



Honors TAP Minutes

**Monday, October 28, 2024 ZOOM
Meeting
2:30-4:00 PM**

Type of Meeting: *Regular*

Note Taker: Towana Catley

Please Review/Bring: Agenda Packet & Minutes

Committee members: (attendance reflected in bolded names)

Towana Catley, Faculty Co-Chair

Dr. Darcy Wiewall, Faculty Co-Chair

Dr. Jedidiah Lobos, Dean MSE, Administrative Member

Rae Agahari, Arts & Humanities

Reina Burgos, Counseling

Dietra Jackson, Counseling

Elinda Parkinson, Health & Safety Sciences

Jacqueline Seekamp, Library

Kaitlin Bessinger, Math Sciences Engineering

Mike Pesses, Math Sciences Engineering

Pavinee Villapando, Math Sciences,

Engineering

Greg Langner, Language & Communication Arts

Dr. Matthew Jaffe, Social & Behavioral Sciences

David L. Adams, Social & Behavioral Sciences

Kevin North, At-Large

Dr. Rachel Jennings Tafarella, At-Large

Hannah Valencia, Adjunct Representative

John Vento, Ex-Officio

OPEN, Athletics & Kinesiology

OPEN, Career Technical Education

OPEN, ASO Representative

OPEN, ASO Representative

Items	Person	Action
I. Call to Order and Roll Call	Towana & Darcy	Call to order at 2:41pm
II. Open Comments from the Public		
III. Informational Items <ul style="list-style-type: none"> • UCI TAP Honors to Honors Update • Graduating Honors students • Honor Faculty Emails • Honors Mixer 	Towana & Darcy	<p>UCI TAP H2H Update: UCI TAP Honors to Honors Update for Comp Sci and Business Admin majors for Fall 2025 onward</p> <p>Graduating Honors Students: Please make announcements in your honors classes to remind students to see their emails! There's an email that's been sent out multiple times in October and again throughout November to capture students who are graduating. This email has a mandatory survey to complete. If not complete, they will not be TAP certified.</p> <p>Honors Faculty Emails Please report at division meetings if faculty will like to join or remove from honors, to notify coordinators so we can be sure to remove/include in them in the Honors group email and update our records (HO list) accordingly</p> <p>Honors Mixer 29 students attended; 7 not in honors</p>

<p>IV. Approval of Minutes</p> <ul style="list-style-type: none"> • Approval of Minutes – September 23, 2024 	<p>All</p>	<p>Issues Discussed: None</p> <p>Action Taken: Dr. Lobos motion to approve the September 23, 2024 minutes, Rae Agahari seconds, all in attendance in favor, no oppositions or abstentions.</p> <p>Follow Up Items: None</p>
<p>V. Report</p> <ul style="list-style-type: none"> • Alpha Iota Meeting Info • Spring Honors classes • Committee Member list/expiration 	<p>All</p>	<p>Alpha Iota Meeting Update: Every Monday 2:30-3:30pm YH 207. Promotion of Alpha Iota is needed to increase membership. Towana will send out announcement to via all honors email.</p> <p>Spring Honors Classes If there are ANY changes, please please please check in with us to see we got the change so we can update our list that's sent to students. Please remind division chairs.</p> <p>Committee Member List/Expiration Went over new membership and expirations.</p>
<p>VI. Action Item</p> <ul style="list-style-type: none"> • 2024-2025 Subject Area Awards Memo 	<p>All</p>	<p>Issues Discussed:</p> <p>Action Taken: Dr. Lobos motion to approve SAA Memo with edits, Greg seconds, all in attendance in favor, no oppositions or abstentions.</p> <p>Follow Up Items:</p>
<p>VII. Discussion</p> <ul style="list-style-type: none"> • Alpha Iota & Honors Ambassadors Hours • Non-Honor Students in Honors Classes • 2024-2025 Subject Area Awards Memo • 2024-2025 Committee Goals • Meeting Time/ in person meetings 	<p>All</p>	<p>Issues Discussed:</p> <p>Alpha Iota & Honors Ambassadors: Volunteer hours with Alpha Iota will be brought to Alpha Iota meeting.</p> <p>Non-Honors students in honors classes:</p> <ul style="list-style-type: none"> ▪ Announcing multiple times in the first 2 weeks about it being honors ▪ Coordinators will utilize the Call Center to call students who are enrolled in honors courses BEFORE the term begins to be sure they know it's an honors course ▪ Coordinators will also be sure to update the course description in the class schedule to include language recommendation to

have a 3.0 GPA and concurrent or completion of ENGL101

Discussed how CRNs/course descriptions are displayed on class schedule and Edunav and how this may help with the awareness of enrollment of honors courses

SAA Memo:

Went over the memo together to make necessary modifications. Honors Coordinators will provide a list again.

Online (non-live) Honors Courses and Options:

We've had some faculty remove themselves from HO list due to this policy.

Next meeting we will breakout into "sub committees" for those who want to focus on the work of each Honors Committee Goals.

How are UCs taking honors courses that are taught online? Are there restrictions? How are online honors courses at other CCCs—are any of them not live/zoom and how are they justifying this?

Action Taken:

Greg motions to add Honors Committee goals to today's agenda, Rachel seconds, all in attendance in favor.

Dr. Lobos approves Honors Committee goals, Rae seconds. All in attendance in favor.

Follow Up Items:

Follow up with Tamira Palmetto regarding Edunav display of all available class sections.

