



## CRAFTON HILLS COLLEGE HONORS INSTITUTE STEERING COMMITTEE MINUTES

DATE: February 1, 2023

TIME: 11:00

LOCATION: West 215

### MEMBERS:

Attending: Judy Cannon, Cheryl DiBartolo, Jimmy Urbanovich, Isidro Zepeda, T.L. Brink, Troy Dial, Janine Ledoux, Lindsay Weiler, Rachel Kanter

Excused: Ryan Bartlett, Jeff Cervantez

Absent: Farhad Mansourian, Gary Williams, Debbie Bogh, Richard Hughes

Guest: Brandi Bailes

TOPIC	DISCUSSION AND FURTHER ACTION
Call Meeting to Order, Presentation of Minutes	Move to approve: TL Second: Janine Approved unanimously
Ambassador report	Successful Meet & Greet; 75 in attendance; good camaraderie Three new Ambassadors: Angie Cristobal, Maya Mariscal, and Fernando Valles
UPDATES: - Video  - HTCC Conference	Working with David Gerhartz on videos for recruiting, website, etc.  9 students accepted with 10 presentations; now recruiting up to 10 moderators.
<b>PRIOR BUSINESS:</b>	
Assessment for faculty/students Final review and implementation plan. <a href="https://docs.google.com/document/d/1HWV21r7quT0g1J7D6x5K1O7dKR/MwZTCjAqA_cxnFEuM/edit">https://docs.google.com/document/d/1HWV21r7quT0g1J7D6x5K1O7dKR/MwZTCjAqA_cxnFEuM/edit</a>	Contact Gio's office for help with formatting, distribution, and data analysis
<b>NEW/ADDITIONAL BUSINESS:</b>	
HTCC Conference - Preparing students  - Transportation	TL and Judy holding workshops. Jimmy will have a workshop on presentation skills.  Discussion of van rental. Judy reach out to Harrison Hadsock (Geology Dept.) who recently rented two vans. Judy talked with Xpress Car Rental (who has agreement with District). Total cost for one 10-passenger van would be \$250-\$300 depending on gas costs.

- Faculty	Cheryl DiBartolo and Lindsay Weiler hope to attend
Guidelines for service hours	<p>Discussion of various types of service and what counts and doesn't count. Some discussion of idea that the service should be inclusive/available to anyone program/open access. Also, we need a list of approved places for student service, although it is not mean to be all-inclusive.</p> <p>Judy created a Google Doc for further committee input.  <a href="https://docs.google.com/document/d/1HkqSeMCRIndXbW36admiZZw_0gFv42Fohoyqm0Ose5Y/edit?usp=sharing">https://docs.google.com/document/d/1HkqSeMCRIndXbW36admiZZw_0gFv42Fohoyqm0Ose5Y/edit?usp=sharing</a></p> <p>We also discussed a more formal "service learning" plan in which students create a written plan for service and then evaluate if they met their objectives/learning experiences.</p>
Curriculum Guidelines for Honors	<p>Include measurement tools  Tie to HTCC rubrics (Judy investigate)  Add communication skills  Provide models</p> <p>To be continued next month.</p>
Brainstorming Symposium	<p>Ask former students, such as Victoria Karalun, lab techs, U of R faculty, Administration/staff (specifically Gio's team)  TL, Janine, Brandi will help  Any student is invited</p>
Student Worker	Contact person: Claudia Hayton: Federal Work Study
Additional business:	<p>Additional idea for faculty building: A faculty luncheon in late February for recruiting, best practices, etc.  Try to get some time in Senate Plenary session?</p>

*Next meeting: March 1, 2023, 11:00 AM, West 215*

## HONORS COURSES: CURRICULUM GUIDELINES

Through participation in the Crafton Hills College Honors Institute, high achieving students have the opportunity to take honors coursework at the college. However, honors coursework is not necessarily more work. Rather, honors courses should include objectives, course content and methods of evaluation which demand greater rigor, synthesis and critical thought.

Faculty interested in developing honors sections of courses can contact the Director of the College Honors Institute for more information. The general guidelines are as follows:

1. The course should include an experience or experiences (e.g. methods of evaluation) that assure three of the following four criteria are met:
  - a. The student must show development of advanced writing skills through synthesis and original thought in expanded writing projects, research papers and critical essays. These should entail a minimum of ten pages in writing.
  - b. The honors experience should include substantially more reading and utilization of primary materials.
  - c. The student must show enhancement and enrichment through an outside-class activity or project.
  - d. The student must show development of oral communication skills, requiring a 15 minute minimum presentation to the class.
2. The course objectives from the original course must be included in the honors course, although it is possible that the objectives might be revised to include higher order skills (e.g. "analyze" rather than "describe"). Additional objectives may be added.
3. Additional texts or instructional materials which would be appropriate for the honors student should be added to the course outline, keeping in mind the honors experience will likely include substantially more reading and use of primary materials.
4. The course content from the original course must be included in the honors course, although additional course content may be added.

Previous version included:

5. Honors courses are not allowed to be offered in a distributed format. The sense of community which is the goal of the College Honors Institute is accomplished through meaningful face-to-face contact. Any activities conducted at a distance should be supplemental to the face-to-face contact between students and faculty and should not comprise a majority of the course.