

1. Assessment Plan - Four Column



PIE - Humanities & Social Sciences: Honors Unit

Narrative Reporting Year

2017-18

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Program Planning Dialog: The Honors Program staff meet weekly to discuss ongoing, revised and new services, activities, courses, and events. In addition, the Honors Advisory Committee which is comprised of Honors staff, faculty, students, and other campus staff and managers, meets bi-annually. The Honors Program monitors new student enrollment each semester including by ethnicity. In addition, students surveys along with data from Institutional Research is regularly reviewed.

In order to best address student needs, the following are the needed resources based on staff input, student surveys, Honors Program recruitment and completion data:

Full-time Coordinator (to replace part-time Admin 2)

Increased Funding to Equal 24 Hours Per Week for Student Assistants (currently funded for 11-12 hours weekly not including class breaks)

Increased Square Footage for Honors Center

Better Signage Outside of the Honors Center

Full-time Counselor Plus 12 Additional Hours of Counseling per Week (instead of part-time currently)

Some of the needs above are already partially funded and additional funding is need to increase hours or classification. Facilities implications include the need to expand the Honors Center and if possible, include construction costs to break down the wall on one side of the center to expand into the neighboring classroom and to build offices and study areas within that space.

External Conditions, Trends, or Impacts: Advanced Placement and International Baccalaureate Credit: An external condition which impacts the Honors Program is the offering of Advanced Placement (AP) and International Baccalaureate (IB) coursework at high schools. The number of students who take these courses and subsequent exams can impact the demand for certain courses when those students choose to attend Mt. SAC's Honors Program. For example, earning IB credit can be problematic from a counseling/advising standpoint in that some universities accept IB credit for ENGL 1A and others do not.

Internal Conditions, Trends, or Impacts : Honors Program Growth: The Honors Program has grown 33% from Fall 2016 (679 students) to census of Spring 2018 (906 students). With this growth comes increased phone calls, emails, and walk-ins from students who need assistance. A fulltime staff person is needed to provide appropriate levels of support to Honors students along with additional support via student assistants. Additional counseling hours are also needed to support the student demand. Honors students are also requested additional space for a quiet study area. Additional office space will also be needed for added counseling hours.

Honors Program Staff/Admin Support: Being one of the largest student programs on campus, there is a great need for administrative and coordination support in the Honors Program. Currently the program has a 19 hour administrative specialist II who is also working an additional 7 hours due to temporary Title V funding which expires at

the end of October 2018. With more than 900 students in the program and the program hosting a major student organization, Phi Theta Kappa, a full-time classified staff person is needed at the Coordinator level. This position would not only provide budgetary and advanced administrative/report support, but also assist in coordinating additional support services, workshops, and events for honors students and student organizations to make the program more robust and comprehensive. This position would also help facilitate research conference travel and chaperone as needed. In addition, additional funding is needed for students assistants to equal 24 hours per week as funding currently only supports approximately 11-12 hours per week.

Honors Counselor: Demand for counseling continues to exceed availability of counseling/advising appointments. With an increase in honors students in the program, this demand continues to grow as well. Currently the honors counselor provides approximately 12 hours per week of counseling appointments as part of their overall general counseling load. However the need to have a full-time, dedicated counselor is there as program staff routinely have to refer students to general counseling especially during peak periods. In 17-18, a new counselor, Eddie Lee joined the team replacing longtime Honors Counselor, Randy Wilson who retired in summer 2018. In August 2018, longtime educational advisor, Linda Diaz will be retiring and the program will need to replace her with at least 28 hours of counseling per week. With the growth of the program, additional counseling hours are needed in addition to replacing Linda's hours.

Honors Facilities/Space: Serving more than 900 students, the Honors Program is one of the largest student programs on campus. In 17-18, the program grew more than 14% from 792 students in spring 2017 to 906 students in early spring 2018. The Honors Center is currently bursting at its seams with students and this cramped space is often a deterrent to students who walk in, see the space overcrowded and then walk out. Part of providing support to students is giving them a place to build community and connect, and if our cramped space is a deterrent to this, then this internal impact needs to be addressed. In addition, because of the space being so cramped due to serving so many students in a small space, the noise level is quite loud at times. Many of our students desire a quieter place to study because of this. Therefore, the program needs additional space to provide the social support and additional quiet study space needed by our students. One such opportunity may be to utilize the classroom next door to the Honors Center for additional space. This would provide space for a quiet study area, additional office space (the faculty coordinator office currently also serves as the staff break room) for both program staff and related staff which could include the study abroad liaison, embedded librarian, possible tutoring rooms, etc. In addition, improved signage is needed outside of the center.

Honors Faculty Coordinator Position: After lack of faculty interest in the Honors Faculty Coordinator position in 16-17 and thus no one in that role for one year, a new Honors Faculty Coordinator joined the team in 17-18. However due to his commitments to Forensics and as Co-Chair of the Communication Department, this coordinator was limited in his ability to travel with Phi Theta Kappa (PTK) and be at PTK events so the Honors Program Director and staff helped to support this role. Then in Spring 2018, this person became full Chair of the Communication Department and had to give up most of his Faculty Coordinator duties other than advising PTK. Again he was limited in his ability to travel and be at PTK events so the Honors Director and staff helped to fill in. In 18-19, a new Honors Faculty Coordinator will be on board who will cover all needed duties of this position.

Assessment Questionnaire: With the advent of utilizing students' self-reported high school GPA and English/Math grades for placement, Mt. SAC implemented an Assessment Questionnaire to be used for English and math placement for summer and fall 2018 entering students. Because it is anticipated that many more students will place right into ENGL 1A, this will impact the Honors Program with potentially more eligible students earlier on in their academic careers.

Honors Course Scheduling: An additional impact on the program is the lack of program control of honors course scheduling. Although the program makes recommendations to the departments annually based on student need, the ultimate scheduling decisions lie in the individual departments.

Student Organizations: One student organization, Phi Theta Kappa, is currently supported through the Honors Center with Honors Center staff serving as advisors and physical space dedicated to this organization. Playing host to this organization creates additional demand on staff time to process fiscal and facilities forms, provide support and advice to members and officers, and to hold officer and general meetings.

Honors Student Ambassadors: In Spring 2018, the Honors Program hired seven paid Honors Student Ambassadors to conduct outreach and recruitment for the program thanks to Student Equity Funding. This replaced the Honors Ambassadors student organization whose original purpose was to provide outreach for the Honors Program.

Critical Decisions Made by Unit: Honors Program Workshops: In 17-18, the Honors Program staff hosted monthly and/or semi-monthly workshops and events to educate and bring Honors students together. Workshop topics included research conference preparation, resume and cover letter development, an Honors jam session, service work at Amy's Farm, and yoga/meditation to de-stress before finals. Positive student evaluations of these events are encouraging however additional staffing is needed to offer these workshops on a regular basis.

Honors Ambassadors: The student organization, Honors Ambassadors, was originally started to provide support to the program in terms of outreach and recruitment. However because of the nature of this being a student organization with students who at times had little commitment to that main mission, the Honors staff decided to dissolve this organization at the end of Fall 2017 and replace it with paid Honors Student Ambassadors in Spring 2018 thanks to Student Equity Funding. These paid ambassadors have conducted class and presentations, participated in student panels as well as represented the Honors Program at tables at various events. They also attend monthly trainings to provide them presentations skills, outreach insights, and knowledge into special programs and populations at Mt. SAC.

Honors College Class Offerings: As new students entered the Honors College (cohort program) in 16-17, we learned that a good number of them had successfully passed the AP exam in Psychology. PSYC 1AH was already scheduled as part of the Honors College for 16-17 and thus this led to one of the two cohorts being much smaller (11 students) compared to the other (20 students). This had led to the critical decision of not offering PSYC 1AH in Honors College in 17-18 and instead replacing it with SOC 1H since there is no AP exam in Sociology.

Honors College Cohort Changes: Due to low enrollment in the second cohort of Honors College, Honors staff upon consulting with the Honors Program Advisory Committee, decided to change the second cohort to a STEM cohort in 17-18. This new cohort took BIOL 4H and CHEM 50H together in Fall 2017. STEM Track will continue once again in Fall 2018 with the same classes.

Honors College Name Change: In addition, the name "Honors College" was very confusing to students as many Honors Program students thought they were also in Honors Colleges since there were admitted to Honors and were in college. Thus upon advice of the Honors Program Advisory Committee, the Honors staff decided to change the name of Honors College to Honors Fast Track for the traditional one-year (15 unit) cohort and Honors STEM Track for the new one-semester track which will have students take BIOL 4H and CHEM 50H together in fall 2017.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: UCLA Transfer Alliance Program (TAP) Certification: The Honors staff reviewed 559 UCLA fall 2018 applicants from Mt. SAC (list included non-honors and honors students) and certified 101 of them as Transfer Alliance Program Certified/Eligible. 77 of those 101 were admitted to UCLA, a 76% admit rate. This is compared to just a 19% admit rate for non-TAP Mt. SAC/UCLA applicants (458 applicants with 88 admitted).

UC Irvine Honors to Honors Program Certification: Honors staff also verified that 175 of the 607 fall 2018 applicants to UCI were in the Honors Program. 132 of those 175 were admitted, a 75% admit rate. Out of those, 50 were verified by Honors staff as having at least a 3.7 UC transferable GPA and a minimum of 15 units of honors courses completed which makes them eligible to participate in the UCI Honors to Honors Program (guaranteed admission to the UCI Honors Program and for most majors, guaranteed admissions to UCI). All 50 were admitted to UCI. This all compares to the general admissions rate of 41.7% for non-honors Mt. SAC applicants (434 applicants/181 admits).

Research Conference Representation: A good number of Honors students presented research at research conferences in 17-18:
5 were accepted and 4 attended the Southern California Conference on Undergraduate Research at Cal Poly Pomona on November 18, 2018.
19 attended (8 presenters, 9 moderators, 2 Exemplary Honors Awardees) the Honors Transfer Council of California Conference held UC Irvine on April 7, 2018.
8 were accepted and 7 presented at the Western Regional Honors Council Conference at Chapman University on April 8, 2018.
4 were accepted and 3 presented at the Bay Honors Research Symposium held at UC Berkeley on May 5, 2018.

Students of Distinction: 14 of 20 Students of Distinction were also Honors Program students.

Phi Theta Kappa (PTK) International Honor Society Achievements: Phi Theta Kappa reached Five Star Status in 2017-18, the highest level a chapter can attain. In addition, the chapter was awarded numerous international awards at the PTK Catalyst Convention held in April 2018 including:

- Top 100 Chapter (out of 1300 chapters internationally)
- Distinguished Honors In Action Project
- Distinguished Honors In Action Theme
- 2018 Distinguished Chapter

In addition, PTK member and ICC Representative, Nicholas Ibarra was elected as President of the Southwest Nevada/California Region for 18-19.

Two honors students, Edilberto "Iggy" Ylo and Amir Freeman were selected to the All-California Academic Team, with Iggy placing on the first team and Amir placing on the second team. In addition, Iggy was a semifinalist for the All-USA Academic Team.

166 honors students completed honors certification (completion of 15 units or more of honors courses with a 3.2 GPA in those courses as well as a 3.2 transferable GPA), 2 in summer 2017, 43 in fall 2017, 17 in winter 2018 and 104 in spring 2018.

Notable Achievements for Theme B: To Support Student Access and Success: Program Diversity: The Honors Program is working to increase the diversity of its student population to more closely mirror the general population of Mt. SAC. Demographic data of currently enrolled Honors Program students indicate that for fall 2014-spring 2016, the percentage of Honors students who are Hispanic hovered around 41%. However spring 2018 demographic data indicates that Hispanic students now make up 45.81% of the Honors student population, a more than 4% increase. Since Fall 2016, Honors staff have increased class presentations, targeted emails, presentations and workshops to Hispanic students and special programs such as Bridge, ACES, IDEAS, and DREAM, and collaborated with staff in these special programs to recruit more Hispanic students to bring the ratio more inline with the general Mt. SAC population which is nearly 56% Hispanic.

Program Growth: The Honors Program has seen considerable growth in 17-18. In 17-18, the program grew more than 14% from 792 students in spring 2017 to 906 students in early spring 2018. And since fall 2016, the program has grown by 33%, from 679 students to 906.

Honors Outreach and Recruitment: The Honors Program staff and along Honors Student Ambassadors presented to more than 45 different classes and/or clubs in 17-18 on the components and benefits of the Honors Program reaching 1300 students. This is nearly triple the number of students reached in 16-17. In addition, staff and/or Honors Ambassadors represented the Honors Program with tabling at Junior Day, Cash for College, Senior Saturday, and other large events. We also held Honors Awareness Weeks in fall and spring semesters with tables set up in two key locations on campus (Building 26 Quad and between Buildings 7 and 61) to build awareness and recruit new students. Also in fall, as part of this week we hosted Cal Poly Pomona's Honors College to present to interested students. We also held a transfer student panel with former honors students focusing on "What I Wish I Knew Before I Transferred." Three counseling classes attended the panel with approximately 75 students in attendance. In spring during Honors Awareness Week we hosted three workshops with representatives from USC, UCLA and UC Berkeley explaining admissions requirements, processes and next steps. More than 50 students attended these workshops.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: Honors Faculty Coordinator: After being without an Honors Faculty Coordinator in 16-17, a new Honors Faculty Coordinator came on board in 17-18. However due to other commitments in Forensics and being Co-chair of the Communications Department, this person was unable to travel or chaperone PTK events. Then in spring 2018, he became full chair so had to let go of all of his faculty coordinator duties except for advising PTK. The Director of the Honors Program and staff provided support in terms of covering the travel and events which he could not cover.

Associated Students Funding: In 17-18, the Honors Program secured \$6500 in Associated Students funding, \$3000 to supplement student research conference attendance and \$3500 to provide food for Honors Program events.

Honors Student Ambassadors: Honors Student Ambassadors were hired in spring 2018 to provide outreach and recruitment for the Honors Program thanks to funding via Student Equity.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: Program Collaboration: The Honors Program Director continued to work with coordinators/directors of special programs including ASPIRE, Bridge, DREAM, REACH, and ACES to develop ways to recruit these special populations into the Honors Program. This led to targeted presentations to students in these programs, participation in DREAM events including the Director providing a yoga workshop at the DREAM Leadership Retreat.

Faculty Convenings: On October 17, 2017 the Honors Faculty Coordinator and Director hosted the Fall Honors Faculty Convening with 6 Honors faculty in attendance. Faculty participated in a sharing of honors teaching best practices as well as heard from an honors student panel. On April 12, 2018, eight Honors faculty and administrators attended the spring convening which covered how to incorporate research into the curriculum and encourage Honors students to participate in research conferences. A student panel of Honors students who participated in such conferences was also provided.

New Faculty Seminar: The Honors Director conducted an interactive presentation to new faculty at the New Faculty Seminar in spring 2018 to help them learn about the honors program, how to refer students to it, and encourage interest in teaching in the Honors Program. Two Honors Student Ambassadors also shared their Honors journeys at this event.

Contributors to the Report: Heidi Lockhart, Director, Honors Program
Sue Ceja, Administrative Assistant
Linda Diaz, Educational Advisor
Eddie Lee, Counselor

Related Documents:

[Honors Demographics Trends.xlsx](#)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Student Participation in Honors Program - Increase the participation and success of students in the Honors Program, particularly underrepresented students so that Honors Program demographics more closely mirror those of the overall Mt. San Antonio College student population and underrepresented students achieve honors certification, degree completion and transfer rates similar to their peers.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 07/01/2017</p>	<p>In Progress - Add Coordinator position (Level A-105). This position will coordinate outreach presentations, Honors events and workshops, work closely with Honors counselors and director to conduct proactive interventions to promote underrepresented student success, and provide administrative support. Additional funding needed would be approximately \$101,691 (salary plus benefits as per Fiscal Services salary calculator).</p> <p>Supporting Data: The Honors Program has grown 33% from Fall 2016 (679 students) to Spring 2018 (906 students). With this growth comes increased phone calls, emails,</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>A fulltime coordinator position has not been established at this time. However, Student Equity funding was utilized in Spring 2018 to hire seven Honors Student Ambassadors to provide outreach and recruitment. (06/01/2018)</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

and walk-ins from students who need assistance. A fulltime staff person is needed to provide appropriate levels of support to Honors students. In addition, increased hours of a fulltime staff person would allow Honors Center to be open more hours to better serve students. Center is currently open 10 am - 4 pm Mondays through Thursdays. Currently nearly 40% (358) of Honors students are taking classes at 4 pm or later which is after the Honors Center is closed. Having a fulltime staff person would allow us to open the Center longer and perhaps one to two evenings per week to better serve our late afternoon/evening students.

Describe Plans & Activities

Supported: Provide class, club and program presentations particularly targeted to student populations both on campus as well at high school campuses.

Develop additional marketing strategies which would include not only print media but also social media, email, text, and other methods of outreach to potential and new students.

Monitor Honors student progress to certification, degree completion and transfer. Implement interventions including phone calls, emails, workshops, etc. to address possible

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

roadblocks to success.

Hold a workshop and guest speaker series throughout fall and spring semesters to foster Honors student recruitment, engagement and success. Particular workshops and guest speakers would be related to underrepresented students needs and interests.

Provide administrative support for events, appointment scheduling, front counter coordination.
Lead: Director with new Coordinator position once hired

On-Going Funding Requested (if applicable): 101691

Type of Request: Staffing

Planning Unit Priority: High

What would success look like and how would you measure it?:

Percentage of underrepresented student populations will increase each year by 1-2 % to come more in line with the general population demographics.

Underrepresented students will achieve certification, degree completion and transfer goals at same levels as all students.

Results on student surveys after workshops/guest speaker events will reflect increased knowledge and motivation.

Honors students will report a strong sense of community from Honors

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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events and activities based on event and overall program surveys.

Documentation Attached?: Yes

Related Documents:

[Class Presentations 2016-17.xlsx](#)

[Honors Demographics Trends.xlsx](#)

<p>Meeting Student Needs for Honors Center Space - Fully accommodate honors students' needs for group study, research, quiet space, computer access, and community building (nerd safe space). Status: Active Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 07/01/2017</p>	<p>In Progress - Work with Facilities Office and other campus entities to provide additional space for Honors Program students to do quiet study, research, access computers and build greater community as well as to provide adequate signage for the Honors Center.</p> <p>Supporting Data: The Honors Program has grown 33% from Fall 2016 (679 students) to Spring 2018 (906 students). With this growth comes increased student traffic and need for study and community space for Honors students. In addition, in fall 2017, 90% of Honors students indicated in the Honors student survey that they would use and would like a quiet study area added to the Honors Center.</p> <p>Describe Plans & Activities Supported: Remodel of current Honors Center either by providing additional space via converting classroom next door into additional Honors Center space or moving the Honors Center into a different, larger space altogether. Lead: Heidi Lockhart One-Time Funding Requested (if applicable): 50000 Type of Request: Facilities</p>	<p>Reporting Year: 2017-18 % Completed: 0 Director met with Facilities staff to discuss signage needs. Currently awaiting quote for signage cost.</p> <p>Additional space needs still need to be addressed. (06/01/2018)</p>
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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Planning Unit Priority: High
What would success look like and how would you measure it?: Surveys of students before and after the remodel would show increased satisfaction with Honors Center Facilities.

Documentation Attached?: Yes

Related Documents:

[Honors Demographics Trends.xlsx](#)

In Progress - Add Coordinator (A-105) (\$101,691 for salary and benefits) to help facilitate additional hours as well as additional funding for student assistants (additional funding needed is \$11,520 for 24 hours per week at \$12 per hour for 40 weeks MINUS the \$5500 already allocated for this = \$6020).

Plan to increase Honors Center operating hours. Currently the Center is just open from 10 am - 4 pm Mondays through Thursdays due to lack of staffing. We would like to have the center open a minimum of 36 hours per week with open hours at least one night a week as well to better serve all of our students.

