



# Honors Committee Agenda

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:*

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 Huynth, Math Sciences Engineering  
Mike Pesses, Math Sciences Engineering

Pavinee Villapando, Math Sciences Engineering  
Greg Langner, Rhetoric & Literacy  
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 & Brandy Lechuga, ASO Representative

Items	Person	Action
Call to Order and Roll Call	Towana & Darcy	
Open Comments from the Public		n/a
Informational Items <ul style="list-style-type: none"> <li>President and Dean's List Poster</li> <li>AVC Bridge Counselor Meeting</li> <li>Honor COR Status</li> </ul>	Towana & Darcy	
Approval of Minutes <ul style="list-style-type: none"> <li>Approval of Minutes – 1.30.2023</li> </ul>	All	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
Report <ul style="list-style-type: none"> <li>Meeting with President Zellet</li> <li>Summer &amp; Fall Honors Class Schedule</li> <li>2022-2023 Subject Area Awards Submissions</li> <li>TAP Honors Syllabi Repository Status</li> </ul>	Towana	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
Action Item <ul style="list-style-type: none"> <li>Process for New/Existing Honors Options</li> </ul>	All	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
Discussion <ul style="list-style-type: none"> <li>SSC Volunteers - March 7-8-9, 9:30-11:00am</li> <li>Majors Fair Volunteers - March 22, 11:30-2:30pm</li> <li>FPD Proposals 2023-2024</li> <li>Honors Ambassadors &amp; AVC Outreach</li> </ul>	All	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>

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



## 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

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

## Faculty Honors Option Contract Form

Student Name:

Student ID:

Course/CRN:

Semester/Year:

Honors System Home > Faculty Honors Option Contract Form

[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.

2. Please check all the boxes that apply to:

I. Honors Option Project

II. Learning objectives

III. Institutional Learning Outcomes

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

#### 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 satisfactory 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.

• Click the "I have read..." and submit the contract.



## STUDENT INSTRUCTIONS FOR ONLINE HONORS OPTION SYSTEM

1. Contact 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](http://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!



## 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.



- 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.