

Honors Department

AUP for Academic Year 2024-2025

October 2023

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 meaningful equity gaps using the limited data available.

Phi Theta Kappa:

No data were available for this program.

Honors Program:

None needed to be addressed.

Phi Theta Kappa:

No data were available for this program.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year**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 there are no PLOs.

Outcomes Assessment: Results of Last Year's Assessments

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

Phi Theta Kappa:No assessments required.

Target Met?

Yes

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 - ENGL C101 is the prerequisite for all honors classes. This is enforced at CIC when honors courses are submitted for 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. At least one information workshop will be conducted in Fall 2023 or Spring 2024. This workshop is opened to all students instead of being restricted to Honor Program students. Mailings to Honors Program-eligible students will continue. Mailings to students is an effective and efficient recruiting tool. In addition, Honors Program will participate in college-centered outreach activities (e.g. Cerro Coso Rocks) to promote the program.

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

Honors Program:

These tasks are ongoing, and have been successful. We have increased our Honors Program students from 34 in Spring 2022 (low due to the pandemic where all activities were conducted online) to 93 in Spring 2023 where we now conducted all our activities on-ground. Outreach to Honors Program students 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:

These tasks for PTK are ongoing and have been successful. We continue to increase our membership, albeit slowly, with outreach initiatives to increase student membership and activity at all campuses.

Rebuild PTK Officer Connections

This initiative remains ongoing with efforts focused on building leadership roles with PTK as our PTK officer board has

undergone a significant amount of turnover. We continue to improve communication with all PTK members and are working toward rebuilding a solid officer board.

Honors Program - Honors Library Archive

This effort is on-going as copyright issues of publicly sharing and displaying students' work are being clarified.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

Honors Program - Growth of the Program

Honors Program - Honors Library Archive

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

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Honors Program - Continued 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 the 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.

- Increased in students joining the program from 34 in Spring 2022 to 93 in Spring 2023
- Number of students graduating from the program has increased: 6 in Spring 2022 to 9 in Spring 2023.

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:

It addresses a Strategic Plan goal or objective, It addresses a Student Equity and Achievement Plan goal, It addresses an Educational Master Plan direction

Evaluate Resource Needs

Facilities

No facilities needs are requested.

Information Technology

No IT needs are requested.

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:

Non requested.

Phi Theta Kappa

Location:

Justification:

None requested.

2000 Category - Classified Staff

None Requested.

Location:

Salary Grade:

Number of Months:

Number of Hours per Week:

Salary Amount:

Justification: