



Honors TAP Committee Agenda

Monday, November 24, 2025
Anthropology Lab, Uhazy Hall 223
3:30-5:00 PM

Type of Meeting: Regular
Note Taker: Towana Catley

Please Review/Bring: Agenda Packet & Minutes

Committee members:

Towana Catley, Faculty Co-Chair
Dr. Darcy Wiewall, Faculty Co-Chair
Dr. Jedidiah Lobos, Dean MSE, Administrative Member
Carla Corona, 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
Vejea Jennings, Ex-Officio
John Vento, Ex-Officio
Bianca Nichols, Honors TAP Student Representative
Zolana Castillejo, ASO Student Representative

OPEN, Athletics & Kinesiology
OPEN, Aerospace, Industrial Arts & Applied Technologies

Items	Person	Action
I. Call to Order and Roll Call	Towana & Darcy	
II. Open Comments from the Public		
III. Approval of Agenda Approval of Agenda – November 24, 2025	All	
IV. Approval of Minutes Approval of Minutes – October 27, 2025	All	Issues Discussed: Action Taken: Follow Up Items:
V. Informational Items - Current Honors Student Numbers - Honors Mixer 10.29.25 Update - University Application Deadlines	All	
VI. Report	All	Issues Discussed: Action Taken: Follow Up Items:
VII. Action Item Honors Option Contract System Revisions	All	Issues Discussed: Action Taken: Follow Up Items:
VIII. Discussion - Honors Option Contract System Revisions - SAA Revisions	All	Issues Discussed: Action Taken: Follow Up Items:
Adjournment		
NEXT MEETING DATE: February 23, 2026		



Honors TAP Committee Minutes

Monday, October 27, 2025
Anthropology Lab, Uhazy Hall 223
3:30-5:00 PM

Type of Meeting: Regular

Please Review/Bring: Agenda Packet & Minutes

Note Taker: Towana Catley

Committee members: (bolded names reflect attendance)

Towana Catley, Faculty Co-Chair

Dr. Darcy Wiewall, Faculty Co-Chair

Dr. Jedidiah Lobos, Dean MSE, Administrative Member

Carla Corona, Arts & Humanities

Dietra Jackson,

Counseling

Elinda Parkinson, Health & Safety Sciences

Jacqueline Seekamp, Library

Kaitlin Bessinger, 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

Bianca Nichols, Honors TAP Student Representative

Zolana Castijello, ASO Representative

OPEN, Athletics & Kinesiology

OPEN, Aerospace, Industrial Arts & Applied Technologies

GUEST: Annamarie Perez

Items	Person	Action
I. Call to Order and Roll Call	Darcy	3:42pm
II. Open Comments from the Public		Introduction of the Honors TAP Committee ASO Student Representative, Zolana Castijello
III. Approval of Agenda Approval of Agenda – October 27, 2025	All	Greg motions to approve. Elinda seconds. All in favor.
IV. Approval of Minutes Approval of Minutes – September 22, 2025	All	Issues Discussed: Action Taken: David motions to approve. Elinda seconds. Kevin North abstains. Follow Up Items:
V. Informational Items - Honors Mixer 10.29.25 4-6pm - Start the Discussion for Subject Area Awards (SAA)	All	Issues Discussed: Honors Mixer: Reminder of this Wednesday event. Collected monetary donations from committee members to help fund for food and drinks for the social. SAA: Requested committee members to please report back to their divisions and remind faculty to start thinking about student nominations.
VI. Report	All	Issues Discussed: November 7th, Anthropology Day will be dedicated to retired Anthro faculty Roger R who transitioned, had passed recently. Action Taken: Follow Up Items:
VII. Action Item Honors Option Contract System Revisions	All	Issues Discussed: Most today's meetings focused on HO Contract System and Proposal Changes. Major points in reference to "Honors Option Contract System Review/Revision Fall 2025" document and "Honors TAP Option by Contract Instructor Proposal" document: Now that there are 16, 12, 8 week courses, should we restrict honors options only to 16

		week courses? (David). Committee agreed it should be only to 16 week courses of instruction, and uphold that HO are only for students in the Honors Program (vs Honors courses remain open to all) • Expectation of HO work: Intended to enrich the course content that encourages student to go above and beyond the course. HO should have demonstration of the any of the following: research project or case study as examples (Greg, Elinda); but is ultimately to the academic freedom of the faculty providing the work to the details of what these assignments/work will be to count for HO credit • Timeline of HO proposals: Faculty who want to do the HO in Fall, must present/propose to Honors TAP Committee in the previous Spring. Those who want to do HO in Spring, must present/propose in the previous Fall term (Darcy). • Suggestion was made to add to the proposal form (1) what specific class the HO is for? (2) if they say the proposal is for more than one class, then add a question asking how are the HO assignments different/unique to the specific course? (Carla). - Specific wording: Add question: "What course(s) are you submitting an HO proposal for? _____, Branching question: "If you are proposing for more than one course, please indicate how each course has different HO assignment unique to each course" (Elinda). • Suggestion was made to align or include the Honors TAP Mission that was submitted to Academic Senate to the Proposal or to the Honors TAP Manual for Faculty that is being put together (Carla). • Add current list of Honors Option List to faculty in their invitation to submit proposals. Be sure to include the timeline of expected presentation/proposal to Honors TAP Committee (Carla). Action Taken: Follow Up Items:
VIII. Discussion • Honors Option Contract System Revisions • ENGL C1000H Honors by Professor Annamarie Perez	All	Issues Discussed: Professor Annamarie Perez presents her ENGL C1000H course for Spring 2026. Follows the COR but also focusing on literacy narrative and historical analysis. Shared her excitement to teach the honors course and dive deeper into the content and referenced two books that she already planned on utilizing, and aligned with the list of books in COR. Discussed how she manages the debate portion and how this combats the use of AI with

		the emphasis on communication in live learning environment. The Honors TAP Committee share their positive comments- syllabus looks great, detailed, and incorporates SLOs. Action Taken: Elinda motions to approve addition to agenda for ENGL102H presentation by Honors Faculty Annamarie Perez. Greg seconds. All in favor. Follow Up Items:
• Adjournment		4:59pm
• NEXT MEETING DATE: November 24, 2025		

Additional edits/modifications contributed to today's meeting reflected in orange...

