I. Announcements

A. The new CCSF Honors Program CD ROM will be available early spring 2004. The purpose of the CD is to promote program and provide easy access to information/forms. Those who want a copy should contact the honors office. The CD will also be distributed to various campus locations.

B. The Honors Program Web Cite has been updated by the Office of Instruction staff.

II. New Business - The following concerns about the CCSF honors program were raised and acted upon.

A. Transfer Agreements
   1. Concern: One student present mentioned some honors students feel left out because their transfer institution of choice has not been included on the list of CCSF Honors Partners handout.
   2. Action: A note has been added to this handout to inform students that all schools will see honors work on transcripts, so students could get a benefit even if there is not a specific agreement. The Honors Coordinator will also continue to work with state and national honors organizations to increase the number and scope of partnerships.

B. Contracts
   1. Concern: One student present mentioned some honors students find projects for honors contracts are challenging due to lack of structure and support.
   2. Action: A sub-committee was formed to provide guidelines to help students/professors set up time lines, meetings, and other structural elements for projects. It was also mentioned by one committee member that ultimately students working on contracts will still have to set much of their own structure and are expected to be good with time management. Never the less, the guidelines will be helpful.
C. Scholarships

1. Concern: One student mentioned that there are not enough scholarships for honors students.

2. Action: The Honors Coordinator will continue to work with the CCSF Scholarship office to find out about / create more scholarship opportunities. These opportunities will continue to be announced in the CCSF Honors News newsletter.

Members in attendance: Brian Ellison, Tom Blair, Sami Kudsi, Ron Capistrano, Stephen Johnson, Sharon Edwards, Sheryl Blumenthal.