



Honors Committee Minutes

Monday, August 26, 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 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
 Kristal Ibrahim, Counseling
Dietra Jackson, Counseling
Reina Burgos, 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
John Vento, Ex-Officio
 OPEN, ASO Representative
 OPEN, ASO Representative

 OPEN, Athletics & Kinesiology
 OPEN, Career Technical Education
 OPEN, Adjunct Representative

Items	Person	Action
I. Call to Order and Roll Call	Towana & Darcy	2:35pm
II. Open Comments from the Public		n/a
III. Informational Items <ul style="list-style-type: none"> Honors online orientations & applications: refer students to apply to the program!! 	Towana & Darcy	Honors online orientations 4 in week 1, 3 in week 2, September onward orientations will be held twice a month.
IV. Approval of Minutes <ul style="list-style-type: none"> None 	All	<p>Discussion Points: No minutes from April meeting. April was just to touch base in preparation for Honors Convocation</p> <p>Action Taken:</p> <p>Follow Up Items:</p>
V. Report <ul style="list-style-type: none"> Fall Honors Classes Cancelations ITS Honors Contract System/ Honors Option Faculty Survey 	All	<p>Discussion Points: Reported who pulled out of teaching honors/honors options. Updated list of honors options online. ECON101H canceled due to low enrollment. 12 honors courses offered in Fall 2024.</p> <p><i>ITS Honors Contract System/HO:</i> Co-Chairs met with IT in efforts of improving the online contract system. IT rep will be working on this and will meet again in October to view updates. In the past, HO contract cannot be viewed in the online system by Co-Chair.</p> <p><i>Honors Option Survey:</i></p>

		<p>Showed the committee the survey for feedback before sending it out to faculty. This survey is step 1 to filter out those who will continue provide honors options and update the honors option list. Next step is to reach out to those who are still providing HO to build the repository. Updated HO approved list with the committee.</p> <p>Action Taken: Follow Up Items: Puente, Umoja, Honors English 101 recruit</p>
<p>VI. Action Item</p> <ul style="list-style-type: none"> • None 	<p><i>All</i></p>	<p>Discussion Points: Co-Chairs will be meeting with SBS Dean and Marketing in efforts to better market courses to avoid cancelations due to low enrollment.</p> <p>Action Taken: Follow Up Items:</p>
<p>VII. Discussion</p> <ul style="list-style-type: none"> • Fall Honors Mixer • 2024-25 Honors Convocation/2024 Recap • Honors courses/options are open...how has it been? 	<p><i>All</i></p>	<p>Discussion Points: <i>Fall Honors Mixer</i> Wear your decorative/crazy hats! October 24th Thursday 4-6pm. Invite the Academic Senate</p> <p><i>2024 Honors Convocation Recap:</i> Spanish translation provided for the main speeches. For SAA speeches, do we offer students the option of providing translations. –Follow up with Pres. Zellet. Sign Ins- have sign ins outside the green room doors before entering the green room. Green room entrance door keep unlocked. 2025 Honors Convocation will be in May. Exact date TBD (Wednes May 7th, 2025?). -make sure it doesn't clash with Student Equity or Categorical grads.</p>

	<p><i>SAA Nomination Memo:</i> We will continue providing a list to give to Admins of divisions. Faculty can go to division office and pull from list. Starting October about SAA, honors committee members remind divisions during Intersession, and officially send out the memo week 3 of Spring 2025.</p> <p><i>Honors Courses/Options are Open:</i> Committee members gave their perspectives and experiences.</p> <p><u>Action Taken:</u> <u>Follow Up Items:</u></p>
<ul style="list-style-type: none"> • Adjournment 	3:54pm
<ul style="list-style-type: none"> • NEXT MEETING DATE: September 23, 2024 	



DATE: March 5, 2024

TO: Deans, Directors, Faculty

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

SUBJECT: NOMINATIONS FOR 2023-2024 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 **Monday, March 25, 2024.**

Faculty – please forward all nominations to your Dean for approval. Once approved, your Division Administrative Assistant will submit nominations electronically using this link: [2023-2024 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 Address
- Student Email Address
- GPA
- Nominating Instructors
- Courses in Subject Area

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

Subject Area Award Requirements

The following 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 at 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.

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



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.

2. Please check all the boxes that apply to:



I. Honors Option Project

II. Learning objectives



III. Institutional Learning Outcomes



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.