

APPROVED

HONORS TRANSFER COUNCIL OF CALIFORNIA
MINUTES

October 12, 2007
Saddleback College

Richard Block, West Los Angeles
Linda Diaz, Mt. San Antonio
Joe Holliday, El Camino
Carolyn Inmon, Mt. San Antonio
Arnie Kosmatka, Crafton Hills
Carolyn Kuykendall, Saddleback College
Patricia Lewis, Los Angeles Southwest
Don Megill, MiraCosta
Eva Mo, Modesto
Melanie Nabahani, Cypress
John Oakes, Grossmont

Alison Primoza, San Diego Mesa
Alannah Rosenberg, Saddleback
Teresa Scarbrough, Orange Coast
Kathleen Sell, Riverside City
Dottie Sherling, Irvine Valley
Christopher Sleeper, Mt. San Jacinto
Susanne Spangler, East Los Angeles
Susan Starr, Chaffey
Brian Waddington, Citrus
Chuck Whitchurch, Golden West

- I. Call to Order: The meeting was called to order at 11:10 a.m. by President, Joe Holliday and introductions were made.
- II. Welcome: Carolyn Kuykendall welcomed the members to Saddleback. Also, the Saddleback's Vice President of Instruction, Roger Verdium, added his welcome to the group.
- III. Minutes: Tabled for next meeting
- IV. Reports
 - a. Transfer Report: Volunteers to assist Alison in creating and renewing agreements are: Chuck Whitchurch, Arnie Kozmatka, Christopher Sleeper, Tim Adell, John Oakes, Terry Scarborough and Linda Diaz. Alison reported that San Diego State University changed their honors program utilizing a more structured grid. Alison will e-mail the grid to members and would appreciate input. Discussions are ongoing with UC San Diego. Chapman rescinded our agreement, but the Director of Admissions has agreed to work on a restructured one including guaranteed admission to the honors program and guaranteed admissions. The members have been invited to hold a future meeting on campus. UC Berkeley is an ongoing project with Alison, Jennifer Saito and Sammy Kudsı involved in the negotiations.
 - b. Treasurer's Report: Dottie Sherling circulated the list of paid and non-paid member schools. The current balance is \$14,571 with bills pending

for Conference poster printing and a probable bill for \$2,475 for breakfast at the 2006 Conference. To allow for more uniform accounting, a motion was made to purchase appropriate accounting software. M/S/A (Whitchurch/Sherling) In addition, a motion was forwarded that HTCC purchase a copy of Adobe Suites 2 (approximate cost \$200.00) which is the software best suited for our current conference program design and other publications. M/S/A (Diaz/Sherling) Lastly, Arnie Kozmatka volunteered to assist Dottie with the treasurer duties.

- c. New Member Committee Report: Kathleen Sell is looking for a convenient time for committee members to meet. She will send out reminders in advance of meetings to solicit questions.

V. HTCC/UCI Conference

- a. Don Megill explained the workings of the online conference application and requested that members e-mail Dave ASAP with suggestions for making the application more functional. Dottie mentioned the need for a drop-down menu for colleges and possible for corresponding directors also.
- b. Issues Forum: Joe communicated that Barbara Anderson has chosen the topic for the 2008 Issues Forum as “Public or Private: The Health Care Crisis.”
- c. Scholarship Committee: John Oakes asked for volunteers to read the applications for scholarships. Those volunteering are Brian Waddington, Chuck Whitchurch, Alison Primoza, Terry Scarborough, Susan Starr and Melanie Nabahani. The deadline for submission of applications is February 1st.
- d. Facilitator Coordinator: Christopher Sleeper is working with the members of Phi Theta Kappa chapter on MSJC to facilitate the Conference workshops. Linda indicated that she would forward the facilitator application form that Charis Louie created.
- e. Director’s Award: Chuck and Alison moved that the 2008 Director’s Award be designated to a very instrumental HTCC past president – Jean Shankweiler of El Camino College. M/S/A (Primoza/Whitchurch/Sherling)
- f. Miscellaneous: Chuck circulated a card to thank Dr. Juan Lara for all his support of HTCC. Alison urged members to take the posters and postcards back to their respective campuses to promote the Research Conference. Eva Mo also brought posters for the Bay Area Consortium Research Conference. She also indicated that Stanford announced that it

would limit attendees to 200 maximum. Joe discussed ways of fundraising on campus which included sending a well-worded e-mail out to faculty and staff soliciting donations. It is important to mention now that HTCC has tax exempt status.

VI. Old Business:

- a. The *Building Bridges* publication was disseminated to the members. Chuck discussed meeting with Stephanie Reyes-Turcio and Brent of UCI to solidify the relationship between HTCC and Irvine. Don suggested that an MOU be drawn up with UC Irvine negotiating terms for next year's event. Tim Adell was nominated to work on the 2008 Anthology and Chuck will assist. The vote to confirm Tim's nomination was delayed to a future meeting.
- b. NCHC Conference: Linda discussed the NCHC conference, noting that the member price is now \$300.00, however the guest price remains at \$150.00
- c. Eva Mo is looking to collect material for the archive. She is planning to begin with contract proposals and course outlines/syllabi preferable sent to her in pdf format. She will categorize and send to Dave for placement on the web. Discussion centered on whether the site should be password protected until membership has been paid.
- d. Gift to Juan Lara: Suzanne has proposed that a scholarship be created in the name of Juan Lara. Criteria will need to be developed by the Scholarship Committee and Chuck will consult Juan as to his wishes.

VII. New Business

- a. Donations are being collected for a gift to Jeanne. Dottie will send a card from the members. Arnie Kosmatka volunteered to be the apprentice to the treasurer.
- b. Susan Starr distributed a copy of the SLO prepared by Chaffey College regarding its honors program for colleges now have to provide learning outcomes. Kathleen Sell mentioned that Riverside looks for "student service outcomes," examining outcomes more broadly. Much discussion ensued regarding how the various member colleges measure outcomes, student satisfaction and learning.

VIII. Discussion Topic (a new item on the agenda): "Lobbying Your Administration for More Support"

A poll was conducted regarding which campus entity controls the money for the honors program – vice president, academic dean, student services, foundation, line item operational, operational - with results spread throughout the options, but the majority receive funding from a vice-president of instruction. Eva will accept ideas for a survey regarding this topic for all member institutions. Don suggested that a position paper be written to create a model for honors programs. Carolyn suggested that a special seminar for administrators be held at the HTCC Conference to discuss this topic.

IX. For the Good of the Order

Terry suggested that students could benefit from listings of honors courses that other colleges offer. It was decided that this would be the Discussion Topic for the next meeting.

ADJOURNMENT: The meeting was adjourned at 1:55 p.m.

NEXT MEETING AT LOYOLA MARYMOUNT ON DECEMBER 7, 2007