



## Honors Transfer Council of California

December 2, 2022

### Draft

**Welcome/Introduction:** Todd Scott, Vice President of Instruction, welcomed us to Victor Valley College.

**I. Approval of October 14, 2022 Meeting minutes:** The minutes were approved as amended

### **II. Officer's Reports:**

**President's Report:** Christina posted the schedule for upcoming meetings and asked us to think about what mixture of face-to-face and Zoom meetings we want to have.

- We will have a counselors' roundtable on March 10.

**Vice President's Report:** Deferred to Conference Coordinator report

**Treasurer's Report:** We have a balance of \$20,203.76 and some outstanding dues.

#### **Transfer Coordinators' Report:**

- UC Irvine needs us to know which of our students applying to the university have filled out the intent-to-transfer form or are planning on attending UCI. Students will need to have their birthdays, UC application ID.
- She will send out an update for UCI.
- Our web service rate may be going up to \$17.95 if we go above 500 users.

**Secretary:** Tim returned to the secretary position.

**III. Conference Chair Report:** Courtney will provide the line for the directors. The deadline for submissions is December 23. They will try to get the responses to the students by mid-January. We aim to judge the applications on the first week of January, 2023. We will name the Directors Award in honor of Joe Holliday.

- **Conference Program:** Emily posted a Google form for reading and scoring abstracts. She reminded us that we need as many readers as possible. Students may submit one individual oral presentation and one poster. We can share with our students all the information in the directors' guide except the link.
  - We need the number of students who will present to UCI by February 1.
  - Courtney suggested that we remind students to check their emails in January, which is the most pressing time for the conference.
- **Conference Website:** No report.
- **Conference Poster:** We need poster submissions in PDF form by March 6 for judging.



- **Conference Awards and Scholarships:** Erik explained the amounts and meanings of the awards: Directors, outstanding abstracts, Juan Lara, Exemplary Achievement.
  - Rachel reminded us that faculty can often get flex-credit for reading abstracts.
  - Erik reminded us that reading abstracts is a good way to get faculty more deeply involved in honors.
  - Erik will start up a list of readers for scholarships in February.
- **Conference Communications** (Ruth, Additional Position Open)
- **Editor's Report:** Tim raised an issue we need to think about in getting copies out to directors and students.
- **Moderators:** Each school can submit up to 10 moderators. Brian reminded us that students will need to be there in the morning. He wants us to give a list of our students who have volunteered to moderate around February 20.
  - Kathy suggested waiting to appoint our moderators until we see if any of our submitters have not been accepted.
- **BHC Update:** Letitia put a link to the new BHC website. The deadline for student submissions is February 14.
  - The consortium conference will be May 6.

**IV. Filling Secretary Position:** Tim returned.

**V. Fundraising:** Kathy emphasized means we have available: foundation, board of trustees, professional development and equity funding. Santa Ana has a local theater that helps host movie nights that can be used as funding. The rental was about \$250 an hour.

- Swag: hoodies, polo shirts, logos, lanyard.
- Comedy clubs and theaters will do fundraising events sometimes.
- Chipotle and other restaurants (Denny's, Chik-fil-A, Marie Callendar) may do fundraising.
- Sees Candy has "yumraising."
- If we have trouble with the school's logo, we can have "revolving" logos for one year at a time.

**VI. Honors and Canvas:** Brian and Jennifer reported that Canvas has been used primarily for communications: announcements and inbox features. Brian tries to keep announcements to crucial ones, 1-3 a week.

- They post course listings.
- Deadlines for the conference.
- Current rules.
- TAP information. Taken down after the year's prime work is done and updated with the next year's information comes up.
- The program orientation.
- The student guide.
- Transfer links, counselling information.



Things to watch out for:

- Make sure students accept the invitation for the class.
- Make sure students are clear on their notifications.
- We can use Canvas for the changing information and the website for the permanent information.

Jennifer:

- Works with equity organizations and special interests.
- Has service hours information.
- Has PTK and AGS modules that they update themselves.
- Has career-transfer center module. They can post announcements themselves.
- Writing and tutoring center has a module.
- Librarian has a module with updates of
- Alumni module.
- She likes it to be a “hub of resources.”
- She encourages cross-recruiting by collaborating with partners who post their own information.

**VII. Mentorship for New Directors:** Erik thanked Jodi for her excellent work advancing the program. He wants us to think about institutionalizing a position in charge of doing the new director meetings. We can also set up a committee of mentors for new directors so we could pair them up with amenable established directors. Erik is going to meet with Jodi and work up a recommendation. We may establish a STEM workgroup to enhance STEM honors at schools in which it is difficult to get participation.

**VIII. Items from the floor:** Brian wants clarification of which information students need to provide on their applications. The main issue is whether our transcripts have the H designation, it will be easier; if not, we may need to inform UCI about which classes are honors. The institution will list which students qualify under the 3.7 GPA.

**General Meeting Adjourn:** We adjourned at 12:34.