Proposal Title: Honors Enrichment Program NCHC Conference Funding

Originator and Position: Christina Yamanaka and Erik Ozolins

Area Dean: Dr. Carlos Tovares and Dr. Jeremy Brown

Campus: Districtwide

Area Vice President: Dr. Rudolph Besikof

Budget Account Code: 1102100000260100815221

*Total Amount Requested: $7250 (The current Honors Conference budget is $2750 (ongoing). We are requesting an augmentation of $7250 to bring the total budget to $10,000.)

*Please complete all applicable portions of “Section VI - Projected Expense File” now to determine the “Total Amount Requested” above.

Please check:

| One-Time Funding: ☐ | On-Going Funding: ☒ | Safety: ☐ |

1.) For what are you asking?  2.) Why is the request timely and important?  3.) Where was the need identified? Please answer these three questions in 250 words or less. See instructions for further explanation.

The Honors Program is requesting an augmentation of our conference budget from $2750 to $10,000 to send four honors faculty to the National Collegiate Honors Council (NCHC) Conference. The Honors Program attends NCHC every year because it provides valuable experiences and best practices drawn from two-year and four-year Honors Programs from around the country. This four-day conference covers Honors STEM, curriculum, student leadership, community outreach, internships and more. It is the single most comprehensive national honors conference and our program has made every effort to establish an MSJC presence at NCHC and to bring back new ideas to enhance MSJC’s program. In fact, the Honors Activity Points System and the Honors Workshop Series originated from sessions at this conference. NCHC is an important source of inspiration and an opportunity to share the successes of MSJC’s Honors Program with other Honors Directors and students from around the country. This request is timely because the registration and hotel costs of NCHC have increased since our original $2750 Honors Conference RAP from 2013 was funded. Last year we were unable to pay for more than one Honors faculty from the Honors conference budget to attend because of a lack of adequate funds. The need for increased funding was identified at Honors
Faculty meetings in 2015-16. We are requesting an augmentation of our budget to $10,000 so that both SJC and MVC Honors Directors and two Honors faculty will be able to take advantage of the extraordinary research and leadership opportunities that NCHC affords.

### Section I – Program Review and Learning Outcomes - 20 points possible

1.) Identify support from your 2014-15 Comprehensive Program Review (CPR) or 2015 – 16 Annual Program Assessment (APA) for this request (8 points). [Link to Program Review](#)

This request is consistent with the Honors Program goals listed in our 2015-16 Annual Program Assessment. We stated that one of our main visions is to “(p)articipate in a broader Honors community. We will attain this goal by attending ...(and) present(ing) at regional and national Honors conferences to stay abreast of best practices at other institutions” (page 1). The Professional Development section also directly references this RAP. “We have completed a RAP to request augmentation to the Honors Budget to allow the sending of 4 faculty members (both directors and two additional honors faculty) to the National Collegiate Honors Council (NCHC) each year. The faculty who attend would then be able to communicate best practices and improved pedagogies to other honors (and non-honors) faculty at Honors Committee meetings and in Professional Development Workshops (such as at the @MSJC Academy)” (page 3). This RAP is also connected to the Major Activities/Highlights section of the Annual Program Assessment. We wrote, “SJC Honors Co-Director Christina Yamanaka and Honors faculty Dr. Nick Reeves attended the National Collegiate Honors Council Conference in November of 2015. We acquired invaluable information about...Honors Programs from around the country and brought that information back to MSJC. We hope to continue to build the MSJC presence at future NCHC Conferences through the submission of a RAP to augment the Honors Conference budget” (page 4).

