

# Honors Department

## AUP for Academic Year 2020-2021

October 2019

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### 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.

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### Report on Improvements Made and Gaps Identified in the Prior Year

#### Student Equity: Actions Taken

##### Phi Theta Kappa:

No equity data available to make assessments.

##### Honors Program:

No equity data are available to make assessments. We continue to do outreach, trying to reach all eligible students.

## **Student Equity: Gaps to be Addressed**

### **Gender: Male**

#### **Gap Identified:**

#### **Honors Program:**

No equity data are available for Honors Program students to make detailed equity assessments, but of the 38 Honors Program students registered in Fall 2019, 63% are female and 37% are male. This is consistent with the 65% female and 35% male split observed in all students eligible for the Honors Program.

The bias towards more female students in the Honors Program is therefore not caused by our recruitment efforts.

## **Outcomes Assessment: Actions Taken**

### **Actions taken in the prior academic year**

#### **Honors Program:**

Students must be eligible for ENGL C101 to join the Honors Program. Since all entering students are now eligible for ENGL C101, the prerequisite for ENGL C070 is now redundant.

## **Outcomes Assessment: Gaps to be Addressed**

**Not available as SLOs in honors courses are assessed by departments, not by the Honors Program. PTK has no courses, and therefore, no SLOs.**

#### **Type:**

SLO

#### **Target Missed/Gap Detected:**

#### **Type of Gap:**

#### **Analysis and Plan for Improvement:**

#### **Anticipated Semester for Implementing Planned Improvements:**

#### **Anticipated Semester of Next Assessment:**

## **Program Review: Actions Taken**

### **Honors Program**

#### **Year of Last Program Review:**

2014 - 2015

**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 fall 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 is the prerequisite for all honors classes. The honors classes CORs are revised for this change when they are updated at the CIC.

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.

**Strategies Still to be Addressed:**

Goal 1: Growth of the Honors Program

- Current strategies will continue to be implemented. Attendance at this year's informational session was below expectations for students (10), though this could be due to conflicting club events occurring at the same time. Attendance by honors faculty was reasonable (4).
- Mailings will continued to be made, but so far these are to students who have applied or expressed interests in the program. Currently, it is difficult to identify all students who are eligible, and to mail information to them to connect them with the program. Assistance from Institutional Research will be needed.

Goal 2: Consistent Pre-requisite

- ENGL C101 is the prerequisite for all honors classes, and this requirement will be revised 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, are 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 being enforced.

## **Annual Planning: Actions Taken**

### **Growth**

**Honors Program:**

Outreach to students on the Honors Program 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 will be reminded to inform their students of these requirements.

Better educate Cerro Coso employees about the Honors Program.

- Mailings will be made to appropriate employees about the program.

Curriculum changes

- There is a new Honors Coordinator, starting in Fall 2019
- Coordinator and/or Honors Counselor attend HTCC Honors meetings
- All C299H courses not offered, replaced by honors contracts instead

## Leadership

We have decided to withdraw this goal.

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# Review of Current Year Initiatives

## Reminder of Initiatives for the Current Year

### Growth

#### Honors Program

Institutional Research: Be able to access and evaluate data that are specific to honors students through the implementation of a "honors filter" in Tableau.

#### Phi Theta Kappa

No new support needed.

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# Plan Initiatives for Next Year

## Initiatives for Next Academic Year

### Growth

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

#### Lead Measure of Success:

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

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

**Lag Measure of Success:**

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

**Person Responsible:**

Guck Ooi

**It addresses a program review strategy**

**Which strategic goal does this initiative address?**

Goal 1: Maximize Student Success, Goal 3: Ensure Student Access, Goal 5: Strengthen Organizational Effectiveness

**PTK: Integration of incarcerated and non-incarcerated student groups**

**Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

**Goal**

With two PTK advisors and a PTK student officer team in the prisons and two advisors and an officer team at IWV, we would like to develop a collaborative approach between our incarcerated students and IWV students, improving communication and feedback between the student officer teams.

**Steps**

Schedule regular meetings or other methods of communication between four advisors.

Facilitate collaborative projects, discussions, or shared feedback between the two student officer teams.

**Lead Measure of Success:**

Advisor meetings or other method of regular communication

Officer teams meeting in person and/or writing back and forth, sharing ideas and feedback

**Are any of the lead measures identified above lacking assessment instruments?**

No

**Does the department request help to develop these instruments?**

No

**Lag Measure of Success:**

Advisors met

Two student groups communicated

Discussions between advisors and their respective student groups about the value of the collaboration and communication.

**Person Responsible:**

Christine Swiridoff, Sarah King, Alec Griffin, and Peter Fulks

**Other**

Program improvement

**Which strategic goal does this initiative address?**

Goal 2: Advance Student Equity Measures, Goal 4: Enhance Community Connections

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## Evaluate Resource Needs

### Facilities

None

### Information Technology

None

### Marketing

None additional

### 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)

### Research and Data

No data is available so far for the Honors Program or Phi Theta Kappa.

Honors Program Coordinator (Guck Ooi) has discussed the issue with the Program Review Coordinator (Susie Ama) and College Institutional Researcher (Ryan Khamkongsay) to add an 'Honors' filter to the Tableau site to enable the collection of honors program-related data.

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# Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff