



Honors Committee Minutes

Monday, February 27, 2023

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 in bolded names.)

Towana Catley, Faculty Co-Chair

Dr. Darcy Wiewall, Faculty Co-Chair

Christos Valiotis, Dean MSE Administrative Member

Rae Agahari, Arts & Humanities

OPEN, Athletics & Kinesiology

David L. Adams, Social & Behavioral Sciences

Tamira Palmetto Despain, Counseling & Ex-Officio

Elinda Parkinson, Health & Safety Sciences

OPEN, Library

Dang Huynh, Math Sciences Engineering

Mike Pesses, Math Sciences Engineering

Pavinee Villapando, Math Sciences Engineering

Andres Carrillo, Math Sciences Engineering

Greg Langner, Language & Communication Arts

Dr. Matthew Jaffe, Social & Behavioral Sciences

Kevin North, At-Large

OPEN, At-Large

Alberto Mendoza Gonzalez Larreynaga,

Adjunct Representative

Rachel Jennings Tafarella, Language & Communication Arts

Vejea Jennings, Ex-Officio

John Vento, Ex-Officio

Jasmine Walters, TAP Representative

Diana Ferrassoli, ASO Representative

Brandy Lechuga, ASO Representative

Items

Person

Action

Call to Order and Roll Call

Towana & Darcy

2:35pm

Open Comments from the Public

n/a

Informational Items

- President and Dean's List Poster
- AVC Bridge Counselor Meeting
- Honor COR Status

Towana & Darcy

President 557 and Dean's 328 list posters

Have been distributed in the division mailboxes with a letter for the Dean/Admin of the division to post the poster showcasing students' names. The letters that went to students did include invitation to join the Honors Program **AND** Alpha Iota

AVC Bridge Counselor Meeting

Towana to get connected directly with high school counselors who are also AVC counselors in hopes of getting our Honors Ambassadors connected.

Honors COR status

All that have been denied at first attempt

		have been resubmitted. Hopes to launch for Fall 2024.
<p>Approval of Minutes</p> <ul style="list-style-type: none"> Approval of Minutes – 1.30.2023 	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u> Greg motions, Alberto seconds, all in favor.</p> <p><u>Follow Up Items:</u></p>
<p>Report</p> <ul style="list-style-type: none"> Meeting with President Zellet Summer & Fall Honors Class Schedule 2022-2023 Subject Area Awards <p>Submissions</p> <ul style="list-style-type: none"> TAP Honors Syllabi Repository Status 	Towana	<p><u>Issues Discussed:</u></p> <p>Meeting with Zellet Information given about the Honors Program. Potential to have a dedicated honors space at the new student space center. Idea to have spanish translation for Honors Convocation as there will be for the AVC Commencement.</p> <p>Summer & Fall Schedule Draft completed by Darcy> English decided not to offer honors classes in the summer. We have POLS101 and potentially for PSY101 for honors this summer. Anatomy can still hold HO during summer per Andres. David brings up the idea of online summer classes being more favored over in person however supports honors courses to be in person for the caliber of interaction and instruction. For Fall, 13 H classes are planned.</p> <p>Subject Area Awards (SAA) Request for all honors committee members to send out and discuss this SAA nominations at the division meetings as it's been 2 weeks already and zero nominations have been submitted. Discussion about getting all faculty email access again and speaking with the new director of marketing. March 17th is the deadline.</p> <p>TAP Honors Syllabi Repository Status Mostly everyone who is teaching honors courses this semester has uploaded. Darcy will reach out to those who are still missing.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>Action Item</p> <ul style="list-style-type: none"> Process for New/Existing Honors Options 	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>

Discussion

- SSC Volunteers - March 7-8-9, 9:30-11:00am
- Majors Fair Volunteers - March 22, 11:30-2:30pm
- FPD Proposals 2023-2024
- Honors Ambassadors & AVC Outreach

All

Issues Discussed:

SSC= Student Success Conference where local high school students come to AVC during our spring break. Need more volunteers (students and/or faculty) to help manage the honors table. Towana to send a notification to honors students to recruit.

Honors Ambassadors

Currently working with Kenya's team to get dates of upcoming high school visits/events (other than SSC) to report to Jasmine and get Honors Ambassadors for these events.

Discuss with Jasmine in identifying Honors Ambassadors and having a pseudo orientation so they are up to date with the honors program and prepared when speaking at high school events

Honors Mixer

March 2, This Thursday 1-2pm UH 223
Will there be more? Dates? TBA
Shared the Groups function in myAVC dashboard as another means to communicate to students and promote events.

Process for New/Existing HO

Discussion of HO qualified work: HO should not just be one research paper, there should be check in discussions/meetings with faculty and student. Discussion of the expectation of HO work (what is too much? What is too little?)--> Creation of HO guidelines?

