

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: ~~Senior Honors Research Committee~~ Senior Thesis Committee

TOPIC: Rebranding/renaming of program and corresponding updates to the catalog and FPPM

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The SHR program has been in a slow decline but elicits a great added benefit to our student degrees. This program enhances any bachelor degree by allowing an opportunity to enhance a student's own scholarship by writing an undergraduate thesis and defending their project in their final year. The program has recently undergone a change in guidance as it changed from falling under the honors college to being a program within OSR. These previous and current changes are designed to better advertise the program directly to the student population as opposed to be advertised to the faculty body. These changes are also attempting to clarify a number of misconceptions that have developed over the program's lifetime, such as a limit to the majors that are invited to complete the program and its association with the honors college.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

This proposal covers a number of changes to the program towards meeting its current goals of rebranding the program:

First, renaming the program helps to avoid some of the misconceptions that have been

brought to the program. As such we are proposing to rename the program:

The Longwood Senior Thesis program

Second, an update to the catalog language:

***New language is underlined and in blue and ~~striked language placed in red~~**

The Senior Honors Research program was established in 1930 and was the first such program in a Virginia college or university. The program is intended to encourage students to conduct independent ~~research~~ scholarship at a level well beyond the ordinary demands of a classroom course. The results of a student's successful completion of the program are increased learning in a subject area of special interest, improvements in the student's abilities to conduct academic ~~research~~scholarship and to write about the work, the presentation of a substantial paper on that ~~research~~scholarship, the addition of that paper to the Library's permanent collection, and an enhancement of his or her application to graduate school or for immediate post-graduation employment. Students who successfully complete the program are publicly recognized at graduation and acknowledged within their transcripts for their exceptional academic achievement.

~~Senior Honors Research~~ The Senior Thesis Program is undertaken by motivated students who wish to pursue their ~~research~~ scholarship interests outside of the classroom. Completion of the project requires that students enroll in two consecutive 3-credit courses, typically ~~during the fall and spring of~~ with the second of those courses within their senior year.

To be eligible to register for ~~Senior Honors Research~~ the Senior Thesis Program, a student must have:

1. a strong interest in doing independent research
2. a 3.0 overall grade point average on work taken at Longwood
3. a 3.0 average in courses taken at Longwood for the major
4. agreement of a faculty member to serve as sponsor
5. permission of the chair of the sponsoring department
6. permission of the ~~SHR~~ Longwood Senior Thesis Committee

Student Responsibilities and Timeline for Completion

Further information about requirements and procedures for completing ~~Senior Honors Research~~ the Longwood Senior Thesis Program can be found at www.longwood.edu/seniorhonors. Any deviation from the following timeline requires prior approval from the ~~SHR~~ LST committee chair.

1. Select a faculty sponsor no later than the spring of the junior year.
2. In consultation with the faculty sponsor, develop a research topic and prepare a research proposal. Proposals should not exceed 7-8 double-spaced pages (not including figures, tables, and bibliography). The proposal must include:

