

# 1. Assessment Plan - Three Column



## PIE - Humanities & Social Sciences: Honors Unit

### Narrative Reporting Year

*2019-20*

**Contact Person:** Heidi Lockhart

**Email/Extension:** hlockhart@mtsac.edu/4528

**Summary of Notable Achievements:** ---Three students were named to the All-California Academic Team this year. Two placed in the first team and one in the second team. ---Twenty-six students were accepted to present research at the UCI Community College Honors Research Conference. ---Two students were accepted to present research at the Bay Honors Research Symposium. ---Spring 2020, we converted all Honors Center services to online services including virtual Honors Center Hours, an Honors Hub in Canvas, online scheduling of Honors Counseling appointments, zoom workshops, and Honors Scholars Awards Celebration---Virtual Edition video via YouTube. ---137 students were certified for UCLA TAP by Honors Counselors. This is a 6.2% increase from 2019. ---73 students were certified for UCI Honors2Honors. This is a 28% increase from 2019. ---5 students earned Honors certification in summer 2019, 42 in fall 2019, 20 in winter 2020, and we are still awaiting final grades for spring 2020 numbers.

**Program Planning (Equity, Retention and Success):** Major discussions were held with Honors staff regarding how to transition services online due to the pandemic and how to best serve all students.

**External and Internal Conditions Analysis:** ---COVID 19 and the statewide stay-at-home order impacted how we delivered services (see summary of notable achievements above).

---UCI Community College Honors Research Conference (formerly HTCC Conference) was cancelled due to the pandemic and students' abstracts and posters were posted online instead. We had 26 students accepted to the conference this year.

---Bay Area Honors Research Symposium was cancelled. We had 2 students accepted and they were offered a chance to present at the conference in 2021.

**Critical Decisions Made by Unit:** Honors Quick Start was offered in Fall 2019 which was a cohort of 20 Honors students completing ENGL 1A and SOC 1H together. (Previous years had a cohort which took a full school year of courses together, but some students would drop mid-year due to scheduling difficulties so it was decided to go with a 1 semester option this year.)

**Pilot of Online PSYC 1AH and Additional Online Courses Offered:** For summer 2019, the decision was made to offer an online version of PSYC 1AH, the first time ever. The Honors Program has shied away from offering online courses due to the concern that online offerings would not provide the sense of community that Honors is known for. However, the instructor for PSYC 1AH is the Honors Faculty Coordinator and she will be employing teaching pedagogy to build a sense of community and carefully monitor how the class goes, providing her feedback to Honors staff upon completion. This was successful and additional online courses were added throughout the year. Of course, spring 2020 brought COVID-19 which brought all Honors courses online.

STEP into Honors: The Honors staff discussed and agreed to ask the Counseling Department to offer COUNS 1H as part of the summer 2019 STEP Program which is also part of the campus' new Promise Plus Program. First-time students in the Honors Program were invited to sign up for this two week class and if they successfully completed it, they were eligible for Promise Plus Program benefits including priority registration, a \$100 food card, \$250 book voucher and more. This was a success so COUN 1H will be offered in Summer 2020 as well.

COVID 19/Online Services: In mid-March 2020, the physical campus closed due to the statewide stay at home order. Classes and services went online. The Honors staff conducted a student survey to determine Honors students' needs during this time and offered services accordingly. We developed an Honors Hub in Canvas for all-things Honors, offered virtual Honors Center Hours via Zoom, and offered counseling appointments via phone and ultimately online via Cranium Cafe. Students were able to schedule counseling appointments at first via the virtual Honors Center Hours and then via eSARS once that was established via the Counseling Department and IT.

**Contributors to the Report:** Heidi Lockhart, Director, Honors Program

Sue Ceja, Adjunct Counselor

Eddie Lee, Counselor

Janice Sewell, Adjunct Counselor

Arabelle Cuevas-Arella, Adjunct Counselor

Zachary Sledge, Temporary Admin II

Edilberto "Iggy" Ylo, Temporary Admin II

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p><b>Student Participation in Honors Program</b> - 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><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 25            Participation in the Honors Program has dramatically increased by 60% from 679 students in fall 2016 to 1087 in spring 2019. In addition, we are making progress in increasing our Hispanic population from 293 Hispanic students in fall 2016 to 503 in spring 2019, a 71% increase. However African American student participation remains about the same (20 students in fall 2016 to 21 in spring 2019). (05/13/2019)  <b>Related Documents:</b>  <a href="#">Honors Demographics Trends.xlsx</a></p>
<p><b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 07/01/2017</p>	<p><b>In Progress</b> - 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</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 0            No progress has been made in providing the much needed classified support to the program. In addition, current Title V funding will be eliminated soon changing the hours of the current Admin 2 from 26 hours per week to 19 hours per week having an even greater impact on level and amount of service provided to Honor students. (05/13/2019)  <b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
	<p>would be approximately \$101,691 (salary plus benefits as per Fiscal Services salary calculator).</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b>            Provide class, club and program presentations particularly targeted to student populations both on campus as well at high school campuses.</p> <p>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.</p> <p>Monitor Honors student progress to certification, degree completion and transfer. Implement interventions including phone calls, emails, workshops, etc. to address possible roadblocks to success.</p> <p>Coordinate and conduct 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.</p> <p>Provide administrative support for events, appointment scheduling, front counter coordination.</p> <p>Supporting Data and Justification of</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*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

Need: One of the largest Honors Programs in the state, the Mt. SAC Honors Program has grown 60% from Fall 2016 (679 students) to Spring 2019 (1087 students). A fulltime staff person is needed to provide appropriate levels of support to Honors students who transfer and complete degrees at much higher rates than the general population. Providing a fulltime staff support to this student population potentially impacts student success metrics and our campuswide funding because of the great transfer and degree completion rates of Honors students. Coordinator level would allow for development and implementation of extracurricular programming, workshops, and services events for Honors students. Based on Honors student survey, students want more of this. Coordinator would also help facilitate research conference travel and chaperone as needed. Coordinator level would also allow for proactive student interventions and monitoring of Honors student success in a more "casework" approach. Coordinator would work closely with Honors Counselors to contact students to determine academic struggles and provide appropriate referrals to services needed. In addition, increased hours of a fulltime staff person would allow the Honors Center to be open more hours to better serve students. The Honors Center is currently open

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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10 am - 4 pm Mondays through Thursdays. Currently nearly 40% 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.

**\*Lead:** Director with new Coordinator position once hired  
**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 events and activities based on event and overall program surveys.

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.  
**Planning Unit Priority:** High  
**On-Going Funding Requested (if**

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

**applicable):** 101691

**Related Documents:**

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

[Honors Demographics Trends.xlsx](#)

[Class Presentations 2017-18.xlsx](#)

**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) both in terms of facilities and staffing Honors Center hours.

**Status:** Active

**Goal Year(s):** 2017-18, 2018-19, 2019-20, 2020-21

**Date Goal Entered (Optional):** 07/01/2017

**Report directly on Goal**

**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.

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

Remodel of current Honors Center either by providing additional space via converting classroom next door into additional Honors Center space (approximate cost of \$150,000) or moving the Honors Center into a different, larger space altogether perhaps the first floor of the Library, Learning Resource Center slated to be built in a few years.

Supporting Data and Justification of Need: The Honors Program has grown 60% from Fall 2016 (679 students) to Spring 2019 (1087 students). With this growth comes increased student traffic and need for study and community space for Honors students. Currently, the

**Reporting Year:** 2018-19

**% Completed:** 0

Additional space needs still need to be addressed. Honors signage was installed in fall 2018. (05/13/2019)

**Reporting Year:** 2017-18

**% Completed:** 0

Director met with Facilities staff to discuss signage needs. Currently awaiting quote for signage cost.

Additional space needs still need to be addressed. (06/01/2018)

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

Honors Center is very cramped with some students opting to go elsewhere to study due to crowded conditions. This lack of space also impacts the sense of community for the Honors Program. 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. Plus, currently Honors staff share offices with the Honors Faculty Coordinator Office also serving as a staff break room. Additional space is need to provide a more professional atmosphere.

**\*Lead:** Heidi Lockhart

**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.

**Type of Request:** FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 150000

**In Progress -** Add Coordinator (A-105) (\$101,691 for salary and benefits) to help facilitate additional hours.

**\*Describe Plans & Activities**

**Supported (Justification of Need):** One of the largest Honors Programs in the state, the Mt. SAC Honors Program has grown 60% from Fall

**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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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2016 (679 students) to Spring 2019 (1087 students). A fulltime staff person is needed to provide appropriate levels of support to Honors students who transfer and complete degrees at much higher rates than the general population. Providing a fulltime staff support to this student population potentially impacts student success metrics and our campuswide funding because of the great transfer and degree completion rates of Honors students. In addition to offering additional programming and case management, having a fulltime classified coordinator would allow us to increase the Honors Center operating hours to provide better service to students. Currently the Center is just open from 10 am - 4 pm Mondays through Thursdays (24 hours) 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. Currently nearly 40% of Honors students are taking classes at 4 pm or later which is after the Honors Center is closed.

**\*Lead:** Director and new Coordinator position once hired.

**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.

**Type of Request:** STAFFING: Requests

provided. (06/01/2018)



<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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for permanent employee positions or temporary/hourly employees.  
**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 101691

**Support Services** - Provide comprehensive support services for Honors students including counseling hours, workshops, social and service events, and research conference opportunities.  
**Status:** Active  
**Goal Year(s):** 2017-18, 2018-19, 2019-20, 2020-21  
**Date Goal Entered (Optional):** 07/01/2017

**Report directly on Goal**

**Reporting Year:** 2018-19  
**% Completed:** 0  
 Lack of a fulltime, higher level classified support position continues to hinder the level of service and programming afforded to our students. In addition, this year 6 counselors provided 6-8 hours of counseling appointments each which was challenging as students could not always see the same counselor thereby not providing consistent counseling services. (05/13/2019)

**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)

**In Progress** - Provide additional and adequate counseling hours to Honors Students by assigning 52 Hours of Counseling (26 hours X 2 counselors) per week. Would like these hours to be provided by 2 fulltime counselors. Cost included is to fund one fulltime counselor as the Counseling Department is currently providing approximately 41 hours of counseling per week. Request is to cover the cost to hire a fulltime dedicated Honors counselor.  
**\*Describe Plans & Activities Supported (Justification of Need):**  
 The Honors Program has grown 60% from Fall 2016 (679 students) to Spring 2019 (1087 students) and is

**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)

**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)

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

one of the largest Honors Programs in the state. With this growth comes increased demand for counseling services including appointments, processing of UCLA TAP certifications and UCI Honors2Honors certifications, and workshops. Currently with 6 counselors providing 6--9 hours per week of appointments each, Honors students cannot always remain with the same counselor as their schedules change. Providing a consistent counselor with whom our students can bond with and not have to retell their situation to is critical to student success. Thus, in place of the small portions of 6 counselors' workloads currently assigned to Honors, the Honors Program desires 2 dedicated fulltime counselors would be ideal to provide consistency in service. Plus Honors students not only transfer at higher rates than the general Mt. SAC population, but do so to highly competitive institutions which adds to the prestige of Mt. SAC and helps to increase our funding due to those high student success rates. Dedicated, highly experienced counselors who have expert transfer knowledge are needed to facilitate not only the academic success of our increasing Honors student population, but to also address the high anxiety and stress this student population faces. Also, we currently have many times when we cannot accommodate student requests for

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

counseling appointments as we can only book appointments two weeks out and our current counseling hours get booked quickly for those two weeks.

**\*Lead:** Heidi Lockhart

**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.

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High

**On-Going Funding Requested (if applicable):** 105000

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

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

Offer a workshop series for Honors students including topics such as academic success, stress relief, transfer success, applying for scholarships, employment and internship acquisition, etc.

Coordinate Honors Outings/Events for all honors students as well as cohort programs to go to four-year universities, cultural venues,

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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museums, community service events, etc.

Coordinate a case management approach to student success, working with Institutional Research in monitoring student success metrics and providing follow up to Honors students who are falling behind in conjunction with Honors counselors.

Facilitate travel arrangements for research conferences and field trips and chaperone these events.

Supporting Data and Justification of Need: One of the largest Honors Programs in the state, the Mt. SAC Honors Program has grown 60% from Fall 2016 (679 students) to Spring 2019 (1087 students). A fulltime staff person is needed to provide appropriate levels of support to Honors students who transfer and complete degrees at much higher rates than the general population. Providing a fulltime staff support to this student population potentially impacts student success metrics and our campuswide funding because of the great transfer and degree completion rates of Honors students. Coordinator level would allow for development and implementation of extracurricular programming, workshops, and services events for Honors students. Based on Honors student survey,

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

students want more of this. Coordinator would also help facilitate research conference travel and chaperone as needed. Coordinator level would also allow for proactive student interventions and monitoring of Honors student success in a more "casework" approach. Coordinator would work closely with Honors Counselors to contact students to determine academic struggles and provide appropriate referrals to services needed. In addition, increased hours of a fulltime staff person would allow the Honors Center to be open more hours to better serve students. The Honors Center is currently open 10 am - 4 pm Mondays through Thursdays. Currently nearly 40% 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.

**\*Lead:** Director and new Coordinator position once hired.

**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.

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High  
**On-Going Funding Requested (if**

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

applicable): 101691

**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

**Report directly on Goal**

**Reporting Year:** 2018-19  
**% Completed:** 50  
Having an Honors Faculty Coordinator for the full school year in 18-19 definitely provided the much needed support to increase student participation in research conferences. Research conference attendance increased greatly because of this. (05/13/2019)  
**Related Documents:**  
[Honors Conference Attendance Data.xlsx](#)

**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 (Justification of Need):**

Rooms to hold workshops/conferences in.

**\*Lead:** Faculty Coordinator (primary) and Director

**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.

**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 0

**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)

**In Progress -** Promote research conferences to students and honors faculty to encourage greater participation. Methods of

**Reporting Year:** 2017-18  
**% Completed:** 50  
Research conference opportunities were promoted to students via New Honors Student Orientations and emails.

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	<p>promotion could include classroom presentations, emails, social media posts, workshops, presentations at orientations, etc.</p> <p><b>*Lead:</b> Faculty Coordinator (primary) and Director</p> <p><b>What would success look like and how would you measure it?:</b> Comparison of student research presenters from prior years to current year.</p> <p><b>Planning Unit Priority:</b> High</p> <p><b>One-Time Funding Requested (if applicable):</b> 0</p> <p><b>Related Documents:</b> <a href="#">Honors Conference Attendance Data.xlsx</a></p>	<p>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>
<p><b>Honors Certified Students -</b> Increase the number of Honors students who complete Honors Scholars Certification (Completion of 15 units or more of honors courses with a 3.2 GPA in those courses as well as an overall 3.2 transferable GPA).</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21</p> <p><b>Date Goal Entered (Optional):</b> 07/01/2017</p>	<p><b>Report directly on Goal</b></p> <hr/> <p><b>In Progress -</b> 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><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> Increase promotion of honors certification benefits, more closely monitor honors certification progress, and provide additional, proactive counseling as needed. A</p>	<p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 25</p> <p>Director began working with Institutional Research in October 2017 to gather data on student success metrics for 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><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 0</p> <p>A fulltime coordinator position has not been established at this time. (06/01/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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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 provide counseling to those students who appear to be struggling or very close to completion.

Supporting Data and Justification of Need: One of the largest Honors Programs in the state, the Mt. SAC Honors Program has grown 60% from Fall 2016 (679 students) to Spring 2019 (1087 students). A fulltime classified coordinator is needed to provide appropriate levels of support to Honors students who transfer and complete degrees at much higher rates than the general population. Providing a fulltime staff support to this student population potentially impacts student success metrics and our campuswide funding because of the great transfer and degree completion rates of Honors students. Coordinator level would allow for proactive student interventions and monitoring of Honors student success in a more "casework" approach. Coordinator would work closely with Honors Counselors to contact students to determine academic struggles and provide appropriate referrals to services needed. Coordinator level would allow for development and implementation of extracurricular programming, workshops, and



*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

services events for Honors students. Based on Honors student survey, students want more of this. Coordinator would also help facilitate research conference travel and chaperone as needed. Increased hours of a fulltime staff person would allow the Honors Center to be open more hours to better serve students. The Honors Center is currently open 10 am - 4 pm Mondays through Thursdays. Currently nearly 40% 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.

