



## HONORS TRANSFER PROGRAM ADVISORY COMMITTEE Meeting Minutes

Thursday, February 1, 2018  
2:00 pm – 3:00 pm  
Building 9, Room 123

**Members in Attendance:** James Aganon (co-chair), Susan Mahoney (co-chair), Gloria Darafshi, Sarah Harmon, Dave Meckler, Janet Stringer, Jeanette Medina, Candice Nance, Soraya Sohrabi, Paul Roscelli

### 1. Welcome and Introductions

- A. James and Susan reminded the group that they will alternate when it comes to facilitating the Advisory Committee meetings.

### 2. Approval of Agenda – unanimously approved

### 3. Approval of Minutes - unanimously approved

### 4. Business

#### A. Committee Membership

- According to the Honors bylaws, it is stated that members serve for a term of 2 years. Susan and James highly encourage current members to continue after their term is over. They are also strategically planning to invite other departments and faculty/staff who might make sense to be a part of this group. Please let them know if you think of anyone who you would refer to be a part of this advisory committee.
- Lisa Palmer will not be a part of the advisory committee for the Spring 2018 term, but the group voted to include Jeanette Medina. After six months, the group will revisit and evaluate if Lisa decides to come back either as part of the committee.

#### B. HTP News/Update

- Fall 2018 courses are not finalized yet, but Susan encouraged the group to talk to their department Dean about having their classes as dual CRN. Math 200, Political Science 325, Sociology 325 will be offered as the stand-alone, Honors only courses. Additionally, Oceanography 100 and 101 will be offered as a dual-CRN course for Fall 2018.
- The Fall 2018 schedule will also include a list of classes eligible for students to complete an Honors Contract for the semester. Students can also ask their instructors who may not be a part of the Honors Contract list to have this designation as well. Susan informed the group to contact her if they want to have their classes designated toward Honors Contract.
- Susan has revised the Frequently Asked Questions on the Honors Transfer Program website to address the amount of Honors units coming from other schools. The policy to get Honors units earned from another campus counted toward the 15 units at Cañada will need to contact the Honors Transfer Program coordinator and petition for this request. The language use in the

FAQ is similar to College of San Mateo. The main goal is for all three SMCCD campuses on the same page with the policies.

- Susan is in the process of sending out a Faculty survey to get an idea on how the contract classes are working and what can be improved. The results of the survey will be discussed on the next Advisory Committee meeting.
- As an effort to establish community in the Honors Transfer Program, students in the program will meet with the Honors Transfer and Coordinator once every semester to discuss maintaining eligibility and completing the program. Students will also meet with the Honors Transfer Program Counselor once every semester to review Honors classes while also developing and updating Student Educational Plans. Furthermore, student will also need to attend and document one HTP-related event they attended. Lastly, students will also abide by the academic integrity policy. For new students, Susan has created a contract for students to sign off at the end agreeing to all these terms.

#### **C. Bay Honors Consortium (BHC): Research Symposium**

- Get Local college students to submit proposals by February 14th for the May 5<sup>th</sup> Symposium event at UC Berkeley.
- Students are eligible if they completed work toward Honors, Contract or Independent Study credit. As long as they got credit in the college, Internship research is also eligible as long as the student did the research and received credit at a college.
- Guidelines on creating the proposal and methodology are on the BHC website. Some examples of previous proposals are also on this site.
- Students who have completed research during the Fall term or earlier instead of the Spring have a better chance of getting approved due to the quality and strength of material.
- Proposal Committee members have representation from different disciplines so they have expertise on the topic students propose.
- Sara will be conducting a Proposal Workshop for interested students on February 6<sup>th</sup> at Building 9, Room 123 at 2:30pm.

#### **D. Cañada Honors Research Showcase**

- Student who have submitted their proposals and have been approved by the BHC for the symposium can initially present their work at this event to be held on Thursday, April 26. Time to be determined.
- James encouraged the group to also be a part of the panel that evaluates the presentations so that student presenters can get support and also important feedback about their work.

#### **E. UCLA TAP Certification/Site Visit 2018**

- Susan announced that we are up for UCLA TAP review in 2018. The review process consists of a program self-assessment which is due this upcoming Fall and a site visit in January 2019. Susan and James will be looking over the plans from Cabrillo College and American River College to see what these institutions have prepared in anticipation of their UCLA Tap review and site visit.
- The Honors Transfer Program is also looking for a designated space for HTP students. One idea was to partner with the Social Sciences Hub on the 3<sup>rd</sup> floor of Building 9. A second option would be a common area at the Learning Center, 2<sup>nd</sup> floor of Building 9. The third option would be partnering with Transfer Center. The group gave feedback that the space should be specifically Honors students designated, but this can be challenging due to limited space and other groups do use the spaces that were mentioned. Additionally, the group suggested to contact Ami Smith who is currently the coordinator for the Social Sciences Hub.

#### **F. Ideas Moving Forward:**

- Continue discussion about the Cañada Honors Research Showcase at the next Advisory Committee meeting!!!
- Susan will also discuss the results of the Faculty Survey regarding the Contract process
- A discussion on equity and if we are successfully reaching out to underserved, underrepresented student populations.

5. **Next Meeting:** First week of April? April 5 at 2:30pm? Maybe at a closer location to Faculty?

6. **Adjournment** (3:00 pm)