

**September 16, 2011**  
**Draft**

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Daniel Bahner, Crafton Hills  
Carol Barnes, Orange Coast  
Jodi Balma, Fullerton  
Thatcher Carter, Riverside City  
Colette Chattopadhyay, Saddleback  
Linda Diaz, Mt. San Antonio  
Leona Fisher, Chaffey  
Jayne Klunder, Saddleback  
Carolyn Kuykendall, Mt. San Antonio  
Joel Lamore, San Bernardino Valley  
Maureen Mason, Long Beach City

Danielle Muller, Los Angeles City  
Kay Ryals, Irvine Valley  
John Oakes, Grossmont  
Erik Ozolins, Mt. San Jacinto  
Alison Primoza, San Diego Mesa  
Mike Rodgers, Fullerton  
Kathleen Sell, Riverside City  
Christopher Sleeper, MiraCosta  
Susanne Spangler, East Los Angeles City  
Brian Waddington, Citrus  
Christina Yamanaka, Mt. San Jacinto  
Helen P. Young, West Los Angeles

- I. **Call to Order:** Erik called the meeting to order at 10:15 and welcomed us to sunny Menifee. Dennis Anderson welcomed us to MSJC and said, “No matter what happens with budgets, honors at MSJC will never be defunded.”
- II. **Minutes from the Last Meeting:** The minutes from the May 13 meeting were approved as amended.
- III. **Reports:**
  - a.) **President’s Report:** Erik passed around a coordinator’s directory asking people to update the list of directors at their schools. He asked if changing the meeting start time to 10:00 was good for the organization; the assembly agreed to permanently change the time to 10:00. Alison gave an overview of HTCC’s involvement in the NCHC conference and suggested making plans to meet for dinner during the conference. She reminded us not to miss Wednesday’s forum on starting up an honors program and that it is important to attend the two-year committee meeting to make our voices heard. She and Carolyn emphasized the Faculty Fishbowl on best practices. Erik reminded us of the conference at Mills College October 1. Mills representatives will be at our October meeting.
  - b.) **Treasurer’s Report:** Carolyn emphasized her conference. She discussed a panel on the Arizona law SB-720. A legislator will be there to analyze the impacts of the law. Kay said we have \$10,860, with dues still to come. We have some checks outstanding from students who won scholarships. Linda reminded us to contact our business offices early.
  - c.) **Secretary’s Report:** Tim passed out a list of students accepted into *Building Bridges*.
  - d.) **Transfer:** Alison said we have received no response from the call for feedback on the executive letter to from the organization. We have a committee of 10, and assignments will be coming out. Jodi said she has written letters for **Spellman** and **Morehouse** and that through UMOJA we can have more impact with African-American universities. She said we have 20 transfer agreements

overall. Thatcher agreed to contact **Occidental** and **Pitzer**. She said **USC** is not interested in any agreement with us. She said we just have the short form of our agreements on the website and we want to keep it that way. Most of the agreements are from the last three years, so the information on the website is sound. **UC Riverside** is expanding its involvement with HTCC.

- e.) Conference Committee: Erik said we need to solidify the conference schedule and whom to name the Directors' Award after this coming year. Kay double-checked and affirmed the roles people will play in the planning. John passed around a volunteer list for the Scholarship committee. We are looking for someone to edit and type the program. Most of the work will be late January-early March. She handed out a sheet giving the duties of the job. It should be student aids rather than directors. The conference will be March 31. Online submission will be November 28. John asked if this schedule was pushed back a little too late; Erik said the reason for the late date was to target the most likely date of the work involved, the fall semester. Alison and Maureen suggested moving the start date to November 1. Colette suggested that we move the date forward, closer to Thanksgiving, to match when term papers are coming in. We decided to aim for that earlier date, contingent upon the website. She reminded us to ask out students which are planning to apply to UCI for the UCI Grants. Erik reminded us of the push we've made for directors to submit all work from their schools, which has led to greater consistency in the submissions and a better product with fewer errors. Linda said we need to make sure to get administrators' and faculty members' proper titles to them for the name badges. John would prefer to get the scholarship submissions from the directors, though he will accept them from students; Exemplary Achievement submissions *must* come from directors. We have changed the directions for the Juan Lara award, sending 4-5 candidates to Juan for the final decision. Exemplary Achievement award students do not need to attend the conference, though we encourage them to do so. John suggested we do something such as El Camino does: hosting a meeting to celebrate their achievement. All of the students who were waitlisted made it into the program last year. However, since the popularity of the conference will make the quality of abstracts even better next year, our "take-home" for our students is that they need to make their quality excellent before they submit. Colette said that many students who present at the HTCC conference are presenting on different topics at the Bay Area Consortium conference to broaden their depth of experience. The final day for early registration is March 5, which gives us one more day to jostle our students into going. We are going to have programs for sale if family and friends want to simply show up at the conference. We do need to register our students, faculty, administration and ourselves. The conference committee met in August. We believe we have resolved some issues. Students may not submit poster and presentations on the same topic. Volunteers must serve at more than one session. We want presenters not to volunteer, as their attention will be divided. We are going to do the Issues Forum as another session, rather than a debate. We need to settle on a topic and name a facilitator to read Issues Forum proposals separate from the general abstracts submissions. Directors

