

# Honors Department

## AUP for Academic Year 2021-2022

October 2020

---

### 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: Actions Taken

##### Honors Program:

No equity gaps were identified with the limited data available.

**Phi Theta Kappa:**

No data is available for this program.

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

### **No Gap Identified**

**Gap Identified:**

**Honors Program:**

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

**Phi Theta Kappa:**

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

## **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.

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, no PLOs or SLOs.

### **Assessments completed in the prior academic year**

**Honors Program PLO:**

"Students completing the Cerro Coso Honors Program should feel secure in their academic preparedness for upper-division-level coursework and intellectual autonomy. To demonstrate this, in honors classes and/or contracts, students pursue topic(s) of independent research at an upper-division level, working beyond the topic and/or level or non-honors course study."

The Honors Program has assessed its PLO in 2019 with a 91% satisfactory result. Assessment was made using data from all honors classes from the last 6 years, and from honors contracts from the last year.

SLOs in honors courses are assessed by departments, not by the Honors Program, so no actions were necessary

**Phi Theta Kappa:**

No assessments are required.

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

## Program Review: Actions Taken

### 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 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.

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. A virtual information workshop is planned for Fall 2020 (Oct 2020). Unlike previous years, this workshop will now be opened to all students instead of being restricted to Honor Program students.

Mailings to Honors Program eligible students will continue to be made. In Spring 2020, mailings were to 998 students, and we have now more than doubled our Honors Program students, increasing from 40 to 86. Mailings to students seem to be an effective and efficient recruiting tool for the Honors Program.

##### Goal 2: Consistent Pre-requisite

ENGL C101 eligibility is the prerequisite for all honors classes, and this requirement will continue to 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, 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.

## Annual Planning: Actions Taken

## Growth

These tasks are ongoing, and have been successful. The numbers of students joining the Honors Program and PTK Society have increased dramatically.

Outreach to students on the nature of 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 requirements will be emphasized in all outreach activities. Faculty teaching honors classes are constantly reminded to inform their students of these requirements.

---

## Review of Current Year Initiatives

### Reminder of Initiatives for the Current Year

#### Growth

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

---

## 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

#### Lead Measure of Success:

- Increase in number of students participating in the Honors Program, and those graduating with honors
- In the last year, the number of eligible students joining the Honors Program has increased by 115%.

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 gap in student equity**

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

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

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

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

Yes

**Specific Action Steps to be Taken:**

This initiative is still important for our Phi Theta Kappa advisors and officers; however, COVID-19 has made most of our plans impossible at this time. Once the pandemic is over and prison visits permitted, we will revisit and resume this initiative.

Pre-COVID Plan:

- 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.
- Schedule regular meetings or other methods of communication between four advisors. Facilitate collaborative projects, discussions, or shared feedback between the two student officer teams.

COVID-19 adjustments:

- Since the prison is closed to visitors and faculty due to COVID-19, this plan is being greatly modified or stalled entirely

**Lead Measure of Success:**

Pre-COVID measures:

- Advisor meetings or other method of regular communication
- Officer teams meeting in person and/or writing back and forth, sharing ideas and feedback

COVID-19 adjustments:

- All communications will take place via mail, with students writing back and forth and sharing ideas and feedback. This, however, is a slow process requiring months to accomplish what could be discussed in a two-hour visit.

**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 Matt Crow

**It addresses a program review strategy**

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

Goal 1: Maximize Student Success, Goal 2: Advance Student Equity Measures, Goal 3: Ensure Student Access, Goal 5: Strengthen Organizational Effectiveness

---

## **Evaluate Resource Needs**

### **Facilities**

No facilities needs are required

### **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)

### **Research and Data**

No 'Honors Program' filter is available in institutional database so dedicated search and analysis is required.

---

## **Staffing Requests**

### **1000 Category - Certificated Positions**

### **2000 Category - Classified Staff**