

## **Advisory Committee Form Instructions**

**Program Committee Name** – ex. Computer Information Systems

**Chairperson** – appointed by program manager (someone outside of Amarillo College)

**Meeting Date, Time, and Place** – date, time and place recorded minutes take place

**Recorder** – person taking notes from meeting

**Members** – Include all members of committee; place an x to left of name if present

**Ex-Officio** – Include all other people present

**Agenda Item** – list the agenda under appropriate headings

**Action Discussion Information** – If a motion is made; make note in this section and include results

**Responsibility** – name of person making motion

**Key Discussion Points – Discussion** – Complete discussion of agenda items

## Advisory Committee Meeting Minutes

<b>PROGRAM COMMITTEE NAME:</b>		Honors Committee				
<b>CHAIRPERSON:</b>		Lesley Ingham				
<b>MEETING DATE:</b>		2/21/18	<b>MEETING TIME:</b>	3:30	<b>MEETING PLACE:</b>	Byrd 103
<b>RECORDER:</b>		Donna Salter		<b>PREVIOUS MEETING:</b>		
<b>COMMITTEE MEMBERS</b>						
List all members of the committee, then place an X in the box left of name of those present						
	<b>NAME</b>	<b>TITLE</b>	<b>EMPLOYER INFO</b>	<b>PHONE</b>	<b>EMAIL</b>	
x	Robert Austin	VP SA				
x	Jill Gibson	Co-Coordinator				
x	Lesley Ingham	Co-Coordinator				
	Dr. Tamara Clunis	VP AA				
	Angie Alvarez	Advisor				
	Mary Dodson	Faculty				
	Richard Chambers	Faculty				
x	Kristin Edford	Faculty				
x	Teresa Da Costa	Faculty				
x	Becky Easton	Faculty				
	Beth Rodriguez	Faculty				
<b>EX-OFFICIO'S PRESENT</b>						
x	Kevin Ball					
<b>AGENDA ITEM</b>		<b>ACTION DISCUSSION INFORMATION</b>			<b>RESPONSIBILITY</b>	
Old Business:						
Scholars Trip to Dominican Republic		Ingham gave a brief report of trip activities and students' experiences. Upcoming Dominican Republic Day, April 10 <sup>th</sup> .				
		Scholars will share their experiences with the Regents, retirees and Rotary Club. Edford suggested that it would be a good opportunity to speak to a World Culture class. Committee agreed.			No action taken.	
Continuing Business: Scholar Applications		Ingham reported that program is now recruiting and taking applications for next year's Scholars.				

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New Business: Paris Pilot trip	Easton briefly discussed the pilot trip to Paris during Spring Break 2018. The trip is through EF College Study Tours as a Honors/Education Global Travel Experience tied to coursework. Faculty members attending are Stephanie Jung, Becky Easton, Courtney Milleson and Diego Caetano.	Easton will report to committee during next month's meeting after the trip.
2019 Scholars trip	2019 trip planned for Peru.	Planning is ongoing
Development of proposal  Review Current Student Requirements	Ingham discussed the need to develop a proposal that formalizes AC Global Travel and related procedures. Discussion regarding student requirements, processes, rules, procedures and expectations followed. See attachment <i>Student Requirements for Amarillo College Global Travel</i> Edford voiced concern regarding students who may have a criminal background. Committee agreed that if they are in good standing with the College and can obtain a passport, there should be no restrictions. A short discussion followed regarding linking Cont. Ed classes to the Global Experience with the committee having concerns that it would logistically be a problem because CE works so differently than Academics.	No action taken.
Global Experience Club  Fall 2018 and Spring 2019 travel	Courtney Milleson is interested in getting a club started to help reduce the burden of travel cost, give students opportunity to raise funds and as a recruiting too. Discussion followed with regards to setting up a fund through the AC Foundation.  Committee discussed the time needed to raise funds and implement the proposal. It was agreed that all travel should continue to go through a travel agency such as EF. It was also agreed that the Fall/Spring trips will be put off until Spring 2019 and Fall 2019 to give plenty of time for fundraising. Faculty notices will be distributed soon so faculty have plenty of time to submit suggestions and consider appropriate coursework. See attachment <i>Faculty-Led Program Proposal Form</i>	No action taken.
Honors Program Brainstorming	Dr. Clunis has requested a program review of Honors that will compare the program to other colleges. See attachment <i>Honors Committee Homework for March Meeting</i> . Gibson said the committee will need to examine several components of Honors: possible expansion; admissions requirements; specified curriculum; benefits; transferability; diversity; outreach and recruitment and organizational structure.	Committee will work on identifying components from 5 different colleges.
Honors Enrollment	Gibson noted that enrollment in Honors classes has dropped and fewer Honors sections are being offered. See handout of Honors schedule 2018SP. This could be attributed to the 8-wk schedule, less recruiting, unpredictable enrollment and conflicts with honors/dual credit and AP. Ingham noted that students express the desire for more honors classes and that it is very important for the Honors Program to have clear expectations. There was a	No action taken