Faculty who provide HO can get 10 hours of FPD per semester.

Invite all faculty who provide HO to resubmit their HO proposals to add to the repository. Committee agrees to have a guideline of sorts for HO to maintain honors level of work across all HO offered by faculty. Discussion of having this as a breakout session at Fall 2023 Opening Day.

Action Taken:

Briefly reviewed the "Process for New/Existing HO" draft together as a committee. Request for committee members to review after the meeting and give feedback at the next meeting.

		Follow Up Items:
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<ul style="list-style-type: none"> • Honors Student Mixer, March 2, 1-2pm (UH-223) • Process for New/Existing Honors Options 		
<ul style="list-style-type: none"> • Adjournment 		3:32pm
NEXT MEETING DATE: March 27, 2023		

DRAFT 2.23.2023



Process for New/Existing Honors Options

Faculty Requirements to offer Honors Option Contracts

- An explanation of the structure of Honors Program at our college
- FPD Standard II – Honors Option Advisor up to 20 hours year [10 max per semester]

Honors Option Contract System

- Student and faculty requirements
- Review current Honors Option Proposal, if applicable
- Submit a new or revised Honors Option Proposal for committee approval.
- Committee approval for Honors Option Proposal
- Honors Option Proposals review/revise every four years, or as needed.
- Each Semester Option Contract Offered
 - Students must submit contract requests to system by end of the fourth week of the semester.
 - Complete Honors Option Contract System for each students each semester
 - Meet with students at least 4 times during the course of the semester.
 - End of Semester verify students completed Honors Option by the end of week following the end of semester.
- Sample Honors Option statement for syllabi | Page

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

VALLEY COLLEGE

Honors System Home > Faculty Honors Option Contract Form

Faculty Honors Option Contract Form

Student Name: Bridgette Wilson
Student ID: 900394119
Course/CRN: ANTH102/32963
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.

Verify Student Name
Verify ID #
Verify Course/CRN #

• Attach/upload the project description including all four areas.

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



STUDENT INSTRUCTIONS FOR ONLINE HONORS OPTION SYSTEM

1. Contract your instructor in-person requesting an Honor Options
2. Inform the instructor that you will submit the Honors option link
3. Go to: www.avc.edu/honors
4. On the right side of the page click on the link: **Student Honors Option Contract**
5. A new window will appear:
 - a. Complete first name, last, your email address, student id# and CRN
 - b. Select designated faculty member
 - c. Check the box “I have read, and will comply with, all terms of the Honors Option Contract”
 - d. Click: “submit: button”
 - i. **DO NOT SUBMIT LINK IF YOU HAVE NOT DISCUSSED THE HONORS OPTION WITH YOUR INSTRUCTOR**
6. You will receive an email from your designated faculty member with an attachment about the guidelines. Save the document!

IV. Honors Option Summary and Guidelines

Instructor: Please attach a typed, 1-2 page summary which address all student- or faculty-inspired. The summary must address all of the following:

1. Project Goal, Driving Question, and Thesis: What is the goal of the project?
2. Project Outcomes: What will be the outcome and/or evaluation of the project?
3. Project Methods: What methods will the student use to complete the project? (e.g., personal interviews, etc.) a student will use as he/she completes the project?
4. Project Process, Timeline, and Due Dates: Please detail the project process along with a timeline for each stage of completion. Since you are the instructor, please detail the resources your student will meet. (If necessary, additional forms can be attached.)

Tips for Successful Honors Options:

- Build the project around a guiding idea that has the rigor of a research project.
- Be sure the project relates to and supplements the course subject material. Remember, this is not an independent project.
- Avoid “book report” type projects. This isn’t about regurgitating information 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 answer?
 - What OUTCOME(s) will there be to this project? What will the student learn?
 - What METHOD(s) will you use?
 - What is the TIMELINE for the contract work? Break it down into stages.
 - 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 student.
- Honors contracts are designed and proposed by the instructor during the 2nd week of summer session. Exceptions may be made.
- Honors contracts are approved by the Honors Coordinator.
- Honors contracts must be completed by the end of the semester.
- An Honors contract is evaluated by the instructor solely on the basis of whether the student maintains satisfactory progress throughout the course.
- A student may choose to discontinue a contract at any time by notifying the Honors coordinator.
- Instructors are able to terminate contracts, especially if the student fails to complete the assessments.
- Honors Contracts are available for GE transfer-level courses.
- Notation on student’s transcript = “H” will appear after the course is completed.

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



AVC Faculty Honors Option Contract Form 2021-2022

Student Name:

Student ID:

Course/CRN:

Semester/Year:

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.

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.

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- 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?

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.