courage, faith, determination and above all leadership.

Let's do what we do best! Honor those students who exceed academic standards of excellence and exemplify character of which we can all be proud.

Can there ever be too much honor?
Are there too many stars in the sky?

GLOBAL ENDS STATEMENT

The Association of College Honor Societies is to build a visibly cohesive community of national and international honor societies, individually and collaboratively exhibiting excellence in scholarship, service, programs, and governance.

SUB-ENDS, MEANS, AND REFERENCE TO BYLAWS

1. Certified honor societies in continuing compliance with high standards.
 - a. Means: Establishing standards and definitions, certifying honor societies, and ensuring the maintenance of high standards.
 - b. Relevant Bylaws Purpose: See purpose #3.
2. Member societies in mutually beneficial communication and community.
 - a. Means: Facilitating and coordinating activities of mutual benefit to member societies.
 - b. Relevant Bylaws Purpose: See purposes #1,2, and 6.
3. Body of knowledge of value to the honors community and other audiences.
 - a. Means: Collecting and disseminating information of values to internal and external audiences alike.
 - b. Relevant Bylaws Purpose: See purpose #5.
4. ACHS as the standard bearer for and authority on honor society legitimacy, excellence, and values.
 - a. Means: Pro-actively promoting the ACHS mission and values to the larger community.
 - b. Relevant Bylaws Purpose: See purpose #4.

ACHS BOARD DREAMS...DREAMS AS MEANS TO ACHS SUB-ENDS

1. Certified honor societies in continuing compliance with high standards.
 - i. Welcome back**
 - 1. Sigma Xi**
 - 2. Phi Beta Kappa**
 - 3. Phi Theta Kappa**
 - 4. Omicron Delta Kappa**
2. Member societies in mutually beneficial communication and community.
 - i. Be a resource for members (support and services)**
 - 1. Effective faculty advisers**
 - a. Webinar on effective faculty advising
 - b. Training for advising
 - c. **Best practices page on web site**
 - 2. White paper on _____.**
 - 3. Funded speaker on _____.**

4. Increase number of student members in each member society
 5. ACHS members recognized for excellence in management
 - 6. Web page template**
 7. All alumni members support the mission of societies
 - ii. Find an exciting way to increase our funding
 - iii. Grant program to support ACHS goals
3. Body of knowledge of value to the honors community and other audiences.
 - i. Identify Money, Members & Programs
 1. Have specific and tangible programs on ethics to share
 - 2. Top 100 members of honor societies who are famous**
 3. Top 100 members who reflect ethical standards
4. ACHS as the standard bearer for and authority on honor society legitimacy, excellence, and values.
 - i. **ACHS is known and necessary**
 - 1. Campus Compact program for presidents**
 - 2. Be perceived equal to college accrediting agencies**
 - 3. Honor Society councils on campus (NASPA)**
 4. Known for “doing.”
 5. Featured in Chronicle of Higher Education
 6. Be invited to present at ACE
 7. Reception at ACE
 8. AACRAO
 9. NODA-FYE
 10. Banner
 11. ACHS members recognized for excellence in management
 12. “Honorary” members of ACHS

Note:

Bold indicates item was starred at our meeting. The **Best Practices** and **Web template** were on our “to do” list, which I translated to mean “starred.”