



**ANTELOPE VALLEY COLLEGE
HONORS COMMITTEE MEETING
October 25, 2010
2:00 p.m. – 3:00 p.m. Room A141**

To conform to the open meeting act, the public may attend open sessions

1. **CALL TO ORDER AND ROLL CALL**
2. **OPENING COMMENTS FROM THE HONORS COMMITTEE CHAIR**
3. **OPEN COMMENTS FROM THE PUBLIC**
4. **APPROVAL OF MINUTES**
 - a. September 27, 2010
5. **PRESENTATION – None**
6. **REPORTS**
 - a. Alpha Iota Report (Elaine Tsai/Myesha Britt/Dr. Jaffe)
7. **ACTION ITEM**
 - a. Review course proposals for English 102H and Art 100H
 - b. Review and make changes to Two Year Plan
 - c. Vote on course proposals
8. **DISCUSSION**
 - a. UCLA TAP conference upcoming (need attendee for April)
 - b. Adding an adjunct member to our committee
 - c. Date for Honors Convocation
 - d. Website update (Kathy Moore)
 - e. Updates on pending option contract proposals
9. **ADMINISTRATIVE BUSINESS - None**
10. **OTHER**
 - a. Future discussion item – When students have TAP coursework from two or more colleges – place on future agenda
11. **ADJOURNMENT**

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October 25, 2010
2:00 p.m. – 3:00 p.m. Room A141**

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1. **CALL TO ORDER AND ROLL CALL**

Ms. Karen Lubick, Honors Program Coordinator, called the meeting to order at 2:05 p.m.

2. **OPENING COMMENTS FROM THE HONORS COMMITTEE CHAIR**

- Ms. Karen Lubick indicated upon reading the Accreditation Report she realized there was no significant mention of the Honor's Program, whereas other programs such as SOAR and others were mentioned. The Honors Convocation event and Alpha Iota were mentioned but there was nothing significant speaking to the great work being performed within the Honors Program. Ms. Lubick will make efforts to remind Deans of the wonderful program opportunities available to AVC students through the Honors Program.
- The AVC Honors Program Leadership Team will be engaging in a conference on November 19, 2010 from 1:00 p.m. to 4:00 p.m. in the Student Lounge. A report of conference outcomes will be presented at the November 22, 2010 Honors Meeting

3. **OPEN COMMENTS FROM THE PUBLIC**

None

4. **APPROVAL OF MINUTES**

a. **September 27, 2010**

Ms. Lubick indicated she would like to postpone approving the September 27, 2010 Honors Committee Minutes to the November 22, 2010 Honors Committee Meeting to provide additional time to review the content and ensure meeting discussions were captured. Committee members were in consensus to postpone this action item to the November meeting.

5. **PRESENTATION**

None

6. **REPORTS**

a. **Alpha Iota Report (Myesha Britt/Dr. Jaffe)**

The Alpha Iota fundraising events have been successful. The carwash earned a total of \$540.00 and the first two days of Halloween Candy sales has earned \$300.00 with sales continuing for the remainder of the week. Upcoming community service projects are:

- Backpacks for kids: students are collecting backpacks stuff with miscellaneous personal items (i.e. book, puzzle, brush, toiletries, socks, pillow, etc.) for children taken out of their homes and/or needy children. The first backpack collection date will be Friday, November 19, 2010.
- Alpha Iota members are assisting and interacting with disabled children at the local bowling alley every Tuesday.
- Members have scheduled an activity on November 12, 2010, when the college is closed to observe Veteran's Day. All Alpha Iota members will be invited to attend a community service project where blankets will be made for Sexual Assault Resource Service (SARS) Center.

- Approximately twenty-five Alpha Iota and Honors Students will be attending the upcoming Southern Regional Alpha Gamma Sigma Convention. Students will travel to Orange Coast College where the convention will be hosted.
- The club has purchased and will be offering clothing apparel for purchase. The clothing (t-shirts, sweatshirts, hats, etc.) will be made available this week and will be available for purchase at the Alpha Gamma Sigma Convention. Custom orders are available for interested Administrators, faculty, staff, and students.

7. **ACTION ITEM**

a. Review course proposals for English 102H and Art 100H

A motion was made and seconded to approve the course proposals for English 102H and Art 100H.

Committee members engaged in a brief discussion regarding the English 102H course proposal. An inquiry was made regarding the course description and objectives matching the Course Outline of Record. Ms. Lubick indicated this issue is syntactical in nature and not substantive.

Committee members engaged in a brief discussion regarding the Art 100H course proposal. Dr. O'Neil noted the course deals predominantly with Western Art. Ms. Agahari reported the Course Outline of Record for this course is built using predominantly Western Art. Members reviewed the amount of work the course entails. It was noted that there is a significant amount of writing required for this course, which committee members were in consensus is a good attribute.

Motion carried unanimously to approve course proposals for English 102H and Art 100H.

b. Review and make changes to Two Year Plan

A motion was made and seconded to amend the agenda and move agenda item 7b. to a Discussion Item. Ms. Lubick indicated she is not ready to formally approve the Two-Year Honors Program Plan and would like to postpone the formal action of this item to a future date to allow time for additional honors courses to be included. The 2011 – 2012 program year is already established therefore it is not necessary to rush into approving a formal plan. Motion carried.

c. Vote on course proposals - This item was performed in agenda item 7a.

A motion was made and seconded to amend the agenda and add two additional action items to review and approve PSY 230H and FTV 201 course proposals.

d. Review course proposal PSY 230

A motion was made and seconded to approve the course proposal for PSY 230. Committee members engaged in the review process and had many questions regarding the specifics of the course. It was not clear how long the required essay assignment would be, there wasn't a clear description on how the course work differs from the non-Honors course. Committee members were in consensus that more information was needed to approve the proposal as an Honors course. Motion failed. *Ms. Lubick indicated she would return the course proposal paperwork to the faculty and request additional information to clarify how this course differs from a non-Honors course. In addition, she would request the faculty member provide specific information on assignment requirements.*

e. Review course proposal FTV 201

A motion was made and seconded to approve the course proposal for FTV 201. Ms. Lubick reported the revisions requested by the committee to formally approve this course have not

been received for approval. Motion failed. *Ms. Lubick indicated she will try to contact the faculty member to obtain course proposal revisions needed for future approval.*

8. **DISCUSSION**

a. UCLA TAP conference upcoming (need attendee for April)

The UCLA Transfer Alliance Program (TAP) Conference occurs every November and April during the academic year. Usually Ms. Susan Knapp attends the scheduled conference in November and Ms. Lubick attends the scheduled conference in April. This year there is a conflict in schedule and Ms. Lubick is unable to attend the scheduled April conference. She requested committee members consider this opportunity and volunteer to represent AVC. The TAP Conference is held at UCLA and provides an overview of how the TAP process has been conducted throughout the year. Participants are presented with statistical data of student admittance and informed of changes in transfer degree requirements and/or programs at UCLA. Committee members were encouraged to consider attending this conference on behalf of the AVC Honors Program and check their calendars to see if they would be available on Fridays in April. Ms. Lubick will provide the actual convention date at a future meeting.

b. Adding an adjunct member to our committee

Ms. Lubick requested the committee engage in discussion on whether there is a need to change the current committee composition to include an adjunct faculty member. She stated the committee composition used to include an adjunct faculty member and wanted to broach the subject with the committee. Ultimately, adding an additional member would increase the number of members needed to meet quorum. Committee members engaged in a brief discussion regarding adding another member to the committee and suggested simply keeping the committee compositions as it currently stands but add language to include proxies. Adding language to allow proxies will eliminate any problem with meeting quorum requirements to facilitate meetings. Ms. Lubick indicated she would include an action item on the next agenda to recommend including language in the committee compositions indicating all Honors Committee members should identify proxies in the event of a members' absence.

c. Date for Honors Convocation

Ms. Lubick informed the committee she will be teaching an Honors course during the spring semester on Friday mornings. This directly conflicts with the tentatively scheduled Honors Convocation date. Usually the convocation occurs during the 14th week of the spring semester on a Friday morning. This year the convocation is tentatively scheduled for Friday, May 20, 2011 from 9:00 a.m. to 11:00 a.m. in the Fine Arts Quad. She expressed her concern with the course conflict. Many of the students enrolled in the upcoming honors course will be recognized at the convocation so it seems only appropriate to provide an outside assignment for this day so students can attend the Convocation. Dr. O'Neil stated there is nothing wrong with having the class attend this scheduled event as long as they are given an alternate assignment in lieu of class time. Ms. Lubick indicated this will be around finals time which students will be working diligently on their essays, therefore an outside assignment will not be an issue. Dr. O'Neil stated he would contact Dr. Charlotte Forte-Parnell and detail the situation and the importance of the attendance of both the students and the Honors Program Coordinator.

