



# Honors TAP Committee Agenda

Monday, August 25, 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: (positive attendance is reflected with bolded names)*

**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**

Vejea Jennings, Ex-Officio

John Vento, Ex-Officio

**Bianca Nichols, Honors TAP Representative**

OPEN, ASO Representative

OPEN, Athletics & Kinesiology

OPEN, Aerospace, Industrial Arts & Applied Technologies

Items	Person	Action
I. Call to Order and Roll Call	Towana & Darcy	3:36pm
II. Open Comments from the Public		
III. Approval of Agenda <ul style="list-style-type: none"> <li>Approval of Agenda – August 25, 2025</li> </ul>	All	Greg motions approval of today's agenda. Rachel seconds, all in favor.
IV. Approval of Minutes <ul style="list-style-type: none"> <li>Approval of Minutes – May 19, 2025</li> </ul>	All	<p><b>Issues Discussed:</b></p> <p><b>Action Taken:</b></p> <p>Greg motions for approval of May 19, 2025 minutes, Rachel seconds, all in favor.</p> <p><b>Follow Up</b></p> <p><b>Items:</b></p>
V. Informational Items <ul style="list-style-type: none"> <li>Committee Members Term Ending</li> <li>Honors Student Survey Results</li> <li>HO contract system updates</li> </ul>	All	<p><b>Issues Discussed:</b></p> <p>Open seats that need to be filled: Mike Pesses' seat, Athletics and Kinesiology, ASO Student Rep.</p> <p><b>Honors Student Survey Results:</b></p> <p>Generally positive feedback. Co-chairs will go through, remove any names or identifiers in written responses and will share out to all committee members.</p> <p><b>H.O. Contract System:</b></p> <p>IT has fixed the system where students/faculty should be able to submit. Due to firewall issue/cyber security, contract system is still</p>

		only accessible on campus on computer device only. Goal is to have an entirely new contract system by Fall 2026
VI. Report <ul style="list-style-type: none"> <li>Honors TAP Proxy for each Representative</li> </ul>	<i>All</i>	<p><b><u>Issues Discussed:</u></b> Reminders were given that each committee member must have a proxy. Please report name to Co-Chairs by next meeting.</p> <p><b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b></p>
VII. Action Item <ul style="list-style-type: none"> <li>Honors TAP Committee Meeting Changes</li> <li>Honors Option Online Classes/AVC Cap</li> <li>Honors Option Contract System Revisions</li> <li>2025-2026 Honors TAP Goals</li> <li>Waitlist &amp; Honors Courses</li> </ul>	<i>All</i>	<p><b><u>Issues Discussed:</u></b> <b>Honors TAP Committee Meetings this Fall 2025 term:</b> Greg moves to add change of Honors TAP Committee meeting, Dr. Lobos seconds, all in favor.</p> <p><b>Honors Courses taken on CVC.EDU:</b> Of the 5 required honors courses, 1 can be from cvc.edu. Greg motions, Elinda seconds, all in favor.</p> <p><b>Waitlist &amp; Honors Courses:</b> Elinda motions to add waitlist honors as priority policy into the honors faculty and student handbook, Greg seconds, all in favor.</p> <p><b>2025-2026 Honors TAP Goal #1:</b> Elinda motions to approve the change to "Increase active membership by 10%", David seconds, All in favor.</p> <p><b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b></p>
VIII. Discussion <ul style="list-style-type: none"> <li>Opening Day FPD Reflections</li> <li>Honors Option Contract System Revisions</li> <li>Honors Option Online Classes/AVC Cap</li> <li>Waitlist &amp; Honors Courses</li> <li>2025-2026 Honors TAP Goals</li> </ul>	<i>All</i>	<p><b><u>Issues Discussed:</u></b> <b>Opening Day Honors FPD Reflections:</b> All attendees were honors faculty. Hopefully at future FPDs, we will have new faculty who want to join honors and teach honors classes.</p> <p><b>H.O. Online Classes:</b> Previous meeting, committee has voted in favor as long as it abides by the guidelines.</p> <p><b>Honors Classes/Honors Options Outside of AVC:</b> How many honors classes/options can students take outside of AVC? How many do we allow Online or in person?</p>

	<p>Equity issue if we impose a cap of honors courses taken outside of AVC (Greg). As we have more online courses, there should be a mechanism we design that specifically evaluates online honors here.</p> <p>Online courses do not meet the academic rigor/expectations of in person and honors level (Carla).</p> <p>Another thought is to allow one online/outside honors course and incentivize AVC honors courses whether they're online or in person is unlimited (Dean Lobos).</p> <p>Honors Option Proposal changes will include a question asking how the instructor will teach the course online (Darcy).</p> <p>The number of honors courses taken outside of AVC is rare. Honors option online courses are also few.</p> <p>CVC.EDU does not offer many honors courses (Kaitlynn).</p> <p><b>Waitlist &amp; Honors Courses:</b>  Honors Faculty asked at FPD Opening Day if there's an honors student on the waitlist, can faculty give that student priority over non honors students on the waitlist?</p> <p>Will this be communicated/announced  Ask A&amp;R: is it possible to have a notation identifying Honors students on class enrollment/waitlist roster? (Greg) Chairs will inquire.</p> <p><b>2025-2026 Honors TAP Goals:</b>  Goal #5: Securing Honors TAP space in The Hub. Discussion of Honors TAP as part of Student Equity &amp; Achievement.</p> <p>Goal #1: In writing this goal, increase active membership in the AVC honors program by 10% (Elinda). Do we need to have a set number of membership identified in this goal? (Kevin), Can we revisit this and see what the final end of summer numbers are, then update the verbiage of this goal (Greg)?</p>
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		<p><b>Honors Option Repository:</b> Workshops and meetings will be offered by Co-Chairs with the goal for faculty to resubmit the H.O. Proposals. Purpose is to have a system where all proposals are on record, to ensure all honors proposals are following the guidelines. Next committee meeting (September), we will dedicate time to edit and finalize the guidelines.</p> <p>Now that there are CORs for honors courses, faculty will eventually need to present their honors course proposals to the committee (Rachel). When a new faculty member comes on board, the process is to submit and present their Honors Course proposals to the committee.</p> <p><b>Action Taken:</b> <b>Follow Up Items:</b></p> <p><b>Next Honors TAP Committee Meeting (Sept):</b></p> <ul style="list-style-type: none"><li>• Honors Option Proposal Guideline</li><li>• Honors Option Proposal by faculty</li></ul>
<ul style="list-style-type: none"><li>• Adjournment</li></ul>		
<ul style="list-style-type: none"><li>• <b>NEXT MEETING DATE:</b> September 22, 2025</li></ul>		

• Adjournment		3:39pm



## **Committee Goals for the 2025-2026 Academic Year**

- I. Maintain membership in the AVC Honors Program (400 – 500 students).
- II. Recruit new faculty to offer honors courses & honors options.
- III. Review, revise, and implement the new Honors Option Contract System including faculty training and an Honors TAP Option Proposal Repository.
- IV. Improve and maintain opportunities for students to complete Honors Options in needed and applicable areas.
- V. Secure an Honors TAP student space in the new student commons building.
- VI. Develop a marketing strategy/campaign for Honors TAP Promotion.
- VII. Develop an Honors TAP Handbook for Students and one for Faculty.
- VIII. 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.
- IX. 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.
- X. Maintain the Honors Ambassadors Program.
- XI. 2026 HTCC Research Conference: Encourage Faculty and Student participation & attendance.
- XII. Increase course and option offerings in STEM and non-101 GE level courses.
- XIII. 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 #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.
  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?
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### 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