



# Honors Committee Agenda

Monday, September 23, 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  
Nathasha Hong, 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

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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>HTCC Honors Virtual Transfer Fair <a href="https://www.honorstransfercouncil.org/">https://www.honorstransfercouncil.org/</a></li> <li>Alpha Iota New Meeting Info</li> <li>Honors Mixer Flyer</li> <li>Scribendi Submission <a href="https://scribendi.submittable.com/submit?utm_source=substack&amp;utm_medium=email">https://scribendi.submittable.com/submit?utm_source=substack&amp;utm_medium=email</a></li> <li></li> </ul>	Towana & Darcy	
IV. Approval of Minutes <ul style="list-style-type: none"> <li>• Approval of Minutes – August 26, 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>• ITS Honors Contract System</li> </ul>	<i>All</i>	
VI. Action Item <ul style="list-style-type: none"> <li>• 2024-2025 Subject Area Awards Memo</li> <li>•</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>• 2024-2025 Subject Area Awards Memo</li> <li>• 2024-2025 Committee Goals</li> <li>• 2024-25 Honors Convocation Date 5/8/25</li> <li>• ECON101-H</li> <li>• Newsletter</li> <li>• Confirmation Honors Emails with students</li> </ul>	<i>All</i>	<b>Issues Discussed:</b> <b>Action Taken:</b> <b>Follow Up Items:</b>
• Adjournment		
• <b>NEXT MEETING DATE: October 28, 2024</b>		



# Honors Committee Minutes

Monday, August 26, 2024  
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 by bolded names*

**Towana Catley, Faculty Co-Chair**

**Dr. Darcy Wiewall, Faculty Co-Chair**

**Dr. Jedidiah Lobos, Dean MSE, Administrative Member**

**Rae Agahari, Arts & Humanities**

Kristal Ibrahim, 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

**Dr. Matthew Jaffe, Social & Behavioral Sciences**

**David L. Adams, Social & Behavioral Sciences**

Kevin North, At-Large

**Dr. Rachel Jennings Tafarella, At-Large**

**John Vento, Ex-Officio**

OPEN, ASO Representative

OPEN, ASO Representative

OPEN, Athletics & Kinesiology

OPEN, Career Technical Education

OPEN, Adjunct Representative

Items	Person	Action
I. Call to Order and Roll Call	Towana & Darcy	2:35pm
II. Open Comments from the Public		n/a
III. Informational Items <ul style="list-style-type: none"> <li>Honors online orientations &amp; applications: refer students to apply to the program!!</li> </ul>	Towana & Darcy	Honors online orientations 4 in week 1, 3 in week 2, September onward orientations will be held twice a month.
IV. Approval of Minutes <ul style="list-style-type: none"> <li>None</li> </ul>	All	<p><b>Discussion Points:</b> No minutes from April meeting. April was just to touch base in preparation for Honors Convocation</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b></p>
V. Report <ul style="list-style-type: none"> <li>Fall Honors Classes Cancelations</li> <li>ITS Honors Contract System/ Honors Option Faculty Survey</li> </ul>	All	<p><b>Discussion Points:</b> Reported who pulled out of teaching honors/honors options. Updated list of honors options online. ECON101H canceled due to low enrollment. 12 honors courses offered in Fall 2024.</p> <p><i>ITS Honors Contract System/HO:</i> Co-Chairs met with IT in efforts of improving the online contract system. IT rep will be working on this and will meet again in October to view updates. In the past, HO contract cannot be viewed in the online system by Co-Chair.</p> <p><i>Honors Option Survey:</i></p>

		<p>Showed the committee the survey for feedback before sending it out to faculty. This survey is step 1 to filter out those who will continue provide honors options and update the honors option list. Next step is to reach out to those who are still providing HO to build the repository. Updated HO approved list with the committee.</p> <p><b>Action Taken:</b> <b>Follow Up Items:</b> Puente, Umoja, Honors English 101 recruit</p>
<p>VI. Action Item</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><i>All</i></p>	<p><b>Discussion Points:</b> Co-Chairs will be meeting with SBS Dean and Marketing in efforts to better market courses to avoid cancelations due to low enrollment.</p> <p><b>Action Taken:</b> <b>Follow Up Items:</b></p>
<p>VII. Discussion</p> <ul style="list-style-type: none"> <li>• Fall Honors Mixer</li> <li>• 2024-25 Honors Convocation/2024 Recap</li> <li>• Honors courses/options are open...how has it been?</li> </ul>	<p><i>All</i></p>	<p><b>Discussion Points:</b> <i>Fall Honors Mixer</i> Wear your decorative/crazy hats! October 24<sup>th</sup> Thursday 4-6pm. Invite the Academic Senate</p> <p><i>2024 Honors Convocation Recap:</i> Spanish translation provided for the main speeches. For SAA speeches, do we offer students the option of providing translations. –Follow up with Pres. Zellet. Sign Ins- have sign ins outside the green room doors before entering the green room. Green room entrance door keep unlocked. 2025 Honors Convocation will be in May. Exact date TBD (Wednes May 7th, 2025?). -make sure it doesn't clash with Student Equity or Categorical grads.</p>

	<p><i>SAA Nomination Memo:</i> We will continue providing a list to give to Admins of divisions. Faculty can go to division office and pull from list. Starting October about SAA, honors committee members remind divisions during Intersession, and officially send out the memo week 3 of Spring 2025.</p> <p><i>Honors Courses/Options are Open:</i> Committee members gave their perspectives and experiences.</p> <p><b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b></p>
<ul style="list-style-type: none"> <li>• Adjournment</li> </ul>	3:54pm
<ul style="list-style-type: none"> <li>• <b>NEXT MEETING DATE: September 23, 2024</b></li> </ul>	



DATE: March 5, 2024

TO: Deans, Directors, Faculty

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

SUBJECT: NOMINATIONS FOR 2023-2024 SUBJECT AREA AWARDS

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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 **Monday, March 25, 2024.**

Faculty – please forward all nominations to your Dean for approval. Once approved, your Division Administrative Assistant will submit nominations electronically using this link: [2023-2024 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 Address
- Student Email Address
- GPA
- Nominating Instructors
- Courses in Subject Area

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

Subject Area Award Requirements

The following 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 at 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.



### **List Committee Goals for the 2023-2024 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.
- III. Improve and maintain opportunities for students to complete Honors Options in needed and applicable areas.
- IV. Review and revise the Subject Area Awards nomination process and the memorandum.
- V. Review and revise the Honors Option Contract System Process.
- VI. Develop the Honors TAP Option Proposal Repository.
- VII. 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.
- VIII. 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.
- IX. Implement the Honors Ambassadors Program.
- X. Encourage Faculty and Student participation & attendance at the 2024 HTCC/UCR Research Conference.
- XI. Increase course and option offerings in STEM and non-101 GE level courses.
- XII. Hold the AVC Honors Convocation on a weeknight to encourage student and family participation in-person to celebrate Honors students, Subject Area Award winners, and successful program completion.