



# Honors TAP Minutes

Monday, May 19, 2025  
Anthropology Lab, Uhazy Hall 223  
2:300-4:00 PM

**Type of Meeting:** Regular  
**Note Taker:** Towana Catley

Please Review/Bring: Agenda Packet & Minutes

*Committee members: (attendance reflected by 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  
–**Proxy Ann Volk**  
**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

Camille Murray, Honors TAP Representative

**Sarah Alcala Inda, ASO & Honors TAP Representative**

OPEN, Athletics & Kinesiology

OPEN, Aerospace, Industrial Arts & Applied Technologies

Items	Person	Action
I. Call to Order and Roll Call	Towana & Darcy	2:39pm
II. Open Comments from the Public		Honors Convocation congratulatory comments.
III. Approval of Agenda <ul style="list-style-type: none"> <li>Approval of Agenda – May 19, 2025</li> </ul>	All	Greg motions, Rae seconds to approve today's agenda.
IV. Approval of Minutes <ul style="list-style-type: none"> <li>Approval of Minutes – April 28, 2025</li> </ul>	All	<p><u><b>Issues Discussed:</b></u></p> <p>Kevin motions, Dietra, all in favor. Greg and Rachel abstains approval of 4.28.25 minutes.</p> <p><u><b>Action Taken:</b></u></p> <p><u><b>Follow Up Items:</b></u></p>
V. Informational Items <ul style="list-style-type: none"> <li>Committee Members Term Ending</li> <li>FPD Welcome Back Day</li> <li>Faculty Recognition Day (FRD) Thursday, 8/21</li> </ul>	All	<p><u><b>Committee members terms:</b></u></p> <p>Members whose terms are ending must communicate with division with their intention to continue or to end with Honors TAP Committee. Committee discussed terms in honors committee are 2 years for members, 3 years for chairs.</p> <p>Members from Athletics/Kinesiology and Aerospace, Industrial Arts, Applied Technologies are still needed for</p>

		<p>representation. For the first fall meeting in August 2025, committee plans to discuss how many reps per division-revisit the number of reps.</p> <p><b><u>FPD Welcome Back Day:</u></b> Darcy submitted FPD proposal for Honors FPD on Welcome Back Day. Waiting for status.</p> <p><b><u>Faculty Recognition Day (FRD):</u></b> August 21, 2025, Thursday 4-7pm, PAT First week of fall semester. Save the Date was sent by Academic Senate.</p>
<p>VI. Report</p> <ul style="list-style-type: none"> <li>Honors TAP Proxy for each Representative</li> </ul>	All	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Proxy Report</u></b> Rochelle Guardado, Rae's proxy DeNeen Litvinov, Dietra's proxy</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>VII. Action Item</p> <ul style="list-style-type: none"> <li>Honors Option Online Classes/AVC Cap</li> <li>2025-2026 Honors TAP Goals</li> <li>Honors Student Survey</li> </ul>	All	<p><b><u>Issues Discussed:</u></b> Reviewed Honors TAP Goals together as a committee.</p> <p><b><u>Action Taken:</u></b> Kevin motions to approve Honors TAP Goal updates, Greg seconds, all in favor.</p> <p><b><u>Follow Up Items:</u></b></p>
<p>VIII. Discussion</p> <ul style="list-style-type: none"> <li>2026 Honors Convocation Suggestions</li> <li>Honors Option Online Classes/AVC Cap</li> <li>2025-2026 Honors TAP Goals</li> <li>Honors Student Survey</li> </ul>	All	<p><b><u>Issues</u></b></p> <p><b><u>Discussion:</u></b></p> <p><b><u>Honors Convocation Suggestions:</u></b> Shared suggestions of faculty received by co chairs regarding Honors Convocation- One idea was to continue the ceremony without 1 minute speeches, however, what alternative ways can we involve interested faculty with student and their families to recognize student's achievements?</p> <ul style="list-style-type: none"> <li>Explored ideas of a luncheon or snacks and light beverages for the last 30 minutes of Convocation (since this year only lasted for 1 hour).</li> <li>Look into costs, funding sources-what is in our budget? AVC Foundation account for Honors Convocation –Co chairs will investigate</li> <li>SAA Memo at division meetings to reminder</li> <li>Send out script to all faculty about convocation so they know what to expect and provide brochure</li> </ul>