2.) How will this request help improve student learning in the course and/or program (12 points)? [Link to Learning Outcomes](#)

Attendance at the NCHC Conference will expose Honors Directors and faculty to new teaching pedagogies that can be implemented upon their return to MSJC. This will improve student learning and the overall quality of the Honors Program. Specifically, the NCHC Conference hosts panel sessions on “Honors to Honors: Partnerships between community college and four-year programs” that focus on facilitating the transfer process for community college students. This is consistent with the Honors Program’s Learning Outcome One to “improve transfer opportunities of student members.”
Sessions on “Beyond Recruitment: Creating Honors Students” and “Presentation Skills” align with our Program Learning Outcome Two which states students will “(d)evelop...such skills as critical thinking, scholarly writing, research, and presentation skills.” Program Learning Outcome Two also highlights “lifelong skills that can be used both inside and outside the classroom” that parallels conference sessions such as “Building Leadership through Honors: and “Enhancing Honors Students’ Career Development.”

Program Learning Outcome Three that aims to “(f)oster a community of scholars, both faculty and students, who support the educational endeavors of Honors students” is consistent with NCHC sessions such as “Celebrating Honors: Events, Rituals, and Traditions” and “Creating, Redesigning, and Using Honors Spaces” that examines ways to bring Honors students together outside the classroom. Participating in these types of sessions offered at the NCHC Conference will ultimately invigorate and provide direction to Honors Directors on how to best achieve our Program Learning Objectives back at Mt. San Jacinto College. By sending four MSJC representatives rather than one that this budget augmentation will enable, we will have a much better chance of capturing the highlights of a conference that has over 400 presentations stretched out over a four-day period. The MSJC team will foster their own “community of scholars” through their shared experiences at the conference. The team can focus on specific areas of Honors that would help benefit the MSJC program and divide up the NCHC sessions accordingly (i.e. curriculum, marketing, Honors STEM, student leadership, etc.). The MSJC team will also become part of a much larger Honors community through their interactions with Honors faculty and students from other colleges. This is consistent with Program Learning Outcome.

In terms of Course Learning Outcomes, the Honors Program has a stand-alone seminar course that has three CLOs. Course Learning Outcome One calls on students to “(s)ynthesize information from different disciplines into a coherent and effective research paper or presentation.” The focus on cross-disciplinary research is covered in conference sessions such as “Interdisciplinary Initiatives.” Course Learning Outcome Two states students will “(r)ecognize and utilize valid academic sources” while Course Learning Outcome Three focuses on students “produc(ing) research that does not only report information but develops original and creative additions to the academic discourse of the discipline.” Conference sessions such as “New Directions for Undergraduate Research at Small Institutions: No Little Plans” address these topics.

Overall, by sending four Honors Directors and faculty to attend the largest Honors conference in the country, we can gain new insights into how to fulfill our Course Learning Outcomes and further strengthen a program that serves over 250 students district-wide. This is the first major
request for a budget augmentation for the Honors Program since the current Honors Directors began their tenure. We hope you will seriously consider this request given the high value attending NCHC will afford our program.

**Section II – Alignment with Institutional Priorities via the Strategic Plan - 25 points possible**

1.) How is your request aligned to the strategic goals below? Check all (typically 2 – 6 goals total) that apply. Click here for the 2016-17 Prioritization Allocation Rubric (PAR) for points-weighting during scoring.

2014-17 Strategic Plan Goals

| ☒ 1. Reduce time to completion of student educational goals and increase degree, transfer and certificate completion. |
| ☐ 2. Drive institutional decision-making using internal and external data to inform planning and prioritize resources. |
| ☒ 3. Refine staffing plan and process |
| ☒ 4. Improve fiscal responsibility that is sustainable for the long term |
| ☒ 5. Identify sustainability strategies to improve efficiencies in processes district-wide |
| ☒ 6. Expand and improve student involvement in campus life |
| ☒ 7. Promote quality of institution through enhanced communication within the community (internal/external) |
| ☒ 8. Enhance the overall campus life experience |
| ☒ 9. In an effort to serve students build bridges between instructional services, student services and administrative services |
| ☒ 10. Increase the College’s visibility, value and recognition in the service area |

2.) Please describe the connections between the goals you checked and your proposal (200 words maximum):