Supporting Data: The Honors Program has grown 33% from Fall 2016 (679 students) to Spring 2018 (906 students). With this growth comes increased phone calls, emails, and walk-ins from students who need assistance. A fulltime staff person is needed to provide appropriate levels of support to Honors students. Plus, increased

Reporting Year: 2017-18

% Completed: 0

A fulltime coordinator position has not been established at this time. In addition, the current part0time Admin 2, works an additional 7 hours per week thanks to Title V funding which is set to run out September, 30, 2018. This will reduce her hours back to 19 hours per week and will reduce the number of hours the Honors Center stays open due to lack of staffing if at least partial support is not provided. (06/01/2018)

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

hours of a fulltime staff person would allow Honors Center to be open more hours to better serve students. Center is currently open 10 am - 4 pm Mondays through Thursdays. Currently nearly 40% (358) of Honors students are taking classes at 4 pm or later which is after the Honors Center is closed. Having a fulltime staff person would allow us to open the Center longer and perhaps one to two evenings per week to better serve our evening students.

Describe Plans & Activities

Supported: Have Honors Center open at least one evening per week until 6 or 7 pm depending upon student demand.

Increase Honors Center open hours from 24 hours per week to 36 hours per week.

Lead: Director and new Coordinator position once hired.

On-Going Funding Requested (if applicable): 107711

Type of Request: Staffing

Planning Unit Priority: High

What would success look like and how would you measure it?: Student satisfaction surveys will reflect increased satisfaction with additional operating hours and increased access to facilities, faculty and staff.

Documentation Attached?: Yes

Related Documents:

[Honors Demographics Trends.xlsx](#)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Support Services - Provide comprehensive support services for Honors students including counseling hours, workshops, social and service events, and research conference opportunities.</p> <p>Status: Active</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 25 The Honors staff provided monthly workshops throughout 17-18 for Honors students. However, without the additional support of more classified hours, additional events and workshops would be difficult for current staff to implement. (05/09/2018)</p>
<p>Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 07/01/2017</p>	<p>In Progress - Provide additional and adequate counseling hours to Honors Students by assigning 52 Hours of Counseling (26 hours X 2 counselors) per week.</p> <p>Describe Plans & Activities</p> <p>Supported: Currently the Honors Counselor provides 9-14 hours of counseling per week to Honors students. In addition, the honors educational advisor provides 28 hours per week of advising appointments plus 1 hour of staff meeting time. With the program growing by 38% from fall 2016 to summer 2018 with more than 900 students and the educational advisor retiring in August 2018, there is an increased need for two full-time counselors who can provide at least 52 hours to the program to cover the replacement of the retiring educational advisors time (29 hours), the 9-14 hours of counseling already provided as well as the 14 additional hours needed to cover the increase in Honors students. Thus, funding needed for the 14 additional counseling hours would be approximately \$36,000. (Note that this amount is for the additional 14 counseling hours, not the total cost of all counseling.)</p>	<p>Reporting Year: 2018-19 % Completed: 0 Director met with Department Chairs, Associate Dean of Counseling and Associate Vice President of Student Services to explain counseling needs of the Honors Program. (08/27/2018)</p>
		<p>Reporting Year: 2017-18 % Completed: 0 Director met with Associate Dean of Counseling and Department Co-chairs to share counseling needs on May 1, 2018. Associate Dean to craft email to Counselors to request replacement hours of Linda Diaz' time and to address additional hours needed. (05/09/2018)</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Lead: Heidi Lockhart

On-Going Funding Requested (if applicable): 36000

Type of Request: Staffing

Planning Unit Priority: High

What would success look like and how would you measure it?:

Students will report better ease of scheduling and availability of counseling appointments. In addition, the counselor will be able to provide more proactive and comprehensive counseling, reaching out to students instead of waiting until students schedule appointments.

Documentation Attached?: Yes

Related Documents:

[Honors Demographics Trends.xlsx](#)

In Progress - Add a Coordinator position (A-105) to the Honors staff. Cost is \$101,691 for salary and benefits.

Supporting Data: The Honors Program has grown 33% from Fall 2016 (679 students) to Spring 2018 (906 students). A fulltime staff person is needed to provide appropriate levels of support to Honors students as well as to coordinate extracurricular activities to make the Honors Program truly comprehensive.

Describe Plans & Activities

Supported: Offer a workshop series for Honors students including topics such as academic success, stress relief, transfer success, applying for

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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scholarships, employment and internship acquisition, etc.

Coordinate Honors Outings/Events for all honors students as well as Honors Fast Track and STEM Track to go to four-year universities, cultural venues, museums, community service events, etc.

Facilitate travel arrangements for research conferences, chaperone research conference events.

