Opening:
The Honors Committee meeting was called to order Oct. 4, 2012 at 2:45pm, in the Library room 113.

In Attendance:
Michael Cress, Sterling Foster, Nadine Leong-Kurio, Kahale Saito, and Phi Theta Kappa Advisor Lena Low

Absent:
Konrad Maddox, Iris Saito

I. Review of Student Applications
   Lena Low brought in about 40 transcripts which we reviewed for the eligibility requirements. Each transcript was checked by two members and deemed “eligible” or “not eligible”. Those students who meet the eligibility requirements will be inducted into Phi Theta Kappa.

II. Acceptance Letters
   The Honor Committee was asked to help Lena Low with preparing letters for the eligible students accepting them into Phi Theta Kappa: specifically with the task of stuffing envelopes. The letters and envelopes will be in a box marked Phi Theta Kappa. This is a voluntary service that would be appreciated. If interested please stop by room 7-604 on Monday or Tuesday October 8-9, 2012.

III. Phi Theta Kappa Scholarships
   The Honor Committee needs to assist Phi Theta Kappa students with scholarship applications. We set up a meeting to help these students, and hope that all Committee members can participate. The meeting will be Thursday November 15, 2012 at 2:30pm in the Library, room 113.

IV. Induction Ceremony
   On Wednesday November 7, 2012 in the Loui room Bld.2 at 5pm will the induction ceremony for all new eligible members of Phi Theta Kappa. As the Honors Committee we have been asked to attend the ceremony to show our support of these students. It would also be great if we can help with the set up, starting around 2pm, please meet in the Loui room.

IV. Adjournment
   The meeting was adjourned at 3:15pm.