



## HONORS TRANSFER PROGRAM ADVISORY COMMITTEE Meeting Minutes

Thursday, October 19, 2017  
2:00 pm – 3:00 pm  
Building 9, Room 123

**Members in Attendance:** James Aganon (co-chair), Susan Mahoney (co-chair), Gloria Darafshi, Denise Erickson, Dave Meckler, Lisa Palmer, Michael Stanford, Janet Stringer

**1. Welcome and Introductions**

**2. Approval of Agenda** – unanimously approved

**3. Approval of Minutes** – none

**4. Business**

- A. Committee Membership:** All members present were interested in continuing to serve on HTP Advisory Board. Susan will reach out to those not present and to another Sci/Tech representative. We will officially confirm membership at next meeting.
- B. Honors Faculty Roundtable:** Each fall the Bay Honors Consortium (BHC) holds an Honors Faculty Roundtable to support faculty teaching honors at local Bay Area community colleges. This year's theme is "Building Community, Inclusion, and Access for All". All honors faculty are encouraged to attend. The event takes place October 28, 2017 at Mills College Graduate School of Business. Register at: <http://www.bayhonors.org/roundtable>
- C. HTP Update and Spring 2018 Posters:**
- At the end of last academic year, 24 students were certified as completing our Honors Transfer Program (HTP). Other honors students successfully transferred, but did not reach the 15 units needed to complete our program.
  - Priority transfer to UCLA (UCLA TAP program) is one of the benefits of completing HTP. Last year, we had a record number of students apply to UCLA through UCLA TAP. 17 students applied, which is more than double than any previous year. Of the 17 Canada students who applied, 11 were accepted and ultimately 2 decided to attend UCLA. State-wide acceptance rates for UCLA TAP is 75%! UCLA TAP students are allowed to include two transfer majors on their application (first option, alternative option). The inclusion of an alternative major helps boost admission rates.
  - Currently we have 44 actively enrolled honors students in our program. We removed students who had not have recently attended classes in the district.

- In Fall 2017 we offered 21 honors courses (in 30 sections) and 18 courses (in 37 sections) were included in the “honors contract” section of the class schedule. In Spring 2018 we will offer 19 honors courses (in 29 sections) and 20 courses (in 31 sections) were included in the “honors contract” section of the class schedule. As a reminder, students can request to complete a contract in ANY transferable class, but instructors need to approve. Our listing of honors contract sections in the course schedule simply identifies sections in which the instructor is actively encouraging students to pursue contracts.
- Our honors course offerings typically cover most of the GE pattern. If both honors courses and honors contract courses are considered, we generally cover 11 of the 13 required CSU GE areas and 10-11 of the required IGETC areas. In Spring 18 we cover all 11 of the IGETC areas.

**D. Academic Integrity Policy:** An instructor contacted Susan regarding plagiarism by an honors student, asking if we had any policy or consequences for honors students who violate the college academic integrity policy. We do not. For now, Susan will draft language to add to our website to stress the importance of following the college’s academic integrity policy, and we will encourage honors faculty to highlight academic integrity (especially plagiarism) in their syllabi.

**E. Transferring Honors Units to Cañada HTP:** A few students have asked if they can transfer honors units into the HTP. It was noted that as students take more online classes, we may also see more students with honors units from other schools. Historically we have dealt with these issues on a case by case basis. Skyline accepts 6 units from other schools. CSM has students petition to transfer in honors units and states there is no guarantee. We discussed continuing dealing with these issues on a case by case, but putting some language for students on our course website. Susan will draft some language.

**F. Honors Contract Process:** Susan will create an online survey (with input from some committee members) to send out to all faculty who have participated in honors contracts over the last several years. The goal is to get information on what is working well, what is not working well, possible ideas for improvement, etc...

**5. Next Meeting:** In general we foresee meeting once per semester, however this semester we will attempt to meet twice. Susan will send out a doodle poll for a second meeting that will occur the week after Thanksgiving OR the first week of December.

**6. Adjournment (3:00 pm)**