- Identification of the student, faculty sponsor, and academic discipline(s) involved.
 - A statement of the guiding hypothesis, argument, [guiding principles](#).
 - A summary of the reasons for and significance of the [research work](#), including a short literature review indicating how the project contributes to scholarship in the field.
 - A brief description of the research method or approach to be followed.
 - A summary of the more prominent resources (or at least the types of resources) to be used and where they are located. If the use of any type of [research](#) equipment is expected, specify the type of equipment and how it will be used to test the hypothesis [or main concept](#). ~~If the sources~~ Include published or unpublished texts, [as an attached](#) ~~a~~ tentative working bibliography.
 - A timeline for completion of significant milestones. This may include deadlines for collection of data or research, completion of drafts, [completion of creative work](#), etc.
 - The names of at least three credentialed scholars in the field who are reasonably expected to be voting members of the examination committee. At least two of the members shall be from the Longwood faculty. It is recommended that the third member not be a member of the Longwood faculty.
 - Approval of the chair of sponsoring department (via an email to the [SHR LST](#) Committee chair).
3. Two weeks prior to the end of Spring ([or semester leading into initial course of study](#)) classes, submit the proposal electronically to the chair of the [SHR LST](#) Committee, who will then distribute the file to the other members.
 4. Present the proposal to the [SHR LST](#) Committee during exam week. During the proposal defense, be prepared to summarize the research project orally and answer questions about it. The faculty sponsor is expected to be present at this meeting. The chair of the sponsoring department may also attend. If approved, student should proceed to step 6. If the [SHR LST](#) committee requests revisions or resubmission of the proposal, student should proceed to step 5.
 5. If requested by the [SHR LST](#) committee, deliver any changes, revisions, or resubmitted proposals to the [SHR LST](#) chair no later than one full week prior to the beginning of Fall/[subsequent](#) semester. During the first week of classes, any student asked to resubmit presents the revised proposal to the [SHR LST](#) committee.
 6. If the proposal is approved by the Committee, register for [SHR LST](#) credit (“498” in the relevant discipline) for the Fall ([initial program semester](#)) semester.
 7. Conduct research according to the approved proposal. Make progress reports to the sponsor on a regular basis [with a formal report to the examination committee \(1-2 pages\)](#). A grade of at least “A-” in 498 is required in order to continue work on the [SHR LST](#) project into a second semester and register in 499.
 8. [Enroll in the Longwood Student Showcase for Research and Creative Inquiry for a public presentation of their Senior Thesis project.](#)
 9. In consultation with the faculty sponsor, the examination committee, and the [SHR LST](#) committee liaison, schedules an oral defense of the project to take place no later than the last week of April. [This typically occurs after the Showcase and before final examination week.](#) The written component of the project (Senior ~~Honors Research Paper~~ [Thesis](#)) must be completed and submitted two weeks prior to the oral defense for review by the

examination committee.

10. If the examination committee and the full ~~SHR~~ LST Committee approve the work for ~~SHR~~ LST recognition ~~at graduation~~, make any required corrections or additions to the ~~SHR~~ LST Paper and provide a digital copy to the Senior Thesis Committee Chair which will be sent to the Archives and Records Manager of the Library for inclusion in the Library's permanent collection no later than the last day of classes in the ~~Spring~~ semester of the student's corresponding 499 course.

Third, updating program name in the FPPM:

GG. LONGWOOD SENIOR ~~HONORS RESEARCH~~ THESIS COMMITTEE

1. Purpose and Duties: The purpose of this committee is to administer the Longwood Senior Thesis ~~Senior Honors Research~~ Program under the Office of Student Research. The duties of the committee are three-fold to review and approve thesis ~~SHR~~ proposals, verify that thesis ~~SHR~~ defenses are maintained at an acceptable level of academic rigor, and to aid OSR in disseminating a call for proposals that reaches both the potential faculty and student level participants.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Renaming:

- The main goals were to bring a name that avoids the use of honors thus preventing the misconception that it belongs to the honors college and to remove the word research and thus a feeling that some disciplines may not be able to perform the duties necessitating completion of the program.

Updates to Catalogue:

- The driving force for these updates is a collaboration with the registrar's office that was able to bring a conferment of these accolades to the student's transcripts. This is reflected in the main text that describes the program itself.
- The new Longwood Showcase has brought an expectation that students in this program present their work at the Showcase. Up until now the expectation has been "unofficial/informal" in nature, but inclusion in the catalog brings it to a more formal expectation.
- We have also removed the strong language that appears to require the program to be completed entirely in the senior year. It has always been appropriate to wrap up the program in the Fall of a student's Senior year, but we feel it might even be better to do so. Completing the student's project a semester early allows the student to present the research at national conferences, write up a peer-reviewed journal article with their advisor, showcase their creative work in a more public forum, etc. within that following

semester.

- The remainder of the updates are focused on aligning the name change and principles of removing language that may appear discipline specific.

Updates to FPPM:

- These updates are focused on aligning the name change to the FPPM committee.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors: