

Honors Department

AUP for Academic Year 2023-2024

October 2022

Describe Department/Unit

Connection to College Mission

Honors Program Mission:

The Honors Program seeks to prepare students for transfer and to heighten students' educational experiences. The Honors Program supports Cerro Coso's mission to provide academic instruction to promote fulfillment of four-year college transfer requirements and encourage degrees. The Honors Program encourages and recognizes students' academic excellence, degree completion, and transfer readiness.

Catalog Description for Honors:

"The Cerro Coso Honors Program is designed to serve highly motivated students who are interested in a challenging and rewarding academic experience, preparing them for transfer to a four-year college. Honors Program students benefit from priority registration at Cerro Coso, scholarship opportunities, priority admissions at many universities, and other advantages through the Honors Program's transfer agreements with many UC, CSU, and private universities."

Phi Theta Kappa Mission:

Phi Theta Kappa is an international honors society for community college students. Its mission is to recognize and encourage academic achievement of community college students and provide development opportunities through participation in leadership, honors, service, and fellowship. Phi Theta Kappa supports Cerro Coso's mission to encourage degree completion. Phi Theta Kappa membership is one of the ways students are recognized for their academic excellence at Cerro Coso. Our chapter also offers students opportunities for chapter leadership and community and college service.

Connection to College Mission:

Both the Honors Program and Phi Theta Kappa support the College's mission to produce and support student success and achievement.

Connection to College's Strategic Plan Goals:

Both the Honors Program and Phi Theta Kappa support the College's third strategic goal, optimize student enrollment and promote Cerro Coso as the higher education option of first choice to potential students throughout our service area, by directly contacting high school students eligible for the Honors Program, offering a \$1000 scholarship to an outstanding incoming student, and showcasing the best Cerro Coso has to offer in a high-end, quality education. The benefits of the Honors Program and Phi Theta Kappa can help draw students to Cerro Coso and make their time here even more advantageous when applying for jobs, scholarships, and transfer.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

Honors Program:

No equity gaps were identified with the limited data available.

Phi Theta Kappa:

No data are available for this program.

Honors Program:

No equity data are available for Honors Program students to make detailed equity assessments.

Phi Theta Kappa:

No data are available Phi Theta Kappa students.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year**Honors Program:**

In addition to other eligibility criteria, students must be eligible for ENGL C101 to join the Honors Program and to take Honors classes. As Honors courses are submitted to Curriculum Instruction Council for revision, ENGL C101 is made as pre-requisite/co-requisite.

The single Honors Program PLO was met, no gaps were identified, and so no intervention was taken.

Phi Theta Kappa:

PTK has no courses, and therefore there are no PLOs.

Outcomes Assessment: Results of Last Year's Assessments

Target Met?

Yes

Honors Program:

No assessments planned or necessary for this year.

Phi Theta Kappa:

No assessments required.

Target Met?

Outcomes Assessment: Missed Targets

Outcomes Assessment: Schedule of This Year's Assessments

Honors Program:No assessments planned or necessary for this year.

Phi Theta Kappa:No assessments required.

Program Review

Honors Program

Year of Last Program Review:

2019 - 2020

Actions Taken in the Prior Year to Address Strategies:

Goal 1: Growth of the Honors Program - Sustain growth of the Program by mailings and informational sessions early in the semester. Counseling made presentations at the high school to recruit students into the Program.

Goal 2: Consistent Pre-requisite - Students are no longer placed in ENGL C070, so ENGL C101 eligibility is the prerequisite for all honors classes. The honors classes CORs are revised for this change when they are submitted to CIC for cyclical revisions.

Goal 3: Uniform and Appropriate Rigor - The requirement for a 2,500-word research paper (or equivalent) for all honors classes and contracts is continually being enforced. A member of the Honors Program Committee always reviews research projects in honors contracts before being approved.

Strategies Still to be Addressed:

Goal 1: Growth of the Honors Program - Current strategies will continue to be implemented. An information workshop is planned for Fall 2022. This workshop is opened to all students instead of being restricted to Honor Program students. Mailings to Honors Program-eligible students will continue. Early in the Fall 2022 semester, mailings were made to 877 eligible students resulting in over 80 applicants. Mailings to students is an effective and efficient recruiting tool.

Goal 2: Consistent Pre-requisite - ENGL C101 eligibility is the prerequisite for all honors classes, and this requirement will continue to be implemented in all honors classes CORs when they are updated at the CIC. The honors coordinator (Guck Ooi) is also a representative at the CIC, and together with the assistance of the CIC Chair, will be making this revision.

Goal 3: Uniform and Appropriate Rigor - The requirement for a 2,500-word research paper (or equivalent) for all honors classes and contracts is continually enforced, and is stipulated in all honors classes CORs.

Last Year's Initiatives

Honors Program - Growth of the Program

These tasks are ongoing, and have been successful. COVID-19 pandemic has forced all Honors-related activities to be conducted remotely thereby reducing our on-ground presence. We also conducted an audit of students in our Program and have removed those who were inactive or have lowered GPA. Outreach to students on the Honors Program and their obligations will continue. Students taking Honors classes automatically assume that they are in the Honors Program and did not realize that to be an Honors Program student, they have to apply to join, consistently meet the requirement of an overall GPA of 3.25, and finally to apply to graduate with honors. These requirement will be emphasized in all outreach activities. Faculty teaching honors classes are constantly reminded to inform their students of these requirements.

Phi Theta Kappa - Integration of Incarcerated and Non-Incarcerated Student Groups

This initiative remains at the forefront of Phi Theta Kappa Advisors. Currently, there are two PTK advisors at incarcerated locations and one advisor at IWV, and they are working together closely to determine a plan of collaboration between CC's incarcerated students and IWV students, improving communication and feedback between the student leaders at both locations.

Plan: Schedule regular meetings with the three PTK advisors and between the PTK student leaders to facilitate collaborative projects, discussions, or shared feedback between the two student officer teams.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

Honors Program - Growth of the Program

Rebuild PTK Officer Connections

Honors Program - Honors Library Archive

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Honors Program - Growth of the Program

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

To increase number of students joining and completing the Honors Program:

- Improve faculty and staff awareness of Honors Program
- Improve outreach to eligible students

Early Observational Data, or "Lead" Measure(s):

Increase in number of students participating in the Honors Program, and those graduating with honors.

- Covid-19 pandemic has affected our graduation rate adversely, as indicated by the following numbers: Sp2020 - 13; Sp2021- 8; Sp2022 - 6
- Recent outreach efforts have resulted in ~50 students joining the Program
- There will be a lag period before we see an increase in graduation rates as these new students complete their study cycle.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Increased numbers of students joining and graduating from the Honors Program compared to previous years

Person Responsible:

Guck Ooi

Unit gap or institutional goals addressed:

Other. Explain below

Institutional Goal 1: Maximize Student Success

Institutional Goal 3: Ensure Student Access

Institutional Goal 5: Strengthen Organizational Effectiveness

Honors Program - Honors Library Archive

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Work with Library staff to create a publishing platform for Honors Program students to showcase and archive their researchwork.

Early Observational Data, or "Lead" Measure(s):

Students contributing to the Honors Library Archive.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Number of honors student projects being archived.

Person Responsible:

Honors faculty and Library faculty

Unit gap or institutional goals addressed:

It addresses a Guided Pathways practice, It addresses a Strategic Plan goal or objective, Other. Explain below

Maximize student successEnsure student success

PTK - Increase membership and presence at CC's various locations

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

- Collaboration with PTK student leaders across campuses, with help from faculty leaders.
- Hold membership drives during fall semesters across campuses.
- Participate in club rush at IWV campus.

Early Observational Data, or "Lead" Measure(s):

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

- Membership growth.

Person Responsible:

PTK Faculty Advisors

Unit gap or institutional goals addressed:

Evaluate Resource Needs

Facilities

No facilities needs are requested

Information Technology

No IT needs are required.

Marketing

Student outreach activities includes events, mailings and web postings, and these needs are met by the existing college infrastructure support.

Professional Development

Conference attendance for Honors Program Coordinator and Counselor, and/or Phi Theta Kappa Faculty Advisors. May include the following:

- Honors Transfer Council of California (HTCC) meetings (in-state travel)
- Honors Transfer Council of California (HTCC) Undergraduate Research Conference (in-state travel)
- National Collegiate Honors Council (NCHC) Conference (out-of-state travel)
- Leadership conference/training (in- or out-of-state travel)
- Phi Theta Kappa Travel Nevada/California Regional Conference (in- or out-of-state travel)
- Phi Theta Kappa National Convention (out-of-state travel)

Other Needs

None identified

Staffing Requests

1000 Category - Certificated Positions

Honors Program

Location:**Justification:**

No request

Phi Theta Kappa

Location:

Justification:

No request

2000 Category - Classified Staff

Non requested

Location:

Salary Grade:

Number of Months:

Number of Hours per Week:

Salary Amount:

Justification: