

APPROVED

HONORS TRANSFER COUNCIL OF CALIFORNIA **MINUTES**

March 2, 2007
Los Angeles Pierce College

Tim Adell, Victor Valley	Alison Primoza, San Diego Mesa
Barbara Anderson, Los Angeles Pierce	Christina Rodriguez, Los Angeles Pierce
Cynthia Barnett, Moorpark	Kathleen Sell, Riverside City
Martha De La Mora, Rio Hondo	Christopher Sleeper, Mt. San Jacinto
Linda Diaz, Mt. San Antonio	Susanne Spangler, East Los Angeles
May DuBois, West Los Angeles	Susan Starr, Chaffey
Andrea Frederic, West Los Angeles	Jeanne Venditti, Irvine Valley
Joe Holliday, El Camino	Brian Waddington, Citrus
Charis Louie, Mt. San Antonio	Chuck Whitchurch, Golden West
Chris Lauterdale, Los Angeles Pierce	Kathy Wolf, West Los Angeles
Lisa Moreno, Los Angeles Trade Tech	

Guest: Nabil Abu-Ghazaleh, Vice President, Academic Affairs, Los Angeles Pierce

- I. **Call to Order:** The meeting was called to order at 11:05 a.m. by President Alison Primoza and introductions were made.
- II. **Welcome:** Appreciation was extended to Barbara Anderson and Chris Lauterdale for hosting the meeting. Nabil Abu-Ghazaleh welcomed the HTCC members and encouraged each honors director to be sure to keep campus administrators well informed of the activities and benefits of honors programs.
- III. **Minutes:** The minutes of the February 9, 2007 meeting held at San Jose State University were approved as corrected adding as attendees Al DiBernardo from Chaffey, Joyce Lee from Skyline and Donna Mekis from Cabrillo. M/S/A (Whitchurch/Adell) In addition, the minutes of the December 8, 2006 meeting held at Cal Poly Pomona were approved as submitted. M/S/A (Sell/Holliday)

IV. **Reports**

- a. **Archivist Report:** On behalf of Eva Mo, Chuck requested that each college submit, in digital form, documents related to the honors program, i.e., applications, honors contracts, handbooks, etc., to Eva at moe@mjc.edu. Kathleen requested the same sort of documents be compiled for incoming members to HTCC. She also requested a copy of the UCLA TAP application and well as copies of the transfer agreements. Also of import would be information that profiles each program, such as the formatting of the courses as well as the types of course offerings each semester. Charis suggested including brief narratives from each institution regarding the process of program development, course outlines and course proposals. It was moved that a long list of desired documents be presented to the members with reminders sent biweekly. In addition when material is sent to Kathleen and Eva send to "reply all" so that each member can access these archives. M/S/A (Holliday/Sell)
- b. **Treasurer's Report:** Jeanne reported an account balance of \$16,676.21 which does include conference registration and dues outstanding. Two hundred fifty-seven individuals have registered for the conference as of March 1, 2007.
- c. **Transfer Report:** Having used the agreement with Cal Poly Pomona as a model, Alison presented the final version of the new HTCC transfer agreement with Mills College. Also conversation with Berkeley by Alison, Chuck and Sami Kudsi resulted in an agreement where senior evaluators would give some degree of priority for students involved in formal honors programs. The possibility of a written agreement could be forthcoming. Discussion continued regarding the likelihood of including an honors agreement with Berkeley in the "Transfer Programs" section of the UC application. Susan Wilbur in the UCOP office could be contacted regarding this option. Alison also informed the members of a new agreement with San Diego State requiring eight units of honors and a 3.5 gpa. Lastly, it is crucial that the next Transfer Committee recruit members who are active and who follow through with assignments.

Martha suggested augmenting the transfer agreement grid to include a list of the perks of each contract and also having a link to the actual full agreement. Tim reported that Loyola Marymount is interested in tripling the number of honors students for spring. Average class size is nineteen students with tuition at approximately \$32,000 a year.