d. Website update (Kathy Moore)

Ms. Kathy Moore provided a brief report on the Honors Program and Honors Committee website. There are currently two active public websites on the www.avc.edu website. The Honors Committee information can be accessed through organizations under the umbrella of Administration, whereas the Honors Program information can be accessed under the umbrella of Student Services of the website. There are some concerns and confusion having two separate websites. She reported that Mr. Stephen Burns included a direct link to each page on

the committee and program homepages. Ms. Lubick indicated she would work on the situation with the Senate President, Christos Valiotis and the Academic Senate Coordinator, Gloria Kastner, to resolve this issue.

e. Updates on pending option contract proposals

Ms. Lubick informed the committee that Alissa Welsch is still working on completing the revisions requested by the committee to offer a FTV Honors course in the future.

f. Review and make changes to Two Year Plan

Ms. Lubick stated there are several honors course proposals in the works that she would like the opportunity to include them in the Two Year Plan. Mr. Scott Lee is working on a Lib 107 honors course proposal. Dr. Tom O'Neil indicated Phil 105 would be a great course to add to the honors program and Dr. Sherri Zhu would probably be willing to teach the course if requested. Ms. Lubick indicated she would really like to get more courses approved from the Business, Computer Studies, and Economic Development Division. It is difficult to determine which course to include in the program. There is a need to offer more courses but currently students aren't taking the Honors courses made available to them, which cause difficulties in meeting TAP Certification requirements. The Alpha Iota Student Representative inquired why there are so many 100 level courses included in the Honors schedule and not 200 level courses. Ms. Lubick explained the need to meet student demand for Honors Courses and most students need 100 level courses. Historically, courses offered for specific majors do not meet the enrollment requirements needed to offer the course. The Two Year Honors Program Plan will be set as an action item on the next Honors Meeting Agenda as undoubtedly there will be changes required due to various reasons.

9. ADMINISTRATIVE BUSINESS

None

10. OTHER

a. Future discussion item – When students have TAP coursework from two or more colleges – place on future agenda

- Several committee members suggested various means to ensure the Honors Program is given the notoriety the program deserves for future Accreditation Reports. It was suggested to engage in a more intense campus wide marketing plan, and include the program in the Program Review Self-Study Cycle or have the program mentioned within program review reports of specific divisions where Honors courses are offered.
- Dr. Zia Nisani inquired on the potential of faculty being awarded flex credit for agreeing to offer an Honors Option to a student. Some faculty have approached him with this question and indicated if they are not incentivized by being awarded flex credit, they will no longer offer Honors Options for their courses. Committee members engaged in a brief discussion regarding what constitutes “extra” work. Ms. Lubick indicated she has discussed this matter with Ms. Kathryn Mitchell, the Faculty Professional Development Chair, and was told all Faculty Professional Development Programs are being carefully audited to determine what should be awarded credit for professional development purposes. Committee members suggested establishing specific criteria for what constitutes “extra” work in regards to offering Honors Options. An agenda item on this topic will be placed on the November 22, 2010 Honors Committee Meeting for further discussion.
- Dr. Zia Nisani inquired if a student earns a letter grade of a “C” in an Honors Option course, does the transcript reflect a “C” grade with Honors Option. Ms. Lubick confirmed the transcript would show the letter grade “C” with Honors Option notation, although the faculty may strongly encourage the student abandon the Honors Option portion of the course and focus on their overall grade. Students may feel they have accomplished the Honors Option

assignment but may not have done exemplary work, as judged by the instructor. Another suggestion would be for the student to request to use the Honors Option assignment as extra credit. Committee members were concerned with this suggestion because then the extra credit assignment would then need to be offered to all students enrolled in the course. The instructor ultimately has the right to determine how to proceed in these instances, but Ms. Lubick would suggest that students who are struggling academically in an Honors Option course request to drop the Honors Option portion of the course and concentrate on their grade.

11. **ADJOURNMENT**

A motion was made and seconded to adjourn the October 25, 2010 Honors Committee Meeting at 2:59 p.m. Motion carried.

Members Present		Members Absent
Rae Agahari	Kathy Moore	Dr. Fredy Aviles
Myesha Britt – Alpha Iota Rep.	Dr. Zia Nisani	Susan Knapp
Karen Lubick	Katryana Zide – ASO Rep.	
Dr. Igor Marder		Guest Present
		Mary Margaret McGuire