



Thursday, February 7, 2019

2:30 pm – 3:30 pm

Building 9, Room 307

Members in Attendance: James Aganon (co-chair), Susan Mahoney (co-chair), Sarah Harmon (via Zoom), David Meckler, Soraya Sohrabi, Gloria Darafshi, Denise Erickson, Paul Roscelli, Lisa Palmer (via Zoom), Michael Stanford, Jeanette Medina

1. Welcome

2. Approval of Agenda – unanimously approved.

3. Business

• Committee Membership

- James Aganon (co-chair), Susan Mahoney (co-chair), Dr. Tammy Robinson (VPI), Soraya Sohrabi (Transfer Center), Gloria Darafshi (Articulation Officer), Chelsea Brown (Student Representative), Denise Erickson (Faculty), Sarah Harmon (Faculty), David Meckler (Faculty), Jeanette Medina (Faculty), Lisa Palmer (English), Paul Roscelli (Faculty), and Michael Stanford (Faculty). **Membership was approved by Advisory Board.**
- Alicia Aguirre and Lezlee Ware have stepped down from HTP membership.
- Two vacant committee spots:
 - ✓ Susan suggested a Math representative: either Prof. Lapuz or Po.
 - ✓ Other spot may be from Business.
- Committee suggested to decrease less number of faculty representation. Will revisit in a future Advisory meeting.

• HTP Update and Upcoming Event Reminders

- UCLA TAP Report submitted on January 10.
- Gloria mentioned that the submitted report was strong and transparent.
- James has certified 7 students already for UCLA and 3 of these students were also nominated toward UC Irvine's Honors-to-Honors program. Still have 7 students left to see next week toward certification.
 - ✓ On track to certify a total of 14 Honors students.
- Fall 2019 schedule:
 - ✓ David Eck not teaching Philosophy course.
 - ✓ Allison Hughes and Bob Lee are offering Honors Contracts in Fall 2019 and courses in Spring 2020.
 - ✓ Down one or two Social Science courses for this specific semester.
- Proposal Writing Workshop for the Bay Honors Consortium happened yesterday and was facilitated by Sarah Harmon.
 - ✓ Three students attended and one additional faculty was also in attendance.
- Honors Contract are due March 4th. Please encourage students to submit Contracts sooner to begin with their research.

• PTK Update

- Currently exploring different ways to recruit eligible students for PTK through innovative and creative ways.
 - ✓ If a student is part of EOPS, the program pays for PTK membership fee.

- ✓ Found that peer word-of-mouth is strongest marketing tool to promote and encourage engagement in various programs.
- UCLA TAP Review: Preparing for Site Visit
 - March 18 is the UCLA TAP site visit. Please mark this on your calendars.
 - Administrators, admission personnel, and Community College faculty make up the site review team.
 - Dedicated times for the site visit team to meet with different members of the HTP Advisory Committee as well as current Honors students.
 - Specific timeslots have not been determined by UCLA TAP, but will have the schedule by mid-February.
 - Estimated time for the HTP Faculty to meet with review team will be between 9:30am-11am. HTP Advisory Committee will meet with the review team between 10am-11:30am.
 - Meetings will be located at the STEM Center Conference room.
 - Refreshments will be provided for breakfast and lunch.
 - Expectations for Faculty:
 - ✓ Understanding the purpose of the Honors Transfer Program.
 - ✓ Understanding Honors Contracts.
 - ✓ Inform review team about specific roles (i.e. teaching an English 100 course or a Honors Colloquium class, etc.)
 - ✓ Benefits of HTP.
 - Important to understand and be familiar with the following information from the UCLA TAP Report:
 - ✓ Student eligibility requirements.
 - ✓ General concept of courses offered per semester.
 - ✓ HTP Goals outlined on Program Review.
 - ✓ Strengths and Weaknesses.
 - ✓ Funding. Emphasize the need for an operating budget through Program Review. Requested \$10,000 for Fall 2019-Spring 2020 academic year.
 - HTP student involvement during site visit:
 - ✓ A good amount of students need to be present in addition to those certified for UCLA.
 - ✓ HTP graduates.
 - Susan will prepare President and VPI for specific meeting with the review team.
- HTP Recruiting
 - Recruitment currently happening to boost HTP student membership.
 - ✓ Potential recruitment targets: Middle College.
 - ✓ Break misconception that HTP is specifically toward UCLA or UC Irvine.
 - ✓ Suggestion to create Screencast-O-Matic to develop HTP information link embedded on course syllabi.

4. April Meeting Date and Agenda Items

- Tentative date for next meeting will be Thursday, April 11.
- Finalize Honors course offerings for Fall 2019.

5. Adjournment