- d. **Presidential Report:** Alison circulated a preliminary conference program and asked the attendees to make corrections. "Friends and Family" name tags will be created to eliminate any confusion as to who should be charged the \$7.00 for lunch.

- e. **New Member Committee Report:** Kathleen and Christopher reiterated that they would need the same sort of information to provide to new members as would Eva for the archives. Christopher indicated that he could scan and digitize the information on a CD. Any publications should be sent to Christopher for this purpose. Kathleen also proposed a more active mentorship with the designation of a mentor – "go-to" person – for each new member. Martha suggested that the director at the campus closest to the new director could be the mentor so that more conversations and visitations could occur. In addition, Martha suggested devoting one meeting in June to a retreat where materials and program idiosyncrasies could be shared. Charis indicated that it would be helpful during new member meeting time to develop structured and focused workshops focusing on different issues essential to the growth of honors programs. It was moved that the 2007-2008 new member portion of the HTCC meetings occur between 10:15 and 10:55 a.m. and follow specific themes for each meeting. M/S/A (Sell/Anderson)

Materials can be sent to:

Kathleen Sell
Riverside City College
4800 Magnolia Street
Riverside, CA 92506

Christopher Sleeper
Mt. San Jacinto College
28237 La Piedra Road
Menifee, CA 92584

V. HTCC/UCI Conference

- a. **Conference Program:** The conference program is being circulated for corrections.

- b. **Registration/Application Issues:** Guests will be provided "Family and Friends" name tags and be informed that they will need to pay \$7.00 for lunch. The database has been making the program easier to work with and with Dave's downloads in Excel, everyone can check the database to insure correct information. Jeanne suggested creating a "drop-down" menu listing the community colleges to insure consistency in the college listing.

- c. **Issues Forum**: Barbara reported that the four speakers have been selected and the preparation for the event is progressing well. Barbara moved that a \$25.00 gift card be presented to each participant, if funds permitted. M/S/A (Anderson/Sell) Discussion continued regarding the announcement of the topic during the fall semester so that class discussions can be better planned.
- d. **Scholarship Committee**: Kudos to John, Brian, Charis, Chuck and Kathy for completing the task of choosing the winners. Discussion surrounded the fact that more than two student from several schools were selected. It was decided that a clear policy be in place for the 2008 conference addressing individual student worthiness versus a limit on the number of recipients from each institution. Said and Juan will judge the posters on the morning of the conference.
- e. **Student Volunteers**: Charis distributed the application papers and indicated that the volunteer information should be e-mailed to her by March 9th. She will be contacting the students by March 12th and be conducting a training session at 8:45 a.m. the morning of the conference for all volunteers. She will definitely accommodate volunteers who wish to present their friends and suggested that faculty members can moderate also.
- f. **NCHC/WRHC Updates**: The 2008 NCHC will be held in Denver. Joe has submitted two proposals for panels and will probably need volunteers if the panels are accepted. And the upcoming WRHC will be held at CSU Fullerton from April 12 to 14. He continued by sharing his strategy for gathering money for students by requesting any extra funds from sympathetic deans and also seeking district and foundation dollars. He also distributed a letter campus-wide and raised \$400.

VI. **OLD BUSINESS**: Tabled

VII. **UPDATED MEETING CALENDAR**: The meeting for April 20th as been cancelled.

VIII. **Building Bridges ANTHOLOGY**: Chuck reiterated the importance of the mentors checking references for submissions. He also suggested the that the UC Irvine Undergraduate Research Journal serve as an example for the anthology by including more photographs of the students as well as the event itself. In addition, downloading pictures to a CD will provide better resolution for printing.

- IX. **NEW BUSINESS**: Martha reported that Judge Carlos Rodriguez is donating \$20,000 a year to Rio Hondo's honors program. This will provide four \$5,000 scholarships to be awarded to honors students.
- X. **FOR THE GOOD OF THE ORDER**: With another word of appreciation to Barbara, the meeting was adjourned at 2:07 p.m.

FINAL MEETING OF THE ACADEMIC YEAR AT MIRACOSTA COLLEGE – MAY 4, 2007