



Honors 2020-2022

Prepared for: Dina Humble (Vice President of Instruction), Dr. Scott Thayer (Vice President of Student Services), and Leticia Hector (Dean of Arts and Humanities)

Prepared by: Anthony Blacksher (Honors Program Coordinator) and the Honors Program Committee
January 22, 2020

Table of Contents

EXECUTIVE SUMMARY	1
GOALS AND SOLUTION	2
Goals	2
Solution	2
ABOUT THE HONORS PROGRAM	3
Program Features	3
Benefits of Graduating from Program	3
Completion Requirement	3
HONORS PROGRAM LEADERSHIP	4
Honors Program Coordinator	4
Honors Program Transfer Counselor	5
Honors Program Advisory Committee	6
Honors Program Faculty	7
CURRENT BUDGET	8
PROGRAM IMPROVEMENT	9
Honors Program Leadership	9
Honors Program Coordinator	9
Honors Program Counselor	10
Honors Program Advisory Committee	10
Honors Program Faculty	10
Honors Program Instruction, Curriculum, Enrollment, and Community	11
Student Engagement and Experience	12
PROPOSED BUDGET	13
OUR PATH FORWARD	14
REFERENCES	

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM

EXECUTIVE SUMMARY

Since assuming the role of Honors Program Coordinator in the fall 2018 semester, I have found the San Bernardino Valley College Honors Program to be a program with limitless potential for those high-achieving students with academic ambition and intellectual curiosity. With the network and resources of the Honors Transfer Council of California (HTCC) and the work of past Honors Program coordinators, counselors, faculty, and Honors Committee members, SBVC Honors can serve and create critically engaged scholars. Last year, fourteen students represented San Bernardino Valley College at the Honors Transfer Research Conference, where one student received a scholarship for exemplary achievement. Further highlights include English Honors students visiting Pomona College for theatre productions and an Honors student serving as the speaker for the 2019 Commencement ceremony.

Assuming the role of Honors Program Coordinator, however, has also been a source of endless frustration. At the present moment, the program is analogous to a tree with branches stronger than its trunk. Without any methods for systematic data collection, a San Bernardino Valley College Honors Program handbook, opportunities for training, and with only .20 replacement for the Honors Program Coordinator and Honors Program Counselor, the Honors Program does not adequately serve nor create ambitious scholars. The enrollment of Honors students in the program and Honors courses continues to decline. Students' voice frustration about the lack of community and engagement with other Honors students. The chemistry department dropped all Honors courses, citing issues related to funding and heavy faculty workloads in Honors sections. Most revelatory about the state of the Honors Program is the absence of coordination between Honors and the implementation of the Promise Program.

The Honors Committee takes the consequences of an underperforming Honors Program very seriously. At the campus level, the declining enrollment places department chairs, deans, and the college at large in the position of canceling Honors sections. The more we struggle to cultivate an intellectual and academically engaged community of scholars, the more disincentivized students are to enroll in Honors courses and the program at large. That means the San Bernardino Valley College Honors Program contributes to the inequity of lower-socioeconomic students and students of color. At a community level, an underperforming Honors Program fails the college's mission to provide high-quality education and prepare students for transferring to the state and the nation's best universities to improve the quality of life in our district and beyond.

The Honors Committee is, however, looking forward to addressing these issues with the help of college leadership. In light of this summary, please receive the Honors 2020-2022 report as a vision statement, project proposal, and needs assessment.

Anthony Blacksher, Ph.D.
Honors Program Coordinator

GOALS AND SOLUTION

Goals

1. Address the needs of Honors Program Leadership
 - 1.1. Coordinator
 - 1.2. Counselor
 - 1.3. Committee
2. Address the needs of Honors Program instruction, curriculum, and enrollment
 - 2.1. Honors faculty workshop
 - 2.2. Attending campus committee meetings
 - 2.3. Enroll and maintain 100 Students
3. Address the needs of student engagement and experience
 - 3.1. Honors orientation
 - 3.2. Workshops and study sessions
 - 3.3. University campus visits and Honors Transfer Fair
 - 3.4. College Signing Day
 - 3.5. Scholarships

Solution

To facilitate a college honor's program on par with other Honors Transfer Council of California member colleges, the Honors Committee recommends an increase in reassign time from the Program Coordinator and Counselor, an evaluation of the current budget, the design and implementation of methods for data collection, and a one-year intensive focus on redeveloping the San Bernardino Valley College Honors Program.

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM

ABOUT THE HONORS PROGRAM

The Honors Program is designed for ambitious, hard-working, and intellectually curious students who want to challenge themselves, get the most out of their education, and earn an advantage in transferring to a 4-year institution. Honors courses offer enhanced critical thinking and greater depth and breadth coverage of subject material. Most courses are fully transferable to UC, CSU and many other 4-year schools, and most satisfy general education requirements (courses you'd need to take anyway to graduate).

Program Features:

- Experienced, highly qualified professors
- Enhanced course experience: opportunities to explore content area at greater depth and breadth
- Opportunity to present research at Honors Transfer Council of California Student Research Conference at UC Irvine
- Increased academic guidance from an Honors Program counselor
- Interesting and ambitious Honors classmates

Benefits of Graduating from Program:

- Priority or preferred admission to UC, CSU and private 4-year institutions
- Enhanced opportunities for scholarships
- Notation on transcript of successful completion of Honors Program
- Honors Program gold seal on diploma

Completion Requirement Program:

- Complete a minimum of 15 units in honors courses
 - Maintain an overall GPA of 3.5 (including having 3.5 at graduation)
 - Demonstrate a record of campus or community service and/or leadership
 - Exit meeting with Honors Counselor to assure Honors certification for graduation and transfer purposes
-

HONORS PROGRAM LEADERSHIP

Honors Program Coordinator

The Honors Program Coordinator is elected by the Academic Senate for a 2-year term. A serving coordinator may be re-elected for additional 2-year terms. The Honors Program Coordinator receives .20 reassigned time.

The Honors Program Coordinator is primarily charged with maintaining and promoting the academic and curricular aspects of the Honors Program, as follows:

- Provide guidance and orientation to Honors faculty and work with faculty department chairs to ensure the quality and commitment of honors faculty
 - Oversee honors courses, assisting discipline faculty in the creation of new courses and consulting on the content review of honors courses
 - Manage Honors budget
 - Coordinate recruitment of students to the honors program
 - Act as chair of the Honors Committee
 - Prepare and manage honors information in various media (update print Program brochure at least yearly, update Program web pages as needed, maintain Program Canvas community, etc.)
 - Attend meetings of relevant honors organizations, such as UCLA TAP and the Honors Transfer Council of California
 - Order graduation medallions (or other forms of regalia accessories, if desired)
 - Chair Honors Program Scholarship committee, including raising funds for scholarship and chairing the committee to consider applications for scholarship
 - Plan and organize workshops, seminars, informational sessions on topics of interest to Honors students
 - Attend relevant meetings of college groups and committees (department meetings, chair meetings, Curriculum Committee, etc.) for recruitment or curricular matters
-

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM

Honors Program Transfer Counselor

(This position has no known documented duties and responsibilities by institutional or governing bodies)

The Honors Program Counselor is primarily charged with the responsibility of navigating students through the admissions, registration, and transfer process. This includes:

- Lead the admissions process for incoming students and continuing students
 - Maintain honors transfer agreements between SBVC and four-year institutions
 - Create honors transfer agreements between SBVC and four-year institutions
 - Attend meetings of relevant honors organizations, such as UCLA TAP and the Honors Transfer Council of California
 - Review the two-year cycle of honors courses and make recommendations to the committee concerning the changing student enrollment, transfer requirements, and program goals
 - Act as co-chair of the Honors Committee
 - Participate in the recruitment of students to the Honors Program
 - Prepare and manage Honors information in various media (update print Program brochure at least yearly, update Program web pages as needed, maintain Canvas community, etc.)
 - Plan and organize workshops, seminars, informational sessions on topics of interest to Honors students
 - Attend relevant meetings of college groups and committees (department meetings, chair meetings, Curriculum Committee, etc.) for recruitment or curricular matters
-

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM

Honors Program Advisory Committee

The Honors Committee serves as an advisory committee to the Vice President of Instruction relative to the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of honors courses, proposals for new honors courses, and the evaluation of existing honors courses. Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.

The Honors Program Advisory roles include:

- Plan and organize workshops, seminars, informational sessions on topics of interest to Honors students
 - Determining and approving its own membership
 - Establishing and updating program policies
 - Ensuring compliance with program policies
 - Selecting honors courses and determining curriculum
 - Inviting, training, supervising, and evaluating honors instructors
 - Conducting business related to the program
 - Reviewing inter-institutional agreements with high schools, other two-year colleges, four-year colleges, and any other societies or agencies, and negotiating any needed changes
 - Recommending sound inter-institutional agreements for approval
 - Assisting in implementing the policies and procedures of the program
 - Approving any exceptions to Honors Program requirements and approving all requests for Honors independent studies (often called Honors option agreements or Honors contracts)
-

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM

Honors Program Faculty

Honors Program Faculty are outstanding classroom instructors, researchers, and practitioners. Faculty demonstrate a passion for their disciplines to shine. They enhance critical and creative thinking skills through specialized projects, learning materials, and mentorship.

- Embrace teaching strategies that empower students to take ownership of course material and approach questions from interdisciplinary perspectives
 - Encourage students to learn independently from direct sources of knowledge, such as laboratory experiences, original documents, and other primary sources, data collections, service learning opportunities, etc.
 - Promote the active and interactive learning of their students through such techniques as coaching, mentoring, inquiry-based methods, supervised independent projects, and service-learning
 - Provide thorough, frequent, and constructive assessment of students' written and oral work
 - Be willing to involve students in their own research, scholarship, or creative activities
 - Be widely available to students outside of class time and posted office hours for mentoring, conversation, guidance, and the general enhancement of the students' academic experience and personal development
 - Demonstrate a strong and ongoing commitment to promote excellence in honors education, being fully aware of the Honors program mission and helping to evolve the philosophy of the program as needed
 - Be active and dedicated advocates of the Honors College on campus and off.
 - This includes attending Honors events, being willing to serve on the Honors Committee, writing letters of recommendation for Honors students, attending Honors conferences, recruiting new Honors students, working with student groups, etc.
-

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM**CURRENT BUDGET**

Object*	Description	Cost
450000	Noninstructional Supplies	\$ 200
475000	Meals and Refreshments	\$ 800
511300	Consultant & Others	\$ 500
520000	Travel & Conferences (Faculty)	\$ 500
531000	Dues and Memberships	\$ 400
561100	Transportation (Bus/Car - Students)	\$ 2,000
580900	Other Expenses (Student Travel, Conferences)	\$ 1,790
	Total	\$ 6,190

PROGRAM IMPROVEMENT

Honors Program Leadership

There is a need for the Honors Program Leadership to revisit and, in some cases, learn the function of an Honors Program. At present, Honors Leadership lacks the understanding of their roles, capabilities to fulfill the needs of the program, and incentive to prioritize the Honors Program. To address these issues, the Honors Committee has the following recommendations:

Honors Program Coordinator

- Increase reassigned time from .20 to .40
 - Coordinators in their first year should receive .60
 - One-year transition period
 - Shadow outgoing coordinators
 - Observe Honors Faculty
 - Visit HTCC Honors Programs
 - Professional development
 - Website, Canvas, Curricunet, SBCCD Board procedures, campus forms, funding sources
 - Discuss the functions of campus departments and committees in relation to the function the Honors Program
 - Hiring a student assistant
 - Facilitate communication between the program and students
 - Assist students with applications, paperwork, and required materials throughout the program
 - Assist coordinator in hosting study sessions, orientations, and Honors events
 - Work with Outreach and Recruitment to promote and recruit Honors students
-

PROGRAM IMPROVEMENT

Honors Program Counselor

- Establish formal duties and responsibilities
- Increase reassigned time
- Serve as Vice President of the advisory committee
- Attend HTCC and UCLA Tap meetings
- Create Honors Program Handbook with clearly explained transfer processes

Honors Program Faculty

- Define roles and duties within the committee
- Form subcommittees around the following areas
 - Scholarships
 - Media and communications
 - Instruction and Honors Contracts
 - Student engagement
 - Curriculum

Honors Program Faculty

- Stipends or additional pay for teaching Honors courses
 - Increased funding for enhanced learning materials
 - Increased funding for research and teaching conferences
 - Incentivizing Honors by contract classes
-

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM

Honors Program Instruction, Curriculum, Enrollment, and Community

There is a need to evaluate the Honors Program Instruction and Curriculum and efforts to enroll students. For courses currently offered, there is no known process for evaluation, support, or communication to ensure the quality of honors-level coursework. Furthermore, the Honors Program must revisit its place within the institutional frameworks of the college, such that class offerings, scheduling, enrollment, and other matters reflect the needs of Honors students. The lack of institutional connection between the Honors Program and the campus unsurprisingly yields low enrollment in the program and Honors classes. To address these issues, the Honors Committee has the following recommendations:

- Yearly Honors Instructors Workshop
 - Discuss enhanced learning and critical engagement
 - Department issues and challenges
 - Report data and information from HTCC and National Honors Conferences
 - Honors Coordinator should yearly attend each of the following campus committee meetings:
 - Curriculum
 - Enrollment Management and Student Equity
 - Student Success and Support
 - Enroll and maintain 100 students
 - Work with Outreach and Recruitment coordinators
 - Design a student experience similar to FYE
 - Priority registration
 - Increase Partnerships with SBVC Programs and Organizations
 - Alpha Gamma Sigma
 - MESA
-

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM

Student Engagement and Experience

There is a need to cultivate an intellectual community for critically engaged and academic minded students enrolled in the Honors Program. At present, students lack the space and opportunity for peer-engagement outside of their individual Honors classes. The lack of cultivation breaches the project of honors programs, where students are expected to have the support of a close community of students and faculty. Without attention to this assessment, the Honors Program is less of a program for students and simply a selection of classes. To address this issue, the Honors Committee has the following recommendations:

- Honors Orientation
 - This orientation will take place as a breakout session during the campus orientation for first-year students
 - Workshops and Study Sessions
 - Weekly study sessions - requires a room, snacks, and someone to ensure students are supported
 - Monthly workshops - topics include transfer applications, HTCC research applications and presentation practice, scholarship applications, and graduate school counseling
 - University campus visits and Honors Transfer Fair
 - Formal Dinner
 - Networking opportunity with students and community leaders
 - College Signing Day
 - Celebration for students accepted and transferring to top universities
 - Scholarships
 - Increase scholarships to transfer students
 - Offer scholarships to students currently enrolled in the Honors Program
 - Increase scholarship fundraising on and off-campus
-

SAN BERNARDINO VALLEY COLLEGE HONORS PROGRAM

PROPOSED BUDGET

Object*	Description	Cost
450000	Noninstructional Supplies	\$5,000
475000	Meals and Refreshments	\$2,500
511300	Consultant & Others	\$3,000
520000	Travel & Conferences (Faculty)	\$5,500
531000	Dues and Memberships	\$1,500
561100	Transportation (Bus/Car - Students)	\$2,000
580900	Other Expenses (Student Travel, Conferences)	\$8,000
	Student-Assistant	\$6,200
	Total	\$33,700

Noninstructional Supplies

- Graduation regalia
- Materials for student presentations/poster boards
- SBVC Research Conference Materials*
- SBVC Honors and College T-shirts*
- Orientation*

Meals and Refreshments

- SBVC Research Conference
- Monthly study sessions*
- Honors Instructor Workshop*
- Orientation*
- Honors Transfer Fair*

Transportation (Bus/Car – Students)

- UC Irvine or UCLA campus visit
- HTCC Transfer Fair*

Student-Assistant

- 15 hours per week student-assistant*

Travel & Conferences (Faculty)

- Regular Attendance at HTTC Meetings
- National Collegiate Honors Council Conference*
- Funding one faculty conference on rigor, innovation, or equitable improvement*

Dues and Memberships

- HTCC annual dues
- National Collegiate Honors Council annual dues*

Consultant & Others

- Workshop leaders and facilitators

Other Expenses (Student Travel, Conferences)

- One fully funded student-research conference
- Four partially funded student-research conferences
- College Signing Day*

*Proposed expenses

OUR PATH FORWARD

The path forward for the San Bernardino Valley College Honors Program will reflect the college's efforts to support the highest academic-achieving students. Following the recommendations of the Honors Program Committee will place SBVC on par with fellow HTCC members. The Honors Program may then explore innovative programming, services, and service-learning opportunities for our students.

The first steps in implementing Honors suggestions involve the following:

- Supporting Honors Committee Leadership
 - Increase reassign time for Honors Program Coordinator and Counselor
 - Hiring a student-assistant
 - Professional development
 - Institutionalize Honors Programs through faculty compensation, campus committee participation, and departmental collaboration
 - Design the experience and pathways for Honors students

 - Increasing the yearly budget
 - A one-year budget increase
 - Training
 - Recruitment materials

 - Design and implementation of data collection
 - Collection and evaluation of existing program data
 - Designing and collecting data related to Honors 2020-2022
-

REFERENCES:

Honors Faculty Guide. Red Rocks Community College Honors Program, 2017.

James, Theresa A. *A Handbook for Honors Programs at Two-Year Colleges*. National Collegiate Honors Council NCHC Monographs Series, University of Nebraska-Lincoln, 2006.