Lead: Director and new Coordinator position once hired.

On-Going Funding Requested (if applicable): 101691

Type of Request: Staffing

Planning Unit Priority: High

What would success look like and how would you measure it?: Student surveys will be conducted along with pre-tests and post-tests to determine knowledge gained for workshops.

Documentation Attached?: Yes

<p>Research Conference Participation - Increase annual Honors student participation in research conferences. Status: Active Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 07/01/2017</p>	<p>In Progress - Plan, coordinate and provide workshops and possibly a conference on how to conduct effective research, write an effective abstract, and present at a research conference. Describe Plans & Activities Supported: Rooms to hold workshops/conferences in. Lead: Faculty Coordinator (primary) and Director One-Time Funding Requested (if applicable): 0 Planning Unit Priority: High</p>	<p>Reporting Year: 2017-18 % Completed: 25 One workshops was held in fall 2017 to share with students information about research conferences and how to write an abstract. Director provided practice sessions for students selected to present at research conferences in spring 2018. Reduction in Faculty Coordinator hours in spring 2018 due to other commitments impacted implementation of additional workshops and activities. (06/01/2018)</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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What would success look like and how would you measure it?: Pre- and Post-tests after activities will be conducted to determine increase in knowledge. Total number of accepted students into research conferences will also be compared to determine if participation has increased.

Documentation Attached?: No

Related Documents:
[Honors Conference Attendance Data.xlsx](#)

In Progress - Promote research conferences to students and honors faculty to encourage greater participation. Methods of promotion could include classroom presentations, emails, social media posts, workshops, presentations at orientations, etc.

Lead: Faculty Coordinator (primary) and Director

One-Time Funding Requested (if applicable): 0

Planning Unit Priority: High

What would success look like and how would you measure it?: Comparison of student research presenters from prior years to current year.

Documentation Attached?: No

Related Documents:
[Honors Conference Attendance Data.xlsx](#)

Reporting Year: 2017-18

% Completed: 50

Research conference opportunities were promoted to students via New Honors Student Orientations and emails. In addition, in spring 2018 the Director hosted an Honors Faculty Convening focused on incorporating research into the honors curriculum and how to encourage Honors students to participate more frequently in research conferences. (06/01/2018)

<p>Honors Certified Students - Increase the number of Honors students who complete Honors Scholars Certification (Completion of 15 units</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 25</p> <p>Director began working with Institutional Research in October 2017 to gather data on student success metrics for</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>or more of honors courses with a 3.2 GPA in those courses as well as an overall 3.2 transferable GPA). Status: Active Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 07/01/2017</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Add Coordinator (A-105) position (cost of \$101,691 salary and benefits) and additional counseling hours (cost of \$40,000 for additional hours).</p> <p>Supporting Data: The Honors Program has grown 33% from Fall 2016 (679 students) to Spring 2018 (906 students). With this growth comes increased phone calls, emails, and walk-ins from students who need assistance. A fulltime staff person along with additional counseling hours are needed to provide appropriate levels of support to Honors students including proactive interventions to reach out to students who based on data appear to be falling behind in reaching Honors certification, whose GPAs are faltering, etc.</p> <p>Describe Plans & Activities Supported: Increase promotion of honors certification benefits, more closely monitor honors certification progress, and provide additional, proactive counseling as needed. A classified coordinator position would be utilized to increase promotion of certification benefits as well as monitor the progress to certification of all honors students. Additional counseling hours would help to</p>	<p>Honors students including certification, graduation and transfer. Due to staffing and other issues, Institutional Research provided a draft report in May 2018 but additional refinements are being made in summer 2018 so that the data and findings more clearly reflect the success metrics desired. (06/01/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 A fulltime coordinator position has not been established at this time. (06/01/2018)</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

provide counseling to those students who appear to be struggling or very close to completion.

Lead: Director, new Coordinator and Counselor(s) once added

On-Going Funding Requested (if applicable): 141691

Type of Request: Staffing

Planning Unit Priority: High

What would success look like and how would you measure it?: Annual data of students who complete honors certification will be compared along with data from UCLA and UCI admissions. Numbers of Honors certified students will increase.

Documentation Attached?: Yes

Related Documents:

[Honors Demographics Trends.xlsx](#)