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MEMORANDUM

Date: May 15, 2020

To: Dr. Bill Scroggins, President & CEO

From: Dr. Karelyn Hoover, Dean of Humanities and Social Sciences

Re: Request to Fill Director, Honors Program

We request the position of Director, Honors Program be filled based on: (1) the volume of students served, (2) the variety of services to be coordinated, and (3) consistency in leadership that a permanent position provides including the success currently achieved under a management level director.

1. **Volume of students served:**

The Honors Program is one of the largest community college Honors programs in the state and one of the largest student-centered programs on campus. With 1227 Honors students currently enrolled in spring 2021, the program has grown by 63% from spring 2016.

2. **Variety of services coordinated/directed:**

The Honors Program crosses both instructional and student services divisions and a director is needed to coordinate efforts and serve as a liaison to a variety of departments and programs. Coordination with academic departments is critical for scheduling of adequate Honors Program class offerings. From fall 2020-Summer 2021, 133 Honors courses were offered. In addition, coordination of Honors counseling is critical to Honors student success. Honors students routinely transfer to high competitive institutions and coordination of and training of dedicated Honors counselors is imperative to that success. Under the director's guidance, Honors counselors and the director sort through more than 700 Mt. SAC applicants to UCLA and UCI every year to verify completion of Honors certification and transfer agreement requirements for those institutions. The director and counselors certified 156 Honors students in early 2021 for the UCLA Transfer Alliance Program agreement and 108 Honors students for the UCI Honors2Honors agreement. In addition, collaboration and relationship-building with other student-centered programs is important to create Honors Program awareness, recruit students into the program, and ensure cross-program student success. The Honors Program also offers numerous workshops for students throughout the year and also prepares students for numerous research conferences.

The Honors Program currently has no other fulltime employees other than the director. The program has one part-time administrative assistant position, three counselors who provide 28

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hours per week of counseling services, an Honors Faculty Coordinator (faculty reassigned time appointed by the Academic Senate), and 5-10 Honors Student Ambassadors (student assistants).

3. **Consistency in leadership/program success:**

Having a permanent director provides consistency in leadership which leads to greater program success. As indicated above, under the current director, the Honors Program has grown by 63% in five years. Due to increased efforts to recruit LatinX students, during this period LatinX student enrollment in the Honors Program increased 79% from 311 students in spring 2016 to 559 in spring 2021. In addition, a recent January 2021 study conducted by Institutional Research as requested by the directed revealed that students who participate in the Honors program or have completed the requirements to become Honors Certified are more likely to obtain a degree or transfer to a four-year institution than students who are eligible for the program but do not enroll.

We request the Director, Honors Program position be filled in order to continue the persistent outreach, coordination, data review and analysis, and strategic planning needed to generate these outcomes and to fully coordinate this large program.