



**Honors / Phi Theta Kappa  
Annual Unit Plan  
2012-2013 Academic Year**

**STEP I: DESCRIBE YOUR DEPARTMENT/UNIT**

**a. Mission**

**Honors**

The Honors Program seeks to prepare students for transfer and to heighten students' educational experiences.

**Phi Theta Kappa**

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.

**b. Program Applicability**

**Honors**

The Honors Program supports transfer courses in the general education areas, specifically those with honors classes: biology, chemistry, English, history, mathematics, music, political science, and psychology.

**Phi Theta Kappa**

None. Phi Theta Kappa is an honors society, not an instructional program.



### c. Partnerships

#### Honors

The Cerro Coso Honors Program maintains several memberships, each benefitting our students:

- UCLA's Transfer Alliance Program (TAP)
  - Cerro Coso is one of 48 colleges accepted into UCLA's Transfer Alliance Program. Through the TAP, our Honors Program works directly with UCLA to help our Honors Program students transfer to UCLA. Our Honors Program Counselor certifies our Honors Program graduates who then receive priority consideration for admission to UCLA. As a result of this agreement, nearly all of our program graduates who have applied to UCLA have been accepted.
  - UCLA hosts a TAP/Transfer Conference each November, where prospective transfer students learn about UCLA's opportunities, tour the campus, attend workshops, and talk with departmental representatives. Each year, several of our Honors Program students attend.
  - Our Honors Program graduates are eligible for TAP scholarships at UCLA, and several of our graduates have received them.
  - As part of our membership agreement, UCLA conducted a site review of Cerro Coso's Honors Program during the 2008-09 academic year, and the report and recommendations were provided in spring 2010.
- Honors Transfer Council of California (HTCC)
  - The Honors Transfer Council of California is a collection of 50+ California community college honors programs.
  - HTCC negotiates transfer agreements for our Honors Program graduates at several universities: UC Irvine, UC Riverside, UCLA (only for TAP members), UC San Diego, CSU Fullerton, CSU Long Beach, Cal Poly Pomona, Chapman University, San Jose State, LaSierra University, Loyola Marymount University, Mills College, Occidental College, Azusa Pacific University, Pitzer College, Pomona College, University of San Diego, Whitman College, and San Diego State University.
  - HTCC sponsors an undergraduate research conference at UC Irvine each spring, providing our Honors Program students an opportunity to present at a conference, publish an abstract, and receive HTCC scholarships.
- Western Regional Honors Council (WRHC)
  - The Western Regional Honors Council is part of the National Collegiate Honors Council (NCHC) representing community college and university honors programs across 13 western states. While we are part of the Western Regional Honors Council, we are not a member of the National Collegiate Honors Council.
  - WRHC offers our students opportunities to publish and to attend conferences, though the latter are cost-prohibitive as they are typically out of state.

**Phi Theta Kappa**

Our local Phi Theta Kappa chapter, Beta Kappa Chi, partners with the Phi Theta Kappa organization and is part of the California/Nevada region of Phi Theta Kappa.

**d. Distance Education****Honors**

Honors does not offer distance education courses as the Honors Program Committee has decided against online Honors courses. This is consistent with nearly all of the community college honors programs in California. Instead, we allow students to earn honors credit through contracts with individual instructors, which may be at any Cerro Coso campus or online, thus meeting the needs of our students. Contracts offer a much greater variety than online courses.

**Phi Theta Kappa**

Not applicable.

**STEP 2: EXPLAIN YOUR PLANNING****a. Review of Previous Goals (2010-2011)**



## Honors

### Goal #1: Growth

- In recent years, our Honors Program has tripled in size, reaching 26 students at the end of spring 2010 semester. We will continue to serve a steady population of Honors Program students.
- Starting in the spring 2011 semester, the Honors Program will go college-wide for the first time, so we anticipate growth in the program.

### Progress in Growth

Our primary goal in recent years has been to expand the Honors Program college-wide rather than only serving IWV students. We were successful in completing this goal. With the creation of a process for honors contracts, any Honors Program student can work with an instructor to earn honors credit in any Cerro Coso course included on either the IGETC or CSU GE list.

### Goal #2: Marketing

- Our most effective marketing tool is to write students directly, especially at the students' homes so parents are reached. Our outreach efforts at the high schools are not effective unless we also send information home where presumably parents become involved. The Honors Program Counselor visits local high schools to talk at student assemblies and meet with the high school counselors to market Cerro Coso's Honors Program. We have expanded our outreach efforts by writing letters to Burroughs students eligible for the Honors Program. These efforts doubled and then tripled the number of students applying directly from high school. As we move college-wide, we will continue to improve outreach to high schools so that incoming students are aware of the Honors Program and its benefits, but we will also write eligible students so we know we reach all potential Honors Program students.
- We will continue to improve outreach to our own college students so that they are aware of the Honors Program and its benefits. Despite our increased outreach efforts, we still have some continuing Cerro Coso students, even those eligible for the Honors Program, who do not know what the Honors Program is. Many of our students move in from other areas or schools, or are students returning to college later in life and so were missed in our contacts through the local high school.
- We will continue to search for ways to inform our local community of the Honors Program, primarily using the college's web site and the local newspapers.
- We will continue to participate in College Preview Day and College Night.

### Progress in Marketing

We continue to participate in Preview Day and College Night, to promote the Honors Program at our feeder schools, to announce honors students' achievements in the newspapers, and to contact eligible students directly. Only the later seems to have an immediate, noticeable effect. With the



creation of the process for earning honors credit through contracts, our target population grew from Ridgecrest to our entire service area, including online; therefore, we expanded our marketing efforts to reach all potential targets. Since students can apply to the Honors Program either directly from high school or while at Cerro Coso, we targeted both groups. In identifying eligible incoming students, we contacted all high schools in our service area, not just those in Ridgecrest, and we mailed letters to all of their eligible high school students. Since the contract process was implemented in January 2011, in December 2010, we contacted all Cerro Coso students eligible for Honors. The response was immediate: several non-IWV students applied to the Honors Program. #

### **Goal #3: Data Collection**

- Our greatest measure of success is that those who enter the Honors Program complete the program and are competitive at transfer universities, particularly the UC schools, where our Honors Program graduates are TAP-certified and have significantly higher acceptance rates for transfer than our non-Honors graduates; however, this is not data that we can collect at this time. In the history of the program, we have had a high graduation rate, having very few students wash out of the program, and all students who have applied to transfer universities successfully transferred, many with scholarships. Historically, the Honors Program has not kept consistent data on students once they graduate and transfer, leaving our data largely anecdotal, based on the low number of responses we receive. Largely, such data collecting was probably seen as unnecessary because of our high graduation and transfer rates. We will attempt to track data, including the number of IWV students eligible for the Honors Program, the number who actually enter the program, the number who graduate from the program, the number who transfer, and the number who receive scholarships. Success and retention numbers in Honors courses are collected by individual departments.

### **Progress in Data Collection**

In previous years we tried student surveys, but the response was very low. To improve this, last year we created a mandatory graduation application, but the response is still too low to provide reliable data. To fill in the gap in data keeping, we have created a spreadsheet of all students who have applied to the Honors Program. Because this covers at least four different Honors Program Coordinators in over a decade, the effort is not yet 100% complete. The data is relatively complete for the years since 2004 and shows great (nearly 100%) Cerro Coso completion and transfer success. Of those students who entered the Honors Program, 83% complete the program. Of the 17% who do not complete the Honors Program, nearly all graduate Cerro Coso or transfer but did not complete the required 16 honors units.

Information on honors courses is captured in other departments offering honors courses (English, Math, Science, Social Science, and Visual Performing Arts) and has not been culled out since this would represent these courses twice.