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	brief discussion regarding research and the possible use of a focus group.	
Decisions:	<p>Next Faculty-led Education Global Travel Experience will be scheduled for Spring 2019 and Fall 2019 to give more time for fundraising. There should be no delay in getting information out to faculty so they may begin preparations for their proposals.</p> <p>Committee agreed a comprehensive study would be conducted to assist with the formalization of AC Global Travel and related procedures.</p>	Committee will continue to work towards this goal.
<b>Chairperson Signature:</b>		<b>Date:</b> <b>Next Meeting: 3/29/18</b>

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PROSPECTIVE STUDENTS

Welcome Guest!

## Section Selection Results

	<u>Term</u>	<u>Status</u>	<u>Section Name and Title</u>	<u>Printed Comments</u>	<u>Location</u>	<u>Meeting Information</u>	<u>Faculty</u>	<u>Available/Capacity/Waitlist</u>	<u>Credits</u>	<u>Academic Level</u>
1	Spring 2018	Closed	<a href="#">ENGL-1301-000H (166807) Composition I</a>		Washington Street Campus	01/17/2018-03/07/2018 Hybrid Monday, Wednesday 10:30AM - 11:45AM, Ordway Hall, Room 202	M. Dodson	20 / 25 / 0	3.00	Undergraduate
2	Spring 2018	Closed	<a href="#">ENGL-1302-000H (166838) Composition II</a>	This course includes the option of study abroad in Paris. Contact the instructor for more information.	Washington Street Campus	01/16/2018-03/08/2018 Lec/Lab Monday, Tuesday, Wednesday, Thursday 09:00AM - 10:15AM, Parcels Hall, Room 410	R. Easton	21 / 25 / 0	3.00	Undergraduate
3	Spring 2018	Closed	<a href="#">HONR-1012-PSH (166333) Honors Seminar</a>		Washington Street Campus	01/16/2018-05/10/2018 Lecture Tuesday, Thursday 12:30PM - 01:45PM, R. E. Byrd Business Building, Room 402	J. Gibson, L. Ingham	2 / 16 / 0	0.00	Undergraduate
4	Spring 2018	Closed	<a href="#">MATH-1314-000H (167303) College Algebra</a>		Washington Street Campus	01/16/2018-03/08/2018 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM - 10:15AM, Engineering, Room 206	S. Cornell	12 / 30 / 0	3.00	Undergraduate
5	Spring 2018	Closed	<a href="#">MATH-1414-000H (167368) College Algebra/STEM</a>		Washington Street Campus	01/16/2018-03/09/2018 Lecture Monday, Tuesday, Wednesday, Thursday 10:30AM - 11:45AM, Engineering, Room 102 (more)...	A. Wheeler	11 / 25 / 0	4.00	Undergraduate
6	Spring 2018	Closed	<a href="#">MUSI-1306-000H (167970) Music Appreciation (American)</a>	Emphasis on American Music History	Washington Street Campus	01/16/2018-03/08/2018 Hybrid Tuesday, Thursday 10:30AM - 11:45AM, Music Building, Room 202	J. Laughlin	7 / 16 / 0	3.00	Undergraduate
7	Spring 2018	Open	<a href="#">PSYC-2301-000H (166719) General Psychology</a>		Washington Street Campus	03/19/2018-05/09/2018 Hybrid Monday, Wednesday 12:30PM - 01:45PM, Dutton Hall, Room 101	E. Rodriguez	7 / 25 / 0	3.00	Undergraduate
8	Spring 2018	Waitlist Closed	<a href="#">SPCH-1315-000H (168015) Public Speaking</a>		Washington Street Campus	01/16/2018-03/08/2018 Hybrid Tuesday, Thursday 09:00AM - 10:15AM, R. E. Byrd Business Building, Room 402	J. Gibson	0 / 10 / 0	3.00	Undergraduate
9	Spring 2018	Closed	<a href="#">SPCH-1321-000H (168055) Business-</a>		Washington Street Campus	01/16/2018-03/08/2018 Hybrid Tuesday, Thursday	J. Gibson	11 / 20 / 0	3.00	Undergraduate