- Suggestion: example video/role playing so all who are backstage/faculty/students know what to expect
- Stage Management-subcommittee led by Greg Langner
  - Have additional seating in photo op, use the photo op room to prepare them before going on stage
  - Have an assigned person for each room and have a staff let the assigned person in the room what group to prepare
  - Signage
  - Bring back floor signage of division

**2025-2026 Honors TAP Goals:**

Honors Option Contract System Updates- After student submits, they will get confirmation of submission, and will get confirmation after completing the Honors Option, Faculty will also get email confirmations now. Edits to the online questions to make it clearer for students when they submit.

Vento asks if the system can be like the BIT/CARE system where the 900# and CRN is already an option to select.

New faculty wanting to offer- CHEM 120 and Comp Sci course as honors/honors options.

Honors Ambassadors- Subcommittee led by Vento Meeting with Outreach in the summer regarding going back to high schools and outreach events in the committee.

Honors space on campus-Honors Program Co-chairs will be meeting with Hub Manager and Kathy Bahkit regarding honors space and honors programming

HTCC UCR honors research conference- Must attend and promote for next year.

**Honors Options:**

Contract is only accessible on campus on computer device due to firewall that is in place by IT.

		<p>Honors Option Faculty Requirements- Meet with Honors Co-Chairs for 1 hour training to understand compliance of Honors Option guidelines. Suggestion of a pre-recorded video covering guidelines. Combination of the Honors Option guidelines, honors program student surveys, are a combined effort to update honors option list. There are plans for new honors options and existing honors options to meet with Co-Chairs for this effort as well. Faculty can claim FPD hours meeting with students for Honors Option—Co-Chair will revisit FPD handbook for actual number of hours (4x).</p> <p><b>Honors Option Online Cap:</b> Revisit in the August 2025 meeting.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b> Co-Chair will revisit FPD handbook for actual number of hours (4x). Will discuss further at August 2025 meeting.</p>
<ul style="list-style-type: none"> <li>Adjournment</li> </ul>		4:05pm
<ul style="list-style-type: none"> <li><b>NEXT MEETING DATE:</b> August 25, 2025</li> </ul>		








### **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.





## Honors Option Contract System Review/Revision Fall 2024

### Purpose:

Honors TAP Goal #2: 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.
  2. Invitation to all faculty who are interested in developing HO to submit a proposal.
  3. Committee agrees to have a guideline for HO to maintain honors level of work across all HO offered by faculty.
    - a. Creation of HO guidelines?
    - b. Discussion of the expectation of HO work
    - c. What is too little?
    - d. What is too much?
  4. Due Date for HO proposal submission?
- 

### Faculty Requirements to offer Honors Option Contracts

- Completion of a 2-hour training course with Honors Directors
  - An explanation of the structure of the Honors Program at our college
  - Faculty and student requirements
  - FPD Standard II – Honors Option Advisor up to 20 hours year [10 max per semester]
  - Approval of Honors Option proposal by Honors Committee
  - Faculty can receive FPD credit for attending training sessions.
  - A refresher course will be required every four years

### Existing Honors Option Proposal

- Review current Honors Option Proposal
  - What qualifies as HO work? Not just a Research Paper
- Regular & effective contact: A series of discussion/meetings (at least 4Xs/4-6 hours) with faculty & student(s)
- Submit a new or revised Honors Option Proposal for committee approval.
- Online Honors Option section, if desired.
- Approval of Honors Option Proposal by Committee
- Honors Option Proposals review/revise every four years, or as needed.