Honors Coordinators will work on list for SAA students earlier and provide with SAA Memo.

• Adjournment		3:58pm
• NEXT MEETING DATE: November 25, 2024		

DATE: November 15, 2024

TO: Deans, Directors, Faculty

FROM: Dr. Kathy Bakhit, VP Academic Affairs & Dr. Darcy L. Wiewall, Honors Co-Coordinator

SUBJECT: NOMINATIONS FOR 2024-2025 SUBJECT AREA AWARDS

The following are directions for submitting nominations for Subject Area Awards:

1. Nominations for outstanding student academic achievement in subject areas and/or divisions must be made no later than the close of business on **Friday, March 28, 2025**.

Faculty – please forward all nominations to your Dean for approval. Once approved, you may submit your nomination electronically using this link: [2024-2025 Subject Area Award Nomination Form](#)

Attached are the Subject Area Award Guidelines developed by the Honors Committee. Questions regarding these guidelines should be directed to Dr. Darcy L. Wiewall, darcy.wiewall@avc.edu office extension 6902.

2. Deans must submit the following information:

- Student Name/Nominee
- Student ID# (900)
- Subject Area Award/Major
- Student Email Address
- GPA
- Nominating Instructors
- Courses in Subject Area

****SEE REVERSE SIDE FOR REQUIREMENTS****

Subject Area Award Requirements

The following requirements apply for all Subject Area Award Recipients from all campus divisions. Each recipient must fulfill the following:

1. Receive at least TWO instructor nominations (one of which must be from the Subject Area discipline)*.
2. Complete at least THREE courses in the relevant subject area*.
3. Maintain a grade average of at least 3.5 in the relevant subject area and an overall grade average of at least 3.0 for all course work.
4. Have attended AVC for at least ONE year.
5. Complete or in the process of completing course work related to one of the following goals: AVC Certificate, AVC Degree and/or Transfer Readiness.
6. Must maintain good standing per AVC student code of conduct.
7. Must be receiving a Subject Area Award for the first time (a student may win only one award during their time at AVC).
8. Nomination of a student for the SAA Award does NOT guarantee that the student will be conferred the award. The Honors Committee will review the nominations and subsequently verify that each student meets all the requirements for nomination. Upon verification, the student and the nominating instructor will receive an email that the student will be receiving the SAA Award and the specifics related to convocation. Please do not discuss the nomination with the student prior to receiving this communication.
9. The nominator needs to designate an alternate to present at the convocation if they cannot be present to confer the award.
10. Below please find the recommended steps for selecting student nominations.

Conditions: **THERE SHOULD BE NO MORE THAN ONE RECIPIENT FOR EACH SUBJECT AREA;** however, if two students are very close in the above factors, they may both receive awards. The faculty of each division will collaborate with the dean to determine the subject areas for each department.

*Exceptions: There may be areas in which the above requirements are not practical. The following may be exceptions to the standard requirements (in such cases consultation between the relevant division and the Honors Committee is required):

- Areas in which there may be only one instructor who can nominate students.
- Disciplines in which the three-course minimum is impossible to achieve. In such cases, at least nine (9) units worth of credit in the relevant subject area could be seen as satisfactory.

NOTE: While the above standards should remain consistent campus-wide, separate divisions may wish to focus on special requirements unique to their departments. Some examples of such requirements might be attendance at seminars, outstanding sportsmanship, or completion of some special project.

Recommendations for Selection of Student Subject Area Award (SAA) Nominations

1. Identify eligible students: Make a short list of students who may be eligible for nomination by discussing those students who have stood out with other faculty in the respective subject area.
2. Review Graduation List: Schedule a meeting with your division administrative assistant to see if any of the students from the short list are on the graduation list. The graduation list will be made available for review only in the division office. This information is confidential. Please remember graduating this year is not a requirement. Refer to the requirements above.
3. Select student nomination: Please provide ONE student and ONE alternate student, in case your first choice does not meet nomination requirements.
4. Submit the verified student nomination to your dean with the required information on the first page of this document. Please remember THERE SHOULD BE NO MORE THAN ONE RECIPIENT FOR EACH SUBJECT AREA; however, if two or more students are very close in the above factors, they may both receive awards. **The faculty of each division will collaborate with the dean to determine the subject areas for each department.**



Committee Goals for the 2024-2025 Academic Year

- I. Maintain membership in the AVC Honors Program (400 – 500 students).
- II. Review, revise, and implement the new Honors Option Contract System including faculty training and an Honors TAP Option Proposal Repository.
- III. Improve and maintain opportunities for students to complete Honors Options in needed and applicable areas.
- IV. Develop a marketing strategy/campaign for Honors TAP Promotion.
- V. Develop an Honors TAP Handbook for Students and one for Faculty.
- VI. Continue to focus on student recruitment through the maintenance of all student email access, recruiting in Honors classes, participation in outreach community events, and social media.
- VII. Maintenance of student TAP involvement via development of an honors student cohort through social events such as the Honors Program Mixers and Mid-Year Honors Student Check event.
- VIII. Maintain the Honors Ambassadors Program.
- IX. 2025 HTCC/UCR Research Conference: Encourage Faculty and Student participation & attendance.
- X. Increase course and option offerings in STEM and non-101 GE level courses.
- XI. Continue to hold the AVC Honors Convocation on a weeknight to encourage student and family participation in- person to celebrate Honors students, successful program completion, and Subject Area Award winners.