



Honors Committee Minutes

Monday, October 25,
2021 Via Zoom
2:30 pm – 4:00 pm

Type of Meeting: *Regular*

Note Taker: Towana Catley

Please Review/Bring: The past minutes for accuracy.

Committee Members: *Bold reflects attendance*

Towana Catley, Faculty Co-Chair

Dr. Darcy Wiewall, Faculty Co-Chair

Christos Valiotis, Dean MSE Administrative Member

Rae Agahari, Arts & Humanities

Amos Wellington, Athletics & Kinesiology

David L. Adams, Career Tech Ed

Tamira Palmetto Despain, Counseling & Ex-Officio

Elinda Parkinson, Health & Safety Sciences

Allison Burch, Library

Dang Huynth, Math Sciences Engineering

Paul Stahmann, Math Sciences Engineering

Pavinee Villapando, Math Sciences Engineering

Greg Langner, Rhetoric & Literacy

Dr. Matthew Jaffe, Social & Behavioral Sciences

Kevin North, At-Large

Dr. Patricia Palavecino, At-Large

Alberto Mendoza, Adjunct Representative

Vejea Jennings, Ex-Officio

John Vento, Ex-Officio

Isabella Minghelli, TAP Representative

Angel Ramos Mendiola, ASO Representative

Guest: Carlos Pinho

Items	Person	Action
I. Call to Order and Roll Call	Darcy & Towana	2:33pm Christos initiates approval of agenda
II. Open Comments from the Public		n/a
III. Opening comments from the Co-chairs <ul style="list-style-type: none"> • Welcome New Adjunct Member • CSUB Honors to Honors Agreement • CFE Faculty Update • Proposal Call for HTCC-UCI Research Conference – March 26th, 2022 • Honors Spring 2022 Classes 	Darcy & Towana	Darcy welcomes Alberto officially into Honors Committee as our new adjunct rep Towana and Vento gives update to CSUB Honors to Honors: currently waiting for CSUB to put a MOU draft together and looking at HTCC honors MOUs as a template before we meet again. Meeting in 2 weeks with Kimberly Barker for CFE courses 102 & 103 to be part of Honors Program Proposal Call for HTCC-UCI Research Conference: Darcy will send out to all committee members what the proposal looks like.

		<p>Honors Spring 2022 classes: 12 offered. David Adams asked if honors courses have ever been offered asynchronized. Darcy shares it has not.</p>
<p>IV. Approval of Agenda</p> <ul style="list-style-type: none"> • Approval of Minutes – 9.25.2021 	<p>ALL</p>	<p><u>Issues Discussed:</u> <u>Action Taken:</u> Elinda and Gregory approve minutes, all other members approve, Alberto abstains <u>Follow Up Items:</u> none</p>
<p>V. Action Items</p> <ul style="list-style-type: none"> • AJ 206 Honors Option (HO)- Carlos Pinho • AP&P Honors COR Recommendation 	<p>ALL</p>	<p><u>Issues Discussed:</u> <u>AJ206 HO:</u> Carlos shares AJ 206 HO proposal. Carlos inquires about the protocol for other AJ faculty to teach this honors option. Carlos says he's the only FT instructor for AJ, and asks if adjuncts must submit HO for AJ course individually even though the work will be the exact. Second question, how many times does HO class have to be reapplied?</p> <p>Darcy states that each instructor is required to submit an honors option proposal. Vento explains all instructors go through the process of HO proposals so Honors courses/options/program protocol and expectations are understood.</p> <p>Dang had a question about the 7 page paper. Carlos explains the book is in depth in criminology, and looking for critical thinking in the theories that merge together.</p> <p>Christos asks about the method of evaluation for the AJ objectives, 2 objectives look the same, so asks for clarity. Carlos says there is no formal rubric, but it is analyzed based on AJ faculty internal assessment/rubric. Vento shares that it is okay to have flexibility and does not have to follow the proposal verbatim, especially if a student has specific passion on a topic or case for the class, variations can be used to complete the HO credit. Carlos confirms this idea and supports the flexibility of assignments instead of following just a research paper in the proposal, it can be a video project, or picture book, anything that goes in depth with the AJ206 content.</p> <p>Darcy concludes by explaining how the HO contract system works after approval of the HO</p>