### 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.

1. Please verify the student and CRN numbers are correct.

2. Please check all the boxes that apply to:

I. Honors Option Project

II. Learning objectives

III. Institutional Learning Outcomes

VALLEY COLLEGE

Honors System Home > Faculty Honors Option Contract Form

### Faculty Honors Option Contract Form

Student Name:  Verify Student Name

Student ID:  Verify ID #

Course/CRN:  Verify Course/CRN #

Semester/Year: Spring/2022

[View a Contract](#)

[Incomplete Contract Report](#)

[Admissions & Records Report](#)

[Exit the system](#)

#### Faculty Mentorship Guidelines

Your role is to mentor and guide the student in the conception of the Honors Option project, develop the proposal, and then implement and complete the contract approval process. You should plan to meet frequently throughout the semester with the student to go over her or his progress, review drafts, and suggest avenues to pursue. It is imperative that you keep detailed records of scheduled meetings and assignment due dates. At the end of the semester, you will assess whether the student has fulfilled the terms of the Honors Contract to your professional standards and communicate with the Honors Coordinator whether the contract has been completed.

**I. Describe the form / format the Honors Option project will take. (Check all that apply.)**

- ☐ Research Paper
- ☐ Presentation
- ☐ Research Journal
- ☐ Computer Program
- ☐ Laboratory research
- ☐ Quantitative / Qualitative Research Project
- ☐ Creative Writing or Fine Arts Portfolio
- ☐ Film
- ☐ Volunteer work
- ☐ Other

**II. Which of the following learning objectives will the student achieve through completion of this Honors project? (Check all that apply.)**

- ☐ Provide content about the history or background of the field being studied
- ☐ Show an awareness of some of the field's major theories or current trends
- ☐ Practice an application, field experience, or case study
- ☐ Utilize research methods including proper documentation for that discipline
- ☐ Demonstrate critical thinking and/or meta-cognitive abilities (an example of demonstrating meta-cognitive ability is to keep a reflective journal)

**III. Which of the following Institutional Learning Outcomes will this project support? (Check all that apply.)**

- ☐ Analyze diverse perspectives from a variety of disciplines and experiences that contribute to the development of self-awareness.
- ☐ Value and apply lifelong learning skills required for employment, basic skills, transfer education, and personal development.
- ☐ Demonstrate a breadth of knowledge and experiences from the Humanities, Social and Behavioral Sciences, Arts, Sciences and Mathematics.
- ☐ Solve problems using oral and written communication, critical thinking and listening skills, planning and decision-making skills, information literacy
- ☐ Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness, and an understanding of the role of diversity in modern society
- ☐ Identify career opportunities that contribute to the economic well being of the community.

- Attach/upload the project proposal description including all four areas. See example.

- Click the “I have read...” and submit the contract.

#### IV. Honors Option Summary and Guidelines

Instructor: Please attach a typed, 1-2 page summary which details the project or assignments you have designed for the Honors Contract. Projects may be student- or faculty-inspired. The summary must address all of the following areas:

1. Project Goal, Driving Question, and Thesis: What is the ultimate learning goal of this project? What question drives all the work on this project?
2. Project Outcomes: What will be the outcome and/or evidence of completion of this project? Be specific about quantity whenever possible.
3. Project Methods: What methods will the student use to complete this Honors activity? For instance, what are some of the sources (books, journals, personal interviews, etc.) a student will use as he/she completes the project? Be specific.
4. Project Process, Timeline, and Due Dates: Please detail the steps you will require a student to take to complete your Honors project or assignments along with a timeline for each stage of completion. Since you are required to have scheduled meetings with your student, indicate how often you and your student will meet. (If necessary, additional forms can be attached to this document.)

##### *Tips for Successful Honors Options:*

- Build the project around a guiding idea that has the right scope and depth.
- Be sure the project relates to and supplements the course material. It's okay to be creative but remember to keep the focus related to the course subject material. Remember, this is not an independent study project.
- Avoid “book report” type projects. This isn't about regurgitating information, but rather synthesizing it, creating something new, or looking at things from a unique perspective.
- Make the basics clear:
  - What will you have your student do?
  - Why are you doing this? What question are you trying to have your student answer? What skill(s) are you trying to develop?
  - What OUTCOME(s) will there be to this project? What evidence will there be that the work has been completed. Quantify and give details!
  - What METHOD(s) will you use?
  - What is the TIMELINE for the contract work? Break it down.
  - What RESOURCES will this student use in this project?

