



# Honors TAP Committee Agenda

Monday, October 28, 2024  
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  
Dr. Jedidiah Lobos, Dean MSE, Administrative Member  
Rae Agahari, Arts & Humanities  
Reina Burgos, Counseling  
Dietra Jackson, 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

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  
Hannah Valencia, Adjunct Representative  
Vejea Jennings, Ex-Officio  
John Vento, Ex-Officio

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

Items	Person	Action
I. Call to Order and Roll Call	Towana & Darcy	
II. Open Comments from the Public		
III. Informational Items <ul style="list-style-type: none"> <li>• UCI TAP Honors to Honors Update</li> <li>• Graduating Honors students</li> <li>• Honor Faculty Emails</li> <li>• Honors Mixer</li> </ul>	Towana & Darcy	
IV. Approval of Minutes <ul style="list-style-type: none"> <li>• Approval of Minutes – September 23, 2024</li> </ul>	<i>All</i>	<b>Issues Discussed:</b> <b>Action Taken:</b> <b>Follow Up Items:</b>
V. Report <ul style="list-style-type: none"> <li>• Alpha Iota Meeting Info</li> <li>• Spring Honors classes</li> <li>• Committee Member list/expiration</li> </ul>	<i>All</i>	
VI. Action Item <ul style="list-style-type: none"> <li>• 2024-2025 Subject Area Awards Memo</li> </ul>	<i>All</i>	<b>Issues Discussed:</b> <b>Action Taken:</b> <b>Follow Up Items:</b>
VII. Discussion <ul style="list-style-type: none"> <li>• Alpha Iota &amp; Honors Ambassadors Hours</li> <li>• Non-Honor Students in Honors Classes</li> <li>• 2024-2025 Subject Area Awards Memo</li> <li>• 2024-2025 Committee Goals</li> <li>• Meeting Time/ in person meetings</li> </ul>	<i>All</i>	<b>Issues Discussed:</b> <b>Action Taken:</b> <b>Follow Up Items:</b>
<ul style="list-style-type: none"> <li>• Adjournment</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>NEXT MEETING DATE: November 25, 2024</b></li> </ul>		

DATE: November 15, 2024

TO: Deans, Directors, Faculty

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

SUBJECT: NOMINATIONS FOR 2024-2025 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 **Friday, March 28, 2025**.

Faculty – please forward all nominations to your Dean for approval. Once approved, you may submit your nomination electronically using this link: [2024-2025 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](mailto: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 Email Address
- GPA
- Nominating Instructors
- Courses in Subject Area

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

### Subject Area Award Requirements

The following requirements 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 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.



### **Committee Goals for the 2024-2025 Academic Year**

- I. Maintain membership in the AVC Honors Program (400 – 500 students).
- II. Review, revise, and implement the new Honors Option Contract System including faculty training and an Honors TAP Option Proposal Repository.
- III. Improve and maintain opportunities for students to complete Honors Options in needed and applicable areas.
- IV. Develop a marketing strategy/campaign for Honors TAP Promotion.
- V. Develop an Honors TAP Handbook for Students and one for Faculty.
- VI. Continue to focus on student recruitment through the maintenance of all student email access, recruiting in Honors classes, participation in outreach community events, and social media.
- VII. Maintenance of student TAP involvement via development of an honors student cohort through social events such as the Honors Program Mixers and Mid-Year Honors Student Check event.
- VIII. Maintain the Honors Ambassadors Program.
- IX. 2025 HTCC/UCR Research Conference: Encourage Faculty and Student participation & attendance.
- X. Increase course and option offerings in STEM and non-101 GE level courses.
- XI. Continue to hold the AVC Honors Convocation on a weeknight to encourage student and family participation in- person to celebrate Honors students, successful program completion, and Subject Area Award winners.