## **Phi Theta Kappa**

### **Goal #1: Growth**

- Our most important goal each semester is making Phi Theta Kappa available to all eligible students, and our growth has been steady. College-wide, all Cerro Coso students eligible for Phi Theta Kappa, about 250 per semester, are sent invitation letters from the college president. Each semester, 15-25% of eligible students join. In several semesters, our chapter has earned a Phi Theta Kappa Pinnacle award for increasing its membership over the previous year.

### **Progress in Growth**

Excellent! In fall 2010, we had a 25% increase in our membership from the previous semester, earning us the Pinnacle Award and five \$45 scholarships for new members. And for the 2010-2011 academic year, we had our largest number of new Phi Theta Kappa members: 96. Unfortunately, we cannot sustain such incredible growth every semester, especially during bad economic times as our students cannot always afford the \$75 membership fee and the supporting funds given by EOPS have dried up, leaving these students least able to join Phi Theta Kappa. Without those funds, fewer students will join and our future growth will be limited. Since our chapter's inception in 2006, we have had about 450 students join Phi Theta Kappa. This is excellent, but we want more students to benefit from what Phi Theta Kappa offers.

### **Goal #2: Leadership**

- We will continue to seek ways to improve the officer leadership training.

### **Progress in Leadership**

I am continuing to find ways to improve leadership training and have had excellent officers; however, I still feel inadequate as a training resource for this specialized area.

### **Goal #3: Conferences**

- Phi Theta Kappa holds several conferences, training sessions, and meetings in our California/Nevada region and throughout the nation. To date, we have only sent one chapter officer to a conference. Our chapter and students would benefit from increased exposure to what Phi Theta Kappa offers in its honors seminars, leadership training seminars, and conferences. Without a budget, conference attendance is unlikely as most of our students cannot afford the expenses of travel and conference fees.

### **Progress in Conferences**

No budget, so no conferences. While this was a goal, it was always assumed to be highly unlikely. Our students simply cannot afford such travel



expenses.

**Goal #4: Increased Member Involvement**

- While members do not have to be involved in the chapter to remain members in good standing, we strive to involve more members in our chapter's activities. This is complicated by the vast distances between our members at the different Cerro Coso sites and online. The level of involvement is largely dependent on the interest level of its members, so this varies from year to year, but the Phi Theta Kappa chapter is ready to support the interests of its members.

**Progress in Increased Member Involvement**

We continue to provide many opportunities for member involvement and we have had many new members attend monthly meetings, participate service activities, and serve as officers. The level of engagement is still less than we would desire.

**b. Review of Overall Department/Unit**



## Honors

Having done a major overhaul of the Honors Program by adding contracts as a way for students to earn honors credit in a non-honors transfer course, we are now assessing the process and making adjustments as needed. Overall, the result has been great. We immediately had several non-IWV students apply to the Honors Program. Many of our students have taken advantage of contracts as they allow for greater flexibility, giving students an opportunity to earn honors credit in classes for which we do not have honors classes. Where we have not succeeded, however, is in getting large numbers of non-IWV students to participate in contracts. Several non-IWV students joined the Honors Program, but two semesters into the contract process, only a few of these students have made progress to complete honors contracts. It is a start and actually exceeds our expectations in many ways, but we would like to see more non-IWV students completing contracts. To remedy this, we first need to identify the problem: students or faculty? Is it that these new honors students do not know how to proceed? If so, then the written communications mailed to them explaining the process are not sufficient and we need to seek additional means of training students. Or is it that non-IWV faculty have not yet been responsive to honors contracts? Based on anecdotal evidence, this is indeed a problem as some online students have been told not to do contracts online but to instead take honors courses at IWV, which is unfortunate and runs counter to our goal in creating contracts: taking the Honors Program to the students. The contract process has been presented several times at Academic Senate and in e-mails to faculty before the start of each semester, but this may not be sufficient to communicate with faculty between the sites or to generate faculty buy-in. We should continue to work with the various Cerro Coso sites as well as local high schools throughout our service area to establish ourselves in those schools and communities. This effort ties in with Cerro Coso's goal to stabilize student services to support transfer college-wide.

In addition to the success of contracts, several other things are going well. We are attracting new student populations. Our transfer rates continue to be excellent. A program learning outcome was developed and curriculum is being updated in response to it. Students are taking advantage of the opportunities the Honors Program offers, such as presenting research at the HTCC Undergraduate Research Conference and attending UCLA's Transfer Conference. For the later, this year we are partnering with the Transfer Center to allow all Cerro Coso students interested in transferring to attend along with the Honors Program students. This fits nicely with the Honors Program's and Cerro Coso's goal to support transfer college-wide and to inspire our students to strive for excellence. The research conference challenges students to do something that they otherwise would not have the opportunity to do. We provide recognition to our Honors Program graduates with a banquet for them and their families and recognition at commencement with honors regalia and commencement program notations. Finally, we continue to offer several scholarships each year to students in the program:

- \$1,000 President's Scholarship to an incoming student (used to recruit graduating seniors)
- \$500 Transferring Honors Student Scholarships to two outstanding graduating Honors Program students
- Honors Research Scholarship to all students presenting their research at the UC Irvine Undergraduate Research Conference

Of course, the Honors Program also has areas of improvement needed. First, we need to identify any potential gaps between our program goals and actual student learning and then to bridge these gaps. Second, while the number of honors students remains steady, we hope to increase those numbers so all





students who might benefit from the Honors Program take advantage of the opportunity. This is especially true of students outside of Ridgecrest who have lacked the opportunity until this year.

### **Phi Theta Kappa**

Our Phi Theta Kappa chapter continues to offer its members opportunities in Phi Theta Kappa's four hallmarks—scholarship, leadership, service, and fellowship—and supports its mission to encourage and recognize academic excellence.

#### Scholarship Opportunities

Since establishing a Phi Theta Kappa chapter at Cerro Coso, our students have gained access to several scholarships:

- All-USA Academic Team
- All-California Academic Team
- New Century Scholars
- Barry M. Goldwater Scholarship
- Guistwhite Scholarship
- Leaders of Promise Scholarship
- Coca-Cola Two-Year Colleges Scholarship
- Jack Kent Cooke Foundation Undergraduate Transfer Scholarship
- Over \$65 million in scholarships at more than 600 transfer schools

Some of these scholarships are exclusive to Phi Theta Kappa members while others are available to all qualifying Cerro Coso students, especially for transfer students. Additionally, our chapter now offers 10 partial membership scholarships (\$45 of the \$75 membership fee) each semester.

#### Service, Leadership, and Fellowship Opportunities

Our chapter of Phi Theta Kappa has completed several service projects in our community. Our chapter has participated in the communities at Ridgecrest, KRV, and Bishop, working with local women's shelters, Boys and Girls Clubs, Better World Books, Relay for Life, libraries, clothing and food collection and donations, and local events like garden and food projects. Each provides Phi Theta Kappa members a chance for leadership and/or service experience as well as an opportunity for fellowship with other members, Cerro Coso students, and our communities. When members are interested, we also attempt to provide purely social activities to increase a sense of fellowship among Cerro Coso students.



### Recognition

Our Phi Theta Kappa students are recognized for their academic achievement and Phi Theta Kappa membership in a number of ways:

- Annual induction ceremony of new members
- Press releases
- Graduation regalia and commencement ceremony program notation
- Automatic inclusion in the National Dean's List publication of college honors students
- A golden key membership pin
- A certificate of membership
- A gold diploma seal denoting Phi Theta Kappa membership for their college diploma

### **c. Goals for Upcoming Year (2012-13)**

#### ***Honors Goal #1: Update Honors Curriculum***

*1. Connection to College Strategic Goals:* Strategic goal #1.A—Strengthen instructional programs and services: specifically transfer

Goal: Working with the CIC Chair and the Faculty Chairs, the Honors Program Coordinator will assist in updating honors COR's.