Attachment:  No file chosen

#### Honors Option Contract Terms of Agreement

- Honors contracts are enacted voluntarily by both instructor and a student that is a member of the Honors program.
- Honors contracts are designed and proposed by the instructor and student and submitted by the 4th week of the semester (fall and spring) and the 2nd week of summer session. Exceptions may be made with permission from the Honors coordinator.
- Honors contracts are approved by the Honors Coordinator and/or Honors committee members.
- Honors contracts must be completed by the end of the semester; there are no incompletes allowed for Honors contracts.
- An Honors contract is evaluated by the instructor solely on the basis of whether or not its requirements were completed satisfactorily and the student maintains satisfactorily progress throughout the course.
- A student may choose to discontinue a contract at any time during the semester. However if this occurs twice, a student may be subject to additional inquiry by the Honors coordinator.
- Instructors are able to terminate contracts, especially if the student is not performing satisfactorily in the various course assignments and assessments.
- Honors Contracts are available for GE transfer-level courses only (3 units or higher).
- Notation on student's transcript = “(H)” will appear after the course title on the student's transcripts. For example: Political Science 101 (H)

☐ I have read, and will comply with, all terms of the Honors Option Contract.

STUDENT NAME  
PROFESSOR NAME  
Honors Option Class ANTH 103 Fall 2018 CRN#12345

#### IV. Honors Option Summary and Guidelines:

Instructor: Please attach a typed, 1-2 page summary which details the project or assignments you have designed for the Honors Contract. Projects may be student- or faculty-inspired. The summary must address all of the following areas:

1. Project Goal, Driving Question, and Thesis: What is the ultimate learning goal of this project? What question drives all the work on this project?

The student will become familiar with principles and methods for curation and management of the anthropological/archaeological comparative collections (i.e., objects, photos, associated documentation, digital data, etc.) in the lab and the repository. The focus will be on laboratory procedures, cataloguing systems, preparing inventories, summaries of these items, and developing a database of the existing skeletal/osteological reproductions.

This project has five goals:

- (1) to help students learn about anthropology/archeological collections and their management,
- (2) gain first-hand gain professional experience managing collections,
- (3) building an comparative collections database,
- (4) expose students to employment opportunities in the discipline of Anthropology, and
- (5) understand the importance of skeletal/osteological reproductions for understanding primate/hominin evolution.

2. Project Outcomes: What will be the outcome and/or evidence of completion of this project? Be specific about quantity whenever possible.

Student will complete a research journal about the daily progress related to managing the collection. At the completion of the semester, they will also complete a summary related to the five goals outlined above, as well as, present a brief 15 minutes presentation to the ANTH 103 class on their research.

3. Project Methods: What methods will the student use to complete this Honors activity? For instance, what are some of the sources (books, journals, personal interviews, etc.) a student will use as he/she completes the project? Be specific.

- Federal Curation Standards, as outlined in Curation of Federally-Owned and Administered Archaeological Collections (36CFR Part 79), National Park Service, NPS.gov
- Biological Anthropology Manual
- National Museums of Kenya <http://www.museums.or.ke/content/view/314/83/>
- National History Museum, London <http://www.nhm.ac.uk/our-science/collections/palaeontology-collections/palaeoanthropology-collection.html>



STUDENT NAME

PROFESSOR NAME

Honors Option Class ANTH 103 Fall 2018 CRN#12345

4. Project Process, Timeline, and Due Dates: Please detail the steps you will require a student to take to complete your Honors project or assignments along with a timeline for each stage of completion. Since you are required to have scheduled meetings with your student, indicate how often you and your student will meet. (If necessary, additional forms can be attached to this document).

June 27, 2016	Meet to discuss project expectations
July 13	Meet to discuss progress
July 20	Meet to discuss progress
July 25	Meet to discuss progress
August 1	Research Journal and Summary due
August 3, 2016	Class Presentation