will be getting 50 postcards and three posters; Alison will be sending us the jpg so we may print out our own postcards. Alison suggested we turn the poster into a student competition announced at the previous year's conference. We would announce the range of conference themes at the previous meeting, which means we must come up with two themes today. We need someone to work on the rubric for poster judging. Kay said that, since the cost of making good quality posters is so high, we need to consider increasing the amount of the poster prizes (\$300, \$200, \$100, \$50). Erik said we should look into college printshops' capabilities to see if we can alleviate the cost. John said the poster award should be the same as an abstract award. Alison reminded us that in order to continue these cash awards, it is vital that we emphasize our charity status with our colleagues and administrators. Carolyn said we had a higher ratio of winners to submitters in the poster than the abstract category. A suggestion was to stop paying for honorable mentions. Two issues we need to vote on: removing honorable mentions from monetary award and making awards equitable in amount and percentage between abstract and poster submissions. Kathleen moved that students may not submit abstracts and posters at the same time. It was seconded and passed. We left for working lunch at 12:00 and reconvened at 12:30. Kay said there had been some concern that fund-raising at the conference would be "indecorous" but that Jim Waldron at UCI said it would be fine. Jodi volunteered to be in charge of fund-raising. Erik made a motion that MSAC's forensics team welcome us back to the final session. Consensus was to make it earlier in the program. Students would submit a proposal abstract to be accepted. We decided to revisit the idea in October. Brian mentioned the Bay Area practice of having a student who has transferred giving an inspirational presentation. We need to revisit the idea of whether we want to bring in more projectors or stay with the overhead projectors. Jodi said that, since we are emphasizing multi-media presentations in class, we should move to more PowerPoint and other media presentations in the conference. Colette agreed to coordinate the poster competition. We decided *The Immortal Life of Henrietta Lacks* would be a good Issues Forum topic. Kathleen moved that we name this the topic. It was seconded and approved. Alison was appointed lead on this.

#### **IV. Old Business:**

- a.) Webmaster: Mike Rodgers has been named and is already working at updating the site. Since he will be teaching in South Korea, we will have to do our communication through email. We approved this.
- b.) Letter of Support for Schools that Need It: Alison will send out more information on a fund-raising letter among colleagues and one affirming and defending honors programs among administrators and the general public.
- c.) Honors Teaching and Learning Workshop: Kathleen offered to host it at RCC.

#### **V. New Business:**

- a.) **Goal-Setting for Next Year/ End of Year Survey:**

- b.) 2012 Director's Award: We put forward the name of Jeanne Venditti. We will consider that for next meeting.
- c.) Person to put together the program: Jodi said she had a student assistant who might be willing and able. Alison suggested we give directors a week or two to inquire.
- d.) 2012 (and 2013?) art theme: We selected "Find Your Path" as the theme and poster, which will also be on the t-shirts. This was not one of the themes suggested by the conference committee. This topic came from the student, as has been the tendency. Joel suggested we should be doing the graphics and the student the poster. He questioned whether we need a theme at all. That would allow artists to simply do what they want. Kay suggested we resolve this next meeting.
- e.) Information about being a 510(3) non-profit on website: Alison will send the information to us.
- f.) Best practices: Kathleen has her students write 25- and 250-word abstracts on all their work. Jodi has them write the shorter abstracts before the paper—then rewrite the abstracts after the paper is done. Erik has all the students in the capstone class give 12-minute presentations as a part of the class. Leona and Kathleen have mini-conferences, Kathleen in the fall and Leona a month before the conference. Susan speaks with all new faculty to keep them apprised of this conference as an option. Invite non-honors faculty, students and administrators to the conference, so they see how it is an option. Kay said one of her students is leading a workshop on presenting.

**VI. Future Forum Topics:** Suggested early registration for honors. Erik asked for us to send topics to him in the future. Carolyn said we should bring our brochures to the RCC best-practices meeting. Alison said we should try rack cards.

**VII. For the Good of the Order:** Jeanne sent us a thank-you card for her gifts.