

**DRAFT**

HONORS TRANSFER COUNCIL OF CALIFORNIA  
MINUTES

March 21, 2008  
Riverside City College

Tim Adell, Victor Valley	Chris Rocco, Riverside City, Moreno Valley
Barbara Anderson, Los Angeles Pierce	Kathleen Sell, Riverside City
Carol Barnes, Orange Coast	Dottie Sherling, Irvine Valley
Linda Diaz, Mt. San Antonio	Christopher Sleeper, Mt. San Jacinto
Joe Holliday, El Camino	Susanne Spangler, East Los Angeles
Gwenyth Mapes, Grossmont	Susan Starr, Chaffey
John Oakes, Grossmont	Brian Waddington, Citrus
Lynn Polasek, Los Angeles Valley	
Alison Primoza, San Diego Mesa	

- I. **Call to Order:** The meeting was called to order at 11:05 a.m. by President Joe Holliday. Words of appreciation were given to Kathleen Sell for hosting the day's meeting.
  
- II. **Welcome and Introductions:** Kathleen Sell welcomed everyone to Riverside City College and introductions were made. Dr. Linda Lacy, Interim President, greeted the members and stressed the commitment to honors. She stated that it is essential that transfer remains a primary mission of the community college. She applauded the work of the HTCC members and particularly that of Kathleen.
  
- III. **Minutes:** The minutes of the December 7, 2007 meeting were approved as corrected. The minutes of the February 8, 2008 meeting were approved as submitted. M/S/A (Adell/Anderson)
  
- IV. **Reports**
  - a. **Treasurer's Report:** Dottie indicated that the budget is quite healthy with a balance of \$12,615 and all conference expenses paid. Dottie passed around the HTCC roster asking members to check dues payment. The check for one scholarship winner is being held until the college pays the dues. A motion was made to raise the award of the Juan Lara Scholarship to \$750.00 for next year and the Director's Award to \$800.00. M/S/A (Sell/Anderson). To alleviate any concerns by scholarship donors, Dottie indicated that any monies earmarked solely for scholarships are kept in a separate account. Joe indicated that the program was done professionally for \$800.00 with approximately 40 hours of work involved. The abstract will also be done professionally with UC Irvine covering the costs. Joe

emphasized the ease with which he raised \$700.00 on the El Camino campus by e-mailing faculty and staff requesting tax deductible donations for scholarships.

- b. **Transfer Report:** Along with a letter from the HTCC President, Alison will recreate a template with which the Transfer Committee members can pursue and establish transfer agreements with greater ease. Committee members are Chuck Whitchurch, Chris Rocco, Kathleen Sell, Brian Waddington, Barbara Anderson, and Susan Starr. Barbara Anderson suggested that each director make contact with one school. Kathleen Sell proposed that the agreement paperwork be posted online for easy member access and updated annually.
- c. **President's Report:** To streamline the conference planning process, Joe has produced a complete packet for the next committee. He will send Barbara samples of handouts and other forms to save and just amend to meet conference needs. Joe noted that this year's conference was e-mail based with three or more e-mails going out to presenters at one month, one week and one day intervals prior to the actual conference. The motto being, the more reminders, the better. John Oakes stated that e-mail definitely helped the abstract review process also. Joe also reminded members of the Bay Area Consortium conference at Stanford with the registration deadline in six days. No registration fees are being charged.

Joe also thanked Brian Waddington for volunteering to become the new webmaster upon Dave Megill's retirement. Brian invited all members to look at the website and check for any errors. Brian plans to reorganize the site over summer. Joe will check with Dave regarding the website location as Dave would like HTCC to pay for half of the usage fees.

- d. **New Member Report:** The report was tabled.

## V. Documents for Distribution

- a. Chaffey College, Los Angeles Pierce College and Riverside City College distributed sample SLO's and program reviews from their respective campuses. Issues raised included:
  - Difference between programmatic outcome and learning outcome
  - Addendums to course outlines for "hybrid" courses
  - Formalization of syllabi because of TAP review to illustrate enrichment factor

It was decided that 2-3 program reviews, SLOs and course lists would be placed online by Brian and archived by Eva. This topic will be revisited in May adding discussion about minimum, desirable and ideal standards for an honors program. The noting of standards and a letter from Joe to

administration will hopefully assist Christopher Sleeper in his efforts to keep Mt. San Jacinto's honors program afloat.

Kathleen requested another topic examining methods of assessing an honors program.

**VI. HTCC Student Research Conference: Kudos to Joe Holliday for all his work on the conference.**

**a. Problems/issues to be resolved:**

- Registration process – create categories of A) present, B) poster with no presentation or C) attending only with paragraphs explaining each one to avoid continued confusion and registration mishaps.
- Avoidance of audiovisual equipment other than transparencies
- Posters blowing over with sandbags as a possible solution
- Use of e-mail as primary source of communication
- Students still wishing to use power point despite numerous notices to the contrary
- Absence of entertainment in the ending ceremony
- Encouragement for students to begin practice early
- Parking problem with attendant leaving at 11:00 a.m.
- Location of table initially in courtyard and then moving to presentation area and back to courtyard
- Placement of questions/answers following each presentation or all questions at the session end

b. **Date for 2009:** Next year's conference is **February 28, 2009** – set in stone.

c. **Program:** The program is now being professionally done. Joe had ordered 600 copies. It was decided that both posters and postcards were useful tools in marketing the conference. It was proposed that an art contest be conducted where students can submit possible logos for future conferences. Staff from other colleges are committing much time to the program and registration process also. So, a motion was made to provide compensation for professional clerical assistance up to \$800.00 for Shakeh Mehrabian of Irvine Valley College. M/S/A (Spangler/Sell)

**VII. Meetings Calendar**

a. **BHC Conference:** The Bay Honors Consortium Conference will be held on April 18<sup>th</sup>. Stanford will be footing the bill. Alison was concerned that she had submitted six students as presenters and only one was accepted. Joe will inquire about this situation. Discussion ensued about HTCC

funding a scholarship(s) at the BHC Conference. A motion was made to provide \$2,000 to the BHC for the conference. M/S/A (Diaz/Sell)

b. **Future Meetings:** Joe will contact Mills College about a date in May – possibly the 2<sup>nd</sup> or 9<sup>th</sup>. In addition, a meeting will need to be held to conduct elections. The site for the election meeting is to be determined. Joe will e-mail the information about both meetings.

c. **Officer Nominations:** Tabled

VIII. **Old Business:** Tabled

IX. **Conference Abstracts:** Tim Adell indicated that he had received fifteen abstracts to date. He is planning to send out another e-mail regarding abstract submission. UC Irvine will be providing an on-campus assistant to help with the layout. Alison reminded the members that the mentors are supposed to be editing, checking references and aiding in the abstract submission process. It was decided that a registered presenter, absent from the conference, could still submit an abstract for publication if he/she had previously practiced with the mentor and had fully intended to speak. Tim also wished to leave this decision to the discretion of the director.

X. **New Business:** Tabled

XI. **For the Good of the Order:** Tabled

**ADJOURNMENT:** The meeting was adjourned at 2:15 p.m.

**NEXT MEETING AT MILLS COLLEGE TO BE DETERMINED**