

CAN Program Review (Instructional) - Honors Transfer Program (Even Year)

Annual Updates

2019-2020

1. Changes & Updates: The Honors Transfer Program (HTP) submitted a comprehensive self-study to the UCLA Transfer Alliance Program (UCLA-TAP) in January 2019 and underwent a related site visit in March 2019. UCLA-TAP certification is the gold standard for CA community college Honors Programs. This certification provides our HTP graduates with priority transfer at UCLA, and it also provides our program with excellent networking opportunities with other UCLA-TAP programs.

The culminating event for the UCLA-TAP re-certification process was a site visit. We are still awaiting the official report from UCLA-TAP site visit team later this fall, and we anticipate that it will drive changes in our program. Notably though, we were sent a preliminary draft of part of the report for fact-checking. One of their major recommendations is to institute a stable institutionalized funding source for the HTP. That was objective #1 in our recent program review, and it has been accomplished. Another major recommendation is to allocate funds for a permanent administrative support staff, so that the program coordinator can have more time for higher-level responsibilities. This need became vividly clear last year as the HTP conducted the self-study and prepared for the site visit, while also simultaneously trying to ramp up campus collaboration, recruiting, and case management efforts.

As the HTP continues to grow, we may eventually look toward requesting permanent administrative support specific to the HTP. For now however, we have partnered with the Transfer Center and the Career Center to put forward a Program Services Coordinator position request. This position will limit the duplication of tasks among these programs, and free up some time for both the HTP Coordinator and the HTP Counselor. Additionally, it will also enhance recruitment of students into the HTP.

2. Progress Reports: In our last program review, the HTP identified 5 objectives (#1-#5 below).

1. Include HTP as a line item in the college budget - complete
2. Increase HTP promotion and recruitment - active
3. Develop a more predictable annual course offering - active
4. Establish a designated HTP student space - active
5. Continue institutional support for HTP Coordinator and HTP Counselor - active
6. Gain dedicated administrative support - new
7. Increase support for Honors faculty - new

Objective #1 has been accomplished, and the other 4 objectives are still active. In our program review last year we did not include action plans for objectives #2-#5, so we have added some for this update. Further, we are adding objective #6 and #7.

Additionally, as we work on objective #3, we realize a more thorough review of our program structure is in order. We are not changing the objective at this time, however it is now part of a larger effort.

3. Rationale for New Objectives: Objective #6: Gain Dedicated Administrative Support

As noted above, our outside accrediting program (UCLA-TAP) recommended that we pursue administrative support, and they also identified several areas for improvement that are difficult to tackle without administrative support and/or the extra Honors Coordinator time that administrative support would create. Indeed, over the past year it has become clear that ramping up

recruitment, marketing, and case management efforts is difficult time-wise for the Honors Coordinator, without dedicated administrative support.

This spring our projected HTP membership will almost certainly hit a record high (based on available records back to 2014), and we expect to grow further. As 4-year college costs continue to rise and the Promise Program offers a way to reduce the financial burden, the HTP hopes to be able to serve as an additional lure to an increasing number of high achieving high school students who choose to enroll at Canada College rather than a 4-year college. Additionally, a goal of our program is to “create” Honors students. Thus, we continue to reach out to motivated and curious students already on campus, who do not yet see themselves as Honors students. As we ramp up recruitment and student support, we will need more administrative assistance.

The HTP may eventually look toward requesting permanent administrative support specific to the HTP. For now however, we decided to partner with Counseling and the Transfer Center to request a joint Program Services Coordinator. This position will reduce the duplication of tasks common to these three programs, and it will enhance recruitment into the HTP.

Objective #7: Increase Support for Honors Faculty

Honors faculty put in countless hours supporting and mentoring Honors students. This investment of time sometimes a deters faculty from teaching Honors Courses or accepting Honors Contracts. We plan to explore ways to reduce the time faculty spend, while still maintaining desired results. Further we want to maximize the benefit that students AND faculty get from Honors classes/contracts. Students AND faculty should both benefit and grow through the Honors process.

Annual Update Status: Complete

Objective: Increase HTP Promotion and Recruitment.

The program's promotional materials are out of date and no longer usable. A new, effective brochure needs to be developed. Additionally a marketing plan needs to be developed to recruit student for honors courses AND for the HTP. Efforts will include more on-campus collaborations and outreach, as well as working with the college recruiters and others to better reach the community outside Canada (e.g. high school students). See sections 4,7, and 10 in the program review. Two measurable steps for this objective are: 1. the development of a plan for internal and external promotion, including identifying campus (and community) partners for formal collaboration 2. the creation of new promotional materials. Further, the most important measures of success will be increased headcount in honors classes (including honors contract classes) and increased HTP membership.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020, 2020-2021, 2021-2022

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County

Action Plans

2018-2019 - Identify campus partners for collaboration for on-campus and high school recruiting and initiate communication and planning. (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator

Estimated Completion Date: Spring 2019

2019-2020 - Create routine PRIE requests that do not need to be requested each semester and create templates for outreach emails to be used with PRIE data. (Active)

CAN Program Review (Instructional) - Honors Transfer Program (Even Year)

Who's Responsible for Completing this Action Plan?: Honors Coordinator
Estimated Completion Date: Fall 2019

2019-2020 - Integrate an HTP student into the Canada Ambassador program (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator
Estimated Completion Date: Spring 2020

2019-2020 - Create new HTP marketing materials to be used by Outreach program, Promise program, and others. (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator, in collaboration with Marketing dept.
Estimated Completion Date: Spring 2020

2020-2021 - Relook at HTP Advisory Committee membership and consider if any student services programs should be included to facilitate recruiting and better student support. (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator and HTP Advisory Committee
Estimated Completion Date: Fall 2020

Objective: Develop a more predictable annual course offering.