*2. Specific internal\* or external\*\* condition(s) the goal is a response to:* Curriculum Committee deadlines

*3. Action Plan:* Work with Faculty Chairs to make sure that all CORs for honors courses are up-to-date

*4. Measure of Success:* COR's for all honors courses will either be updated, inactivated, or deleted



**Honors Goal #2: Complete Assessment of Program and Student Learning Outcomes**

1. *Connection to College Strategic Goals:* Strategic goal #1.A—Strengthen instructional programs and services: specifically, maintain progress on Student Learning Outcomes to achieve the level of Proficiency by 2012

Goal: The Honors Program will complete its program learning outcomes and student learning outcomes.

2. *Specific internal\* or external\*\* condition(s) the goal is a response to:* college assessment deadlines

3. *Action Plan:* Honors Program Committee members will
- a) conclude a two-year assessment of student learning outcomes in honors classes and contracts
  - b) assess the Honors Program learning outcome
  - c) identify any gaps in the program learning outcome(s) and/or student learning outcomes
  - d) identify ways to eliminate these gaps to make classes and/or contracts better

4. *Measure of Success:* Comprehensive SLO/PLO report will be submitted

**STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)**

**a. New Classified Staffing**

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source: G=General Fund R=Restricted (be specific)
Not applicable								



**b. New Full-Time Faculty Staffing**

Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)
Not applicable					

**c. Supplies (per unit cost less than \$1000)**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Supplies	College wide	2	1.A 1.D	<p>Honors and PTK program supplies, graduation regalia, and other needs for program members.</p> <p><u>Rationale:</u> Supports Phi Theta Kappa's mission to recognize and encourage academic achievement of community college students and provide development opportunities through participation in leadership, honors, service, and fellowship. Supports the Honors Program's mission to prepare students for transfer and to heighten students' educational experiences. Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting</p>	\$500.00	Ongoing	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
				equitable student services college wide.			

**d. Non-Technology Equipment (per unit cost greater than \$1000)**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Not applicable							

**e. Technology Equipment (computers, data projectors, document readers, etc.)**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Not applicable							



**f. Facilities**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Not applicable							

**g. Travel (inter-campus, intra-district, conferences, etc.)**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Honors travel	College wide	1	1.A 1.D	Travel for Honors Program Coordinator, Honors Program Counselor, and Honors Program students to UCLA Transfer/TAP Conference: meals, gas, and parking. Supports the Honors Program's mission to prepare students for transfer and to heighten students' educational experiences. <u>Rationale:</u> Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting equitable student services college wide.	\$200.00	Ongoing	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Honors travel	College wide	1	1.A 1.D	Travel for Honors Program Coordinator and Honors Program students to UC Irvine for the HTCC Undergraduate Research Conference: meals, hotel, gas, conference registration fees, and parking. <u>Rationale:</u> Supports the Honors Program's mission to prepare students for transfer and to heighten students' educational experiences. Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting equitable student services college wide.	\$700.00	Ongoing	G
Honors travel	College wide	2	1.A 1.D	Travel for Honors Program Coordinator and Honors Program Counselor to the TAP meetings: meals, gas, and parking. Attendance is required for the Cerro Coso Honors Program to maintain its partnership with UCLA and TAP. <u>Rationale:</u> Supports the Honors Program's mission to prepare students for transfer and to heighten students' educational experiences. Supports College's Strategic Plan by	\$100.00	Ongoing	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
				supporting both associate degree and transfer students and by supporting equitable student services college wide.			
Honors travel	College wide	2	1.A 1.D	Travel for Honors Program Coordinator and Honors Program Counselor to the HTCC meetings: meals, gas, and parking. Attendance is required for the Cerro Coso Honors Program to maintain its partnership with HTCC. <u>Rationale:</u> Supports the Honors Program's mission to prepare students for transfer and to heighten students' educational experiences. Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting equitable student services college wide.	\$100.00	Ongoing	G





**h. Marketing (brochures, radio spots, promotional travel, etc.)**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Not applicable: Honors marketing material is made in Cerro Coso print shop, and Phi Theta Kappa provides marketing resources							

**i. Other (institutional fees, library books)**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Honors faculty stipends	College wide	1	1.A 1.D	Pay faculty \$250 per honors contract. By providing direct instruction, stipends support the Honors Program's mission to prepare students for transfer and to heighten students' educational experiences. <u>Rationale:</u> Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting equitable student services college wide.	\$5,000.00	Ongoing	G
Phi Theta Kappa Advisor stipend	College wide	1	1.A 1.D	Stipend plus benefits for PTK Advisor. <u>Rationale:</u>	\$3,076.77	Ongoing	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
				<p>Supports Phi Theta Kappa's mission to recognize and encourage academic achievement of community college students and provide development opportunities through participation in leadership, honors, service, and fellowship.</p> <p>Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting equitable student services college wide.</p>			
Honors Program graduate banquet	College wide	1	1.A 1.D	<p>The spring banquet honors the year's Honors Program graduates.</p> <p><u>Rationale:</u> Supports the Honors Program's mission to prepare students for transfer and to heighten students' educational experiences.</p> <p>Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting equitable student services college wide.</p>	\$900.00	Ongoing	G
Phi Theta Kappa induction ceremony	College wide	1	1.A 1.D	<p>A PTK induction ceremony is required for its new members. We do one a year rather than one a semester to keep costs down.</p> <p><u>Rationale:</u></p>	\$400.00	Ongoing	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
				<p>Supports Phi Theta Kappa's mission to recognize and encourage academic achievement of community college students.</p> <p>Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting equitable student services college wide.</p>			
Honors Program membership dues	College wide	3	1.A 1.D	<p>Honors Program has membership dues for some partnerships.</p> <p><u>Rationale:</u></p> <p>Supports the Honors Program's mission to prepare students for transfer and to heighten students' educational experiences.</p> <p>Supports College's Strategic Plan by supporting both associate degree and transfer students and by supporting equitable student services college wide.</p>	\$100.00	Ongoing	G
Faculty stipends for Phi Theta Kappa campus advisors for KRV and Bishop/Mammoth	KRV ESCC	3	1.A 1.D 5	<p>New request: Phi Theta Kappa students would be best served by a faculty advisor at each college site.</p> <p>When Cerro Coso started its chapter of Phi Theta Kappa, the administration understood that it was not possible or at least ideal for one faculty advisor to serve the needs of students college-</p>	\$2,000.00	Ongoing	G



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
				<p>wide and desired an advisor for each campus; however, this remains the situation. The faculty advisor works via mail, phone, and e-mail to reach eligible students and members across the college. In recent years, we have tried to have a student representative at each college site. Using student volunteers is not ideal, of course, and we cannot maintain even one student representative at each site, so promotion is a challenge. We have also tried recruiting full-time faculty at these campuses, but without any success. A stipend might make faculty willing to work with the Phi Theta Kappa students at their campuses. Additionally, since a Cerro Coso employee must be present at all student events, if Phi Theta Kappa wishes to participate in a community event at one of the non-IWV campuses, we have had to rely on staff. Obviously a campus PTK advisor would be ideally suited for such a task and would certainly improve student participation. Even with the wonders of technology, Moodle, Facebook, and videoconferences do not provide a</p>			



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
				<p>sense of community or encourage participation.</p> <p><u>Rationale:</u> Supports Phi Theta Kappa's mission to recognize and encourage academic achievement of community college students and provide development opportunities through participation in leadership, honors, service, and fellowship.</p> <p>Supports College's Strategic Plan by supporting both associate degree and transfer students, by supporting equitable student services college wide, and by improving communication.</p>			

**STEP 4: ATTACH PRIOR YEAR'S SLO ASSESSMENT DATA (as applicable)**

Not applicable for either Honors or Phi Theta Kappa.

**STEP 5: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (Instructional units only, as provided)**

Not available for Honors. Not applicable for Phi Theta Kappa.