## Student requirements for Amarillo College Global Travel

To be eligible for a study abroad program with Amarillo College, you must meet the following requirements:

1. Academic Standing: Applicants for study abroad must be in good academic standing. Your GPA must be at least 2.5.
2. Current enrollment: You must be currently enrolled in the appropriate class required for the AC Global Travel Experience, as determined by the AC Faculty Tour Leader and the AC Honors Program.
3. Good standing with the college: Prior disciplinary files or student holds of any kind may disqualify a student from traveling.
4. Faculty Reference: Students must provide a faculty reference.

Student responsibilities:

1. Passport: Students will obtain their passport.
  2. Payments: Students are responsible for making timely payments to the chosen tour company, which is determined by the faculty tour leader and the AC Honors Program.
  3. Course: Students will enroll in the appropriate course for the trip.
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## FACULTY- LED PROGRAM PROPOSAL FORM

### AC HONORS EDUCATIONAL GLOBAL TRAVEL EXPERIENCE

Fall Break 2018 in conjunction with a Fall I course

OR

Spring Break 2019 in conjunction with a Spring I course  
(choose one)

Return to Lesley Ingham, Honors Program Co-Coordinator by April 20<sup>th</sup>, 2018

laingham@actx.edu Parcels 204N, Washington Street Campus

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Office location: \_\_\_\_\_ Office phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROGRAM LOCATION (CITY, COUNTRY): \_\_\_\_\_

PROPOSED TOUR COMPANY: \_\_\_\_\_

PROPOSED TOUR PRICE PER TRAVELER: \_\_\_\_\_

DOES THE TOUR PRICE INCLUDE GLOBAL TRAVEL INSURANCE? \_\_\_\_\_

STUDENT TO FACULTY RATIO: \_\_\_\_\_

COURSE NAME and NUMBER: \_\_\_\_\_

PROPOSED COURSE DESCRIPTION: \_\_\_\_\_

TIME COMMITMENT: As an AC Faculty Tour Leader, would you be able to commit 5-10 hours of your work week to promoting, recruiting, and coordinating your tour with tour company and your students?

MONETARY COMMITMENT: In the event that the tour does not have enough spots filled to secure a free travel spot for you, are you willing to pay out-of-pocket for your trip? \_\_\_\_\_

FACULTY SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT CHAIR SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

REQUIRED ATTACHMENTS:

1. Course syllabus
2. Sample assignment and explanation of how it assesses learning outcomes.
3. A letter explaining why you desire to lead an international trip for AC Students.

**Please note:**

- The Honors Committee is spearheading the expansion of short-term international experiences offered to all AC students as part of the Amarillo College strategic plan.
- One faculty tour leader will be selected for Fall Break 2018, and one faculty tour leader will be selected for Spring Break 2019. The selections will be made by May 1<sup>st</sup>, 2018.
- At this time, AC travels internationally with approved tour companies, such as EF College Study Tours or World Strides.
- It is the faculty member's responsibility to create course objectives that correlate with the trip.
- Cross-listed courses are permitted, allowing more students to take the class that offers the travel experience, even if they do not travel. The global travel lessons will be beneficial to students, even if they do not take the trip.
- It is the faculty member's responsibility to assist in recruiting at least six students to travel with them and take the corresponding Fall I or Spring I course.
- Faculty Tour Leader travel will be paid for if he or she has a certain number of students (usually 6-10) that sign-up for the trip.
- Flights, hotels, transportation, and a 24-hour tour guide/translator are provided through most tour companies. On the trip, faculty members are responsible for connecting course objectives to the unique experiences overseas, as well as keeping students on task, on time, and encouraged/taken care of.
- The Honors Department at AC is facilitating these tours and assisting faculty tour leaders in recruiting, promoting, planning, and communicating with the tour company.
- Students will pay for the trip through an online payment plan, which is set-up and handled through the chosen tour company.