Honors Department
AUP for Academic Year 2025-2026
October 2024

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 actions needed as no meaningful equity gaps were previously identified.

Phi Theta Kappa: No data were available for this program.

Honors Program: No meaningful gaps identified

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 taken.

Phi Theta Kappa: PTK has no courses, and therefore there are no SLOs or PLOs.

Outcomes Assessment: Results of Last Year's Assessments

Honors Program: No assessments are necessary. Outcomes assessments are done by the respective academic departments for their honors courses.

Phi Theta Kappa: No assessments required.

Target Met?

Did Not Assess

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

Target Met?

Did Not Assess

Honors Program:

No assessments planned or necessary for this year.

Phi Theta Kappa:

No assessments required.

Target Met?

Did Not Assess

Outcomes Assessment: Missed Targets

Outcomes Assessment: Schedule of This Year's Assessments

Honors Program: No outcomes assessment necessary. Outcomes assessment for honors course are done by their respective academic department.

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.

One information workshop was conducted on Oct 4th 2023, and unlike previous years' practice, this workshop was opened to all students. In addition, Honors Program participated in college-centered outreach activities such as Cerro Coso Rocks to promote the program.

Goal 2: Consistent Pre-requisite - ENGL C101 has been the prerequisite for all honors classes. This is enforced at CIC when honors courses are submitted for revisions. However, with the Common Course Numbering Project (CCN) implemented by the California Community Colleges Chancellor Office, it is uncertain whether this prerequisite can now be enforced at this time. Clarifications with both the Honors Transfer Council of California and CCN Project have been sought.

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. These include mailings, informational workshops, and college-centered outreach activities.

Goal 2: Consistent Pre-requisite - The prerequisite requirement for ENGL C101 for all honors classes is uncertain at this stage pending resolution and clarifications from HTCC and CCN Project.

Goal 3: Uniform and Appropriate Rigor -This remains unchanged. 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 will review research projects in honors contracts before being approved.

Last Year's Initiatives

Honors Program - Growth of the Program

These tasks are ongoing, and have been successful. Our recent outreach to eligible students through targeted emails have resulted in at least 15 students joining the program.

Honors Program - Honors Library Archive

FERPA considerations meant that this initiative is now on hold until copyright and privacy issues can be sorted out.

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

PTK did not has an advisor for most of the year so most initiatives were on hold.

The new advisor is only recently on-boarded.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

Honors Program - Continued Growth of the Program

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Continued Growth of the Honors 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.

Does the department request help developing these instruments?

No

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

Increase in number 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 (reminder to the right)

Evaluate Resource Needs

Facilities

No facilities requested.

Information Technology

No IT needs are requested.

Marketing

Student outreach activities include 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 includethe 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

2000 Category - Classified Staff

AUP Budget Worksheet for Honors - FY25

Fund	Org Description	Account Description	Program Title	Activity	Location	2024 Adopted Budget	2024 Actual Expenses	2025 Adopted Budget	2026 Request	Notes	Increase?	In planning document	Data?	Relevance?	Operational Efficiency?
				A	L									If requesting increase of %5 or more	
GU001	CC-Honors Program	Acad Emp - Non-Inst Non Cont	Instrnl Support/Academic Admin	CHONOR	CI	$ -	$ 6,938.20	$ 2,000.00	$ 2,000.00						
GU001	CC-Honors Program	Acad Emp - Non-Inst Non Cont	Other Instrnl Support Services	CPTK	CI	$ 9,000.00	$ -	$ 9,000.00	$ 9,000.00						
GU001	CC-Honors Program	Non-Inst Supplies & Materials	Instrnl Support/Academic Admin	CHONOR	CI	$ 200.00	$ 181.12	$ 200.00	$ 500.00						
GU001	CC-Honors Program	Non-Inst Supplies & Materials	Instrnl Support/Academic Admin	CPTK	CI	$ 300.00	$ -	$ 300.00	$ 500.00						
GU001	CC-Honors Program	Student Travel	Instrnl Support/Academic Admin	CHONOR	CI	$ 1,500.00	$ 1,169.02	$ 1,500.00	$ 1,500.00						
GU001	CC-Honors Program	Employee Travel	Instrnl Support/Academic Admin	CHONOR	CI	$ 1,000.00	$ 915.02	$ 1,000.00	$ 1,200.00						
GU001	CC-Honors Program	Food/Meetings	Instrnl Support/Academic Admin	CHONOR	CI	$ 1,000.00	$ 1,042.72	$ 1,300.00	$ 1,300.00						
GU001	CC-Honors Program	Food/Meetings	Instrnl Support/Academic Admin	CPTK	CI	$ -	$ 279.10		$ 400.00						
GU001	CC-Honors Program	Institutional Dues/Memberships	Instrnl Support/Academic Admin	CHONOR	CI	$ 120.00	$ 200.00	$ 200.00	$ 200.00						

Resouce Requests

Type of request	1 time or ongoing?	Requested amount	description/explanation	In planning document	Data?	Relevance?	Operational Efficiency?
Other							