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

**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.

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High

**On-Going Funding Requested (if applicable):** 101691

**Request - Full Funding Requested -** Additional 25 weekly counseling hours beyond 41 hours currently offered. Ideally would like to have 2 dedicated fulltime counselors in

*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

Honors.

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

The Honors Program has grown 60% from Fall 2016 (679 students) to Spring 2019 (1087 students) and is one of the largest Honors Programs in the state. With this growth comes increased demand for counseling services including appointments, processing of UCLA TAP certifications and UCI Honors2Honors certifications, and workshops. Currently with 6 counselors providing 6--9 hours per week of appointments each, Honors students cannot always remain with the same counselor as their schedules change. Providing a consistent counselor with whom our students can bond with and not have to retell their situation to is critical to student success. Thus, in place of the small portions of 6 counselors' workloads currently assigned to Honors, the Honors Program desires 2 dedicated fulltime counselors would be ideal to provide consistency in service. Plus Honors students not only transfer at higher rates than the general Mt. SAC population, but do so to highly competitive institutions which adds to the prestige of Mt. SAC and helps to increase our funding due to those high student success rates. Dedicated, highly experienced counselors who have expert transfer knowledge are needed to facilitate not only the academic success of our

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increasing Honors student population, but to also address the high anxiety and stress this student population faces. Also, we currently have many times when we cannot accommodate student requests for counseling appointments as we can only book appointments two weeks out and our current counseling hours get booked quickly for those two weeks. \$66,000 (For an adjunct: \$60 per hour for 25 hours per week for 44 weeks) or \$105,000 (For 1 fulltime with benefits)

**\*Lead:** Heidi Lockhart

**What would success look like and how would you measure it?:**  
Increased transfer and graduation rates for Honors Program students.

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High

**On-Going Funding Requested (if applicable):** 105000

**Honors Course Sections** - Increase the number of Honors course sections, including the most popular Honors courses, to keep pace with the increase growth of the Honors student population.

**Status:** Active

**Goal Year(s):** 2018-19, 2019-20, 2020-21

**Staffing** - Maintain appropriate staffing levels to fulfill the needs of Honors

**Status:** Active

**Request - Full Funding Requested** - Coordinator, Honors Center

**\*Describe Plans & Activities Supported (Justification of Need):**

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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<p><b>Goal Year(s):</b> 2019-20, 2020-21</p>	<p>*One of the largest Honors Programs in the state, the Mt. SAC Honors Program has grown 60% from Fall 2016 (679 students) to Spring 2019 (1087 students). A fulltime staff person is needed to provide appropriate levels of support to Honors students who transfer and complete degrees at much higher rates than the general population. Providing a fulltime staff support to this student population potentially impacts student success metrics and our campuswide funding because of the great transfer and degree completion rates of Honors students.</p> <p>*Coordinator level would allow for development and implementation of extracurricular programming, workshops, and services events for Honors students. Based on Honors student survey, students want more of this. Coordinator would also help facilitate research conference travel and chaperone as needed.</p> <p>*Coordinator level would allow for proactive student interventions and monitoring of Honors student success in a more casework"" approach. Coordinator would work closely with Honors Counselors to contact students to determine academic struggles and provide appropriate referrals to services needed. *Increased hours of a fulltime staff person would allow the Honors Center to be open more hours to better serve students. The Honors Center is currently open 10</p>	
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*Unit Goals*

*Resources Needed*

*1. Where We Make an Impact: Closing the Loop on Goals and Resources*

am - 4 pm Mondays through Thursdays. Currently nearly 40% 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."

**\*Lead:** Heidi Lockhart

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

Increased student access to various Honors program resources

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High

**On-Going Funding Requested (if applicable):** 101691