Currently, we do not have a consistent or predictable set of course offerings, which can make it difficult for students to develop their SEP, and may result in students not finishing the HTP. (See section 4 in program review.) The current course scheduling process is not always effective and can be time-consuming. Since, honors classes often take additional time for planning and mentoring, a more consistent schedule would help faculty allocate their time. Additionally it could help faculty participate more in student recruitment. With all this in mind, the HTP program will work toward creating a yearly course pathway for students. The most important measures of success will be increased headcount in honors classes (including honors contract classes) and increased HTP membership.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020, 2020-2021, 2022-2023

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success

Action Plans

2019-2020 - Explore reinstating a breadth requirement for HTP students to complete the HTP. (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator and HTP Advisory Committee
Estimated Completion Date: Spring 2020

2020-2021 - Explore the inclusion of a 1 or 2-unit seminar class to support Honors students through their first (and/or subsequent) Honors courses. (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator and HTP Advisory Committee
Estimated Completion Date: Fall 2020

2020-2021 - Develop a pathway for Honors students to facilitate completion within 2 years. (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator and HTP Advisory Committee
Estimated Completion Date: Spring 2021

CAN Program Review (Instructional) - Honors Transfer Program (Even Year)

2019-2020 - Offer a dedicated Honors-only ENGL 100 course each fall and explore offering and Honors-only ENGL 110 (or ENGL 165) course each spring. These courses are required for transfer and can be the foundation for preparing our Honors students for additional Honors courses. (Active)

Objective: Establish a designated HTP Student Space

The National Collegiate Honors Council and UCLA TAP recommends that an honors space be allocated to students in the program. The HTP is currently sharing the Social Sciences Hub with the Social Sciences Department. (Thank you SS!) There are several mutual benefits to continuing to use this shared space, however Learning Center staff and the previous VPI also identified a space on the second floor that is closer to the Learning Center, STEM Center, and other student support groups. The HTP Advisory committee will continue to explore this issue after the current remodel to building 9 is complete. Completion of this objective will occur when HTP students have a permanent designated space.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020

Estimated Start Date: 01/01/2019

Estimated Completion Date: 12/31/2019

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success

Objective: Continue institutional financial support for HTP Coordinator and HTP Counselor.

The college currently supports a 0.40 FTE re-assigned time position for the Honors Coordinator and shared Honors Counselor with the Transfer Center. Case management is an integral part of the HTP program. Tracking students' units in progress and completed, membership management, SEP counseling, and transfer plans is vital to the success of the program. The current level of support represents the minimum necessary to manage and grow the program. Objective completed when college support is confirmed for the next round of re-assigned time and/or a more permanent funding mechanism is implemented.

Objective Status: 2 - Continuing (PR)

Objective Year: 2019-2020, 2020-2021, 2021-2022

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County

Objective: Gain Dedicated Administrative Support

Gain 5-10 hours of administrative assistance per week. We are partnering with Counseling and the Transfer Center to put forward a joint position request for a Program Services Coordinator.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational

CAN Program Review (Instructional) - Honors Transfer Program (Even Year)

goals and minimize logistical and financial barriers to success., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County

Action Plans

2019-2020 - Submit joint position request with Counseling and Transfer Center for PSC. (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator in conjunction with Counseling and Transfer Center
Estimated Completion Date: Fall 2019

Objective: Increase Support for Honors Faculty

Explore ways to decrease time needed for Honors faculty to mentor/support Honors students while simultaneously increasing student success and the positive outcomes for faculty.

Objective Status: 1 - New (PR)

Objective Year: 2019-2020, 2020-2021

Please select the college goals with which this objective aligns.: Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community., Organizational Development - Focus institutional resources on the structures, processes, and practices that invest in a diverse student population and prioritize and promote equitable, inclusive, and transformative learning.

Please select the district goals with which this objective aligns.: District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

Action Plans

2020-2021 - Explore the inclusion of a 1 or 2-unit seminar class to support Honors students through their first (and/or subsequent) Honors courses. (Active) (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator and HTP Advisory Committee

2020-2021 - Exploring developing a community of practice for Honors faculty (Active)

2019-2020 - Explore providing course enrichment funds as a means to cover fees, equipment, and supplies needed in Honors classes (Active)

2020-2021 - Update HTP Advisory Committee website to include updated examples of Honors syllabi, Honors projects, professional development opportunities, etc.. (Active)

Who's Responsible for Completing this Action Plan?: Honors Coordinator and HTP Advisory Committee