Honors TAP Option by Contract Instructor Proposal DRAFT

Upload finalized document to Honors TAP website.

Final document will be a fillable PDF form.

INSTRUCTOR USE ONLY: By agreeing to offer an honors option to honors students, you agree to fulfill the high standards of the honors program and to sign all appropriate paperwork by the deadline in order for the student to get honors credit for your course. Your project must be approved by the honors coordinator/committee. The following criteria will help us to determine if the project meets honors option criteria and standards. Please be very detailed and specific in your responses. The form below will help you to design an appropriate proposal for consideration. Please fill out completely and with ample details. You only need to fill out this form once for a particular course. Honors Option projects do not figure into the grade for the course, but they should be done to a high standard. If an instructor wants to grade the project, CREDIT or NO CREDIT should be used. ~~Students need not be earning an "A" in a course to do an honors option; however, their work in general must be honors quality.~~ Instructors reserve the right to deny the opportunity of an honors option. ~~to any student in any course.~~

Course Name:

Check which of the following honors objectives will be met by the proposed course? Select all that apply.

- ☐ Option will provide content about the history or background of the field being studied.
 - ☐ Option will show an awareness of some of the field's major theories or current trends
 - ☐ Option will require students to perform a case study, field experience, or other **research projects.**
 - ☐ Option utilizes research methods including proper documentation for the discipline.
 - ☐ Option will help students to demonstrate critical thinking and/or meta-cognitive abilities.
 - ☐ **Option for performance (verbiage to be provided by Carla Corona and added here).**
1. Please provide an overview of the proposed option. Be sure to show how it differs from what other students do in your course.
 2. Describe how the option will strive for a high degree of student participation and involvement.

3. List the meeting dates, deadlines, and tasks. Specific dates may be provided or week # of the semester).
4. What activities, assignments, or readings will provide greater depth and breadth of subject matter?
5. Describe writing assignments and discuss how the course will foster critical thinking.
6. Explain research opportunities, documentation style, and/or how primary/secondary sources will be utilized.
7. Overall, please describe how this honors option by contract project will benefit the honors student.

Honors Option Contract System Review/Revision DRAFT

Purpose:

Honors TAP Goal #3: Review, revise, and implement the new Honors Option Contract System including faculty training and an Honors TAP Option Proposal Repository.

1. Invitation to all faculty who currently provide HO to review & resubmit for approval a current HO proposal. Add current list of Honors Option to invitation. Be sure to detail that the honors option proposal is specifically assigned to that course and faculty.
2. Invitation to all faculty who are interested in developing HO to submit a proposal.
3. Develop a guideline for HO to maintain honors level of work across all HO offered by faculty.
 - a. Discussion of the expectation of HO work
 - b. What qualifies as HO work? Not just a Research Paper
 - c. What is too little? What is too much?
4. Develop a 1-hour training course and determine dates
5. Provide Due Date for HO proposal submission

Faculty Requirements to offer Honors Option Contracts

1. Completion of a 1-hour training course with Honors Directors & Honors Faculty.
 2. A refresher training course will be required every two years
 3. Write a new or revise a HO proposal
 4. Submit a HO proposal
 5. Approval of HO proposal by Honors Committee
 6. Review/Revise HO Proposals every two years, or as needed.
 7. Fulfill Semester HO Paperwork Requirements in a timely manner
1. Completion of a 1-hour training course with Honors Directors & Honors Faculty.
 - The course will cover the following:
 - An explanation of the structure of the Honors Program at our college
 - What constitutes an Honors Option
 - Faculty and student requirements
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- Honors Option Statement in Class Syllabus
- FPD Standard II – Honors Option Advisor up to 20 hours year
- Faculty can receive FPD credit for attending training sessions.
- A refresher course will be required every **two years**

3. New/Existing Honors Option Proposal

- Write a new Honors Option Proposal –OR--Review current Honors Option Proposal and revise
- Regular & effective contact: A series of discussion/meetings (**a minimum of 4x in a course of a semester, with a minimum of 30 minutes each meeting**) with faculty & student(s)
- Submit a new or revised Honors Option Proposal for committee approval.
- Online Honors Option section, if desired. Explicit statement on “Regular & effective contact”.
- Approval of Honors Option Proposal by Committee
- Honors Option Proposals review/revise every **two years**, or as needed.

7. Each Semester Option Contract Offered

- Students must submit contract requests to the system by the end of the fourth week of the semester or the second week if it is summer session.
 - Submit the proposal/requirements of the Honors Option into the Contract System for each student, each semester.
 - Meet with students (at least 4Xs/4-6 hours) during the semester.
 - End of Semester: verify students completed Honors Option contract. Submit either completed or incomplete contract via the contract system by Friday of week following the end of semester.
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DATE: November 20, 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, nominating instructors can access the electronic nomination form on the Honors Committee Program website. Please note this form will go live in January 2025 and nominations must be submitted no later than the close of business on Friday, March 28, 2025.

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. Faculty 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
- One-minute speech
- Alternate presenter (if applicable)

****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.