		<p>proposal for AJ206 and timeline of when HO proposals can be submitted. Explored different ways to have many AJ instructors submit their proposals now so they can be approved in the Honors program for AJ206 HO. Overall, the proposal was well received and the committee approved it unanimously</p> <p><u>Honors AP&P COR:</u> Process involves looking at an entirely new COR or look at the current COR and add addendum, still waiting on Sam Darby's reply on the technical aspects. Darcy asks the committee of their preference to go with a new Honors COR or have an addendum.</p> <p>Robust discussion and comments from Vento, Patricia, and Greg. Greg inquires if addendum would be more efficient. Vento asks if we can do whichever is the simplest/easiest way.</p> <p>Darcy and Vento looking at how other community colleges do this. We want to be intentional that faculty maintain academic freedom.</p> <p>Patricia asks, is it something that will be done very differently? She confirms It makes sense to do the simpler way is the best way.</p> <p>Action Taken: <u>AJ 206 HO:</u> Christos moves approval, David seconds, all other committee members approves, Albero abstains.</p> <p><u>AP&P Honors COR Recommendation:</u> Vento is in favor of a Letter to AP&P of recommendation to do the COR addendum, Elinda and Patricia seconds, rest of committee members approves, Alberto abstains.</p> <p>Follow Up Items: Darcy ~ Write Memo to AP&P for Honors Addendum.</p>
<p>VI. Discussion Items</p> <ul style="list-style-type: none"> • TAP Honors Syllabi Repository 	<p>ALL</p>	<p>Issues Discussed: <u>TAP Honors Syllabi Repository:</u> At HTCC meetings, Honors Co-chairs learned that we should have a repository for honors syllabi. Darcy brings up that all faculty submits their</p>

syllabi to their Dean/Dept, so what is the best practice for Darcy to also acquire this? Discussion with committee and comments by Vento, Christos, Patricia, and Alberto.

Honors Faculty Survey:

One thought is through a rough survey that will help us create the database of honors courses/options. Shared Honors course and Honors option survey (draft). Vento suggests making it as short and concise as possible. Robust discussion with committee and comments from Vento and Patricia. Vento asks when co-chairs want syllabi? Suggests the easiest thing right now is to have current honors course instructors to email Darcy their syllabus now? For next semesters, send reminders to send syllabi. We only need syllabi for honors courses.

Semester Class Schedule Notifications:

Darcy shares challenges in putting together a class schedule for spring 2022. Asks if there is another way where Honors Co Chairs are in the pipeline of reporting of class schedule since Dept Deans get this>Can Darcy be part of the reporting process? Vento shares his experience of working directly with the Dept Chairs to get the confirmed class schedules.

Alberto brings up the benefit of having an Honors Canvas shell to maybe help with collecting syllabi and reporting class offerings. Possibly adding Deans or Chairs as managers of the canvas shell where they ask their faculty to submit their syllabi onto there. Canvas gives reminders to all members in it. Perhaps use the canvas instead of a google survey for the repository and database. Allison brings up how canvas can allow others to view.

Honors FPD Update:

Rosa says we can offer FPD in standard 3 so far at this point of the academic year. Proposal season for 2022-2023 FPD will open up again in November and close in February 2022. Brainstorm what type of presentations? Do we want to present at Spring Welcome Back January 7. Vento volunteers to put together a FPD proposal.

Darcy suggests that writing honors options and honors course proposals is extra work outside of

		<p>required work and that we could request FPD to add it as a line item to Standard II. Darcy wants input if we can push for having this count as a line item to meet contract obligations? Committee supports this move.</p> <p>This can help with getting faculty on board to revising/rewriting honors course/options if needed. Vento brings up for adjuncts this can be an incentive so they can get credit for the extra work they do for the program. Standard 2 or 3 credit.</p> <p><u>Exit Survey:</u> Matthew Jaffe affirms that the student exit survey should be part of something students are required to do</p> <p><u>Honors Community:</u> Ideas to think about to create a community within honors program with students and faculty. More to be discussed. Darcy & Towana ask committee to brainstorm and return with idea at November meeting.</p>
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<ul style="list-style-type: none"> • Semester Class Schedule Notifications <ul style="list-style-type: none"> • AP&P Honors COR Recommendation • Honors FPD Update • Honors Faculty Survey https://forms.gle/9L9LjtaW9MtH4ZX • Honors Faculty Options Survey https://forms.gle/XsJ8HqPq9z5J3aBa8 • Faculty Review & Revise Honor classes & Honor options • Student Exit Survey • Marketing Ideas 		<p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u> Send a Memo to FPD requesting Adding line item of honors course/option proposals-the writing and preparation of- to be included as Standard II credit given in contractual obligations.</p> <p>Darcy will look into faculty getting standard 2 or 3 FPD for working on updating Honor CORs.</p>
VII. Adjournment		4:00pm
NEXT MEETING DATE: November 22, 2021		