

Memo

To: Stacey Adams
Jeffrie Ahmad
Rae Agahari
Rosa Fuller
Susan Knapp
Kathy Moore
Dr. Tom O'Neil
Elizabeth Soos
Judy Sullivan

From: Karen Lubick
Chair, Honors Transfer Alliance Program

Date: February 17, 2009

Re: February 23, 2009 – Honors Committee Meeting, A141, 2:00-3:00p.m.

1. Report on TAP certification process (Susan Knapp)
2. Report on Alpha Iota (Elizabeth Soos)
3. Situation with Honors Computer (Lubick/Moore)
4. New web access for honors program

<http://avc.edu/organizations/senate/HonorsProgram.htm>

5. Main topic: changing procedures for honors option by contract (Lubick – will bring paperwork)

Next meeting – March 23

Subjects: possible proposals for F09:

- English 222H – John Toth
- English 103H – Kathryn Mitchell

The next meeting of the Honors Committee is scheduled for
Monday, February 23, 2009 at 2:00 p.m. in Room A-141.



ANTELOPE VALLEY COLLEGE
HONORS COMMITTEE MEETING
February 23, 2009

Members Present

Karen Lubick	Jeffrie Ahmad
Rae Agahari	Susan Knapp
Rosa Fuller	Stacey Adams
Dr. Tom O'Neil	Elizabeth Soos

Absent Members

Judy Sullivan
Kathy Moore

1. **Call to Order and Roll Call** – Ms. Karen Lubick, Honors Program Coordinator, called the Honors Committee meeting to order at 1:58 p.m.
2. **Report on TAP Certification Process (Susan Knapp)** - Ms. Knapp turned in 22 signed forms that are ready to be forwarded on. Ms. Knapp found the process simplified this year as the form was reduced in size from legal to letter. The only information she needed to verify was the six honors classes, their UC transferable GPA, and the number of UC transferable units at the end of spring semester. She did encounter students who turned in unreadable forms and asked for signature, as well as students with honors contracts not approved by instructors and an incomplete in an honors class. One of these students had a number of problems with their form and had never spoken with Ms. Lubick about doing honors classes and the correct process. The other two forms from students could be corrected and Ms. Lubick will e-mail each student to see if the process could be completed on time. Dates had been set before semester began for these students to come see Ms. Knapp. E-mails had been sent out but some had no response. It was determined by Ms. Lubick that they might have been incorrect (either through their error on the form or by a mistake in typing) and then the rush started in trying to make appointments with Ms. Knapp to complete the process. It was difficult for Ms. Lubick to know which of the 42 honors students have completed a certain number of honors courses, so a blanket e-mail was sent to all. It is hard to relay the pertinent information to all students in a timely manner so they are aware of all time lines. Is there a way we could give them a better handle on what the deadline dates are and what is needed to accomplish what is needed? We could place it in a more obvious spot on the handout. It is impossible for Ms. Knapp to deal with students at the last minute who want this pertinent information when she only has a few minutes to see them at the counter. Some of the students who are on the honors list take them to achieve early registration and most have no intention of going onto UCLA. If they do not take an honors course each semester, they are purged from the list. As a note, San Diego State has now started a TAP certification program so that is exciting to know. Also as a note, we will have 10 honors courses for the fall semester, but some of them are considered rollover courses, meaning that they are taught spring to spring and fall to fall, so it does not expand the honors courses to the students who are looking for more choices. Ms. Lubick will send the package by the end of next week by certified mail.
3. **Report on Alpha Iota (Elizabeth Soos)** – Ms. Soos stated that the holiday party in December was determined to be a success. Alpha Iota is planning a fundraiser at Vince's Pasta for the evening of February 24 (5-8 p.m.). Also, the organization is beginning to

choose scholarship nominees for Alpha Gamma Sigma for the spring semester, which has a deadline of March 20. A meeting will be conducted to determine criteria as there are more candidates than scholarship positions. Also, Alpha Iota is having another fundraiser on March 13 (Friday) at Camille's from 2-5 p.m. You do not need to mention the club name as they are donating 20% of all sales during this time frame. Additionally, on March 20, members of Alpha Iota will be volunteering at the Larry Chimbole Center to tutor adults in reading.

4. **Situation with Honors Computer (Lubick)** - Several years ago, the Honors Group was granted a computer to place into the Honors Room. They did not receive a printer though. Unfortunately, the computer was only functional for word processing. Eventually, the committee requested that the internet and some selected software be placed on the computer in order for the webmaster to work on the computer. However, students needed a password to use the computer and the students could only get a password by filling out a Network Account Request Form. This was done six months ago but the students could still not log on as the password had not been forwarded to the respective student. This now creates a situation of a useless computer. ITS has informed the committee that it must be password protected in order to keep any user from gaining access into the BANNER system. We do have the one account of the web person who is doing the work on the computer, but if it is not capable of being used by all honors students, then why have it after all these years. Dr. O'Neil asked how much this person is using BANNER and it was stated not at all. This person only needs the internet so he stated that the BANNER system could be partitioned off from the rest of the computer. He will follow through by contacting the Vice President to hopefully correct this problem.

This computer is located in a small room in the library which has no supervision but requires a key from the front desk to access. It should only be accessed by honors students but it has been observed that one honors student may gain access to the room and then invites a number of their "friends" to join them. It then is difficult for another honors student to use the room when they see a "party" going on. Ms. Lubick did not know this situation existed so she would like to see that only those honors students with stickers put in the reservation for the room, only they have access, and that the "extra friends" utilize a different study room.

5. **New web access for honors program** – We have a website where we will be posting information about the Honors Program and information to the current students. We will work with Gloria in order to get these items posted. The website is: <http://avc.edu/organizations/senate/HonorsProgram.htm>.
6. **Changing procedures for honors option by contract (K. Lubick)** – Ms. Lubick handed out to the committee members the Honors Transfer Alliance Program Contract for Honors Option Credit. The form is handed to the instructor by the student which details what the project is going to be that will be undertaken. The form is signed by the student as well as the instructor and is returned to Ms. Lubick by the fourth week of the semester. She keeps them on file and then at the end of the semester she forwards to the instructor another form asking if the student has completed the project. We do not need to know the grade, only the fact of did the student perform what they had contracted to do. If the answer is yes, she then records it on a form that is sent to Ms. Covell in Admissions and Records. Ms. Covell

then records an “H” next to their honors options. If an “H” is recorded before the course title, that indicates an honors course. If it is recorded after the course title, that indicates an honors option. That is the way we can tell how many honors options they have and you can only have two out of the six. There is an exception that will be given for a third option and that is if the student is heavily into computer, math or engineering courses. Ms. Agahari brought up the subject that if the project is so unsatisfactory upon completion at the end of semester, does the instructor have to sign off on it. The answer is no. If the instructor feels that the project was not accomplished to their relative satisfaction, they do not need to approve it. But it was stated that since the instructor should be working hand-in-hand with the student during the course of the semester, the project should be completed in a satisfactory manner. Each instructor who teaches an honors option course has been asked by the committee to provide a detailed outline and description of the project details that they expect the student to fulfill. Ms. Lubick has taken the course proposal template that was approved in the past and placed in on the backside of the contract form. She would like all instructors to fill it out and expand on what they would consider a properly conducted project which would garner from them a satisfactory completion at the end of the semester. She has been receiving these back from those instructors involved in the honors option. Ms. Lubick asked each committee member to look over the form.

A question came up about the fact that the student would not receive a grade for the project. The completion/non-completion of the project should have no effect on what grade they would receive in the regular honors class. So even if they did an unsatisfactory job on their project, but kept up all their course work, etc. in the regular honors class which would give them an “A” or “B”, the project cannot be used to downgrade the earned grade. It was decided that instead of not requiring a grade, it should possibly state a credit/no credit for the project. It has also been a problem that at the end of the semester, the instructor needs to return the form to Ms. Lubick to indicate what the outcome of the project was. But a number of instructors have been negligent in doing so to the detriment of the student. Another problem is that a student has chosen an instructor who is not honors approved so they do a lot of work for nothing. A question was also brought up as to what honors course can you do an option for? The answer is just about every one with the exception of business math and science. Ms. Agahari was concerned about allowing a single student to do an honors option and not others who may ask. It was stated that there is a form that states “the instructor reserves the right to give/not give permission to any student to do an honors option.” If she felt that there was a concern, she could ask the student to bring a copy of their transcript to be able to make a more detailed decision. Also, Ms. Agahari had given to Ms. Lubick a very detailed and comprehensive honors option project list that if the student were willing to take this on, she could feel that they were really serious and would complete it satisfactorily.

7. **OTHER** - Mr. Toth has already started his proposal for English 222H for the fall semester. We should be able to review it at the March 23rd meeting. Kathryn Mitchell is still awaiting proposal guidelines so it will probably be brought forth at the April meeting. Also, since the May meeting is on a holiday and since we have honors convocation, we will probably not conduct a meeting.
8. **ADJOURNMENT** - A motion was made and seconded to adjourn the Honors Committee meeting at 2:45 p.m. Motion carried.