The NCHC Conference addresses transfer partnerships and academic advising that will “increase degree (and) transfer...completion” (Goal 1). Our RAP connects with Goal 3 since the NCHC Conference highlights how to “use existing institutional planning” (Goal 3.3) in an effort to “refine staffing plan and process” (Goal 3). NCHC covers grant writing that promotes fiscal responsibility (Goal 4). This request is consistent with Goal 5 since NCHC introduces Honors Directors to management models using electronic resources that will “improve efficiencies in processes.” Participation in the NCHC conference introduces MSJC Honors faculty to the variety of Honors student events that aligns with Goal 6. NCHC affords opportunities for MSJC faculty to establish the reputation of our Honors Program which “promote(s) the quality of institution” at the national level (Goal 7). NCHC on-campus event ideas and the use of Honors Spaces can be used to “enhance the overall campus life experience” of MSJC (Goal 8). Sessions on “Honors Faculty Development” and “Honors Advising” can “build bridges” at our college...
(Goal 9) while leadership in sessions, two presentations, and one publication by the MSJC Honors Directors at past conferences “increase(s) the College’s visibility” amongst a national community of Honors faculty and students (Goal 10).

Section III – Alignment with Institutional Plans - 15 points possible

Explain how your proposal is supported by the following plans: 2009-16 Educational Master Plan (4 points), Distance Education Plan (4 points), Technology Plan (4 points) and/or Facilities Master Plan (3 points). Link to Plans

This proposal is supported by the 2009-16 Educational Master Plan, the Distance Education Plan, the Technology Plan, and the Facilities Master Plan. The Educational Master Plan states that “One of the most important goals of the College is to build and maintain partnerships...with schools and colleges” and focus on “coordination with other community colleges to encourage a full array of offerings” (page 6). The NCHC Conference is the ideal location to build and maintain partnerships with other community colleges and universities since there are breakout sessions for two-year college honors program leaders as well as a meeting for the Western Regional Honors Council, a professional organization of faculty, administrators, and students dedicated to the promotion and advancement of undergraduate honors education in the Western half of the United States. These meetings afford honors directors, faculty, and students to discuss the future goals, best practices, and current concerns of honors programs at the regional and national level. NCHC also creates opportunities for Honors Directors and faculty to give presentations and to publish articles in collaboration with Honors faculty from other institutions. The MVC Honors Director has presented twice at NCHC and he has co-authored, “Varying Format for Two-Year College Honors Seminars.” This is consistent with the Educational Master Plan’s goal “to build and maintain partnerships...with schools and colleges.” The NCHC Conference also addresses the growth of Honors Programs and how to maintain them which is a concern addressed on page 86 of the Educational Master Plan that “The Honors Enrichment Program will likely grow at the same rate as overall College enrollment.” In fact we see that the Honors Program has grown faster than the college has grown and we have a similar amount of support as we had in the past. By approving this request, MSJC Directors and faculty will be able to attend the NCHC conference with Directors and faculty from other schools and learn about strategies that will help us continue to provide exceptional service.

This RAP is supported by the Distance Education Plan since the NCHC Conference examines issues connected with hybrid courses and honors curriculum. An example session that explored these themes from 2015 was “Using Hybrid Classes to Enhance Honors Course Offerings in the
Disciplines.” These types of sessions would be instructive to MSJC honors faculty who offer a limited number of hybrid (blended) honors courses and is consistent with the Distance Education Plan’s Overall Program Philosophy that “Mt. San Jacinto College supports a Distance Learning Program that consists of courses that are offered fully online and partially online (hybrid/blended)” (page 4).

The NCHC Conference also focuses on the use of digital technologies and laptop computers in the honors classroom. For example, the SJC Honors Director attended a session at the 2015 NCHC Conference on “Big Plans, Small Groups: Service Learning, Digital Storytelling, and Honors Composition.” This presentation became the inspiration for new honors digital storytelling projects she will assign this year and a presentation she will give next year’s SJC Honors Seminar on Digital Storytelling. These types of technologies and laptops discussed at NCHC, are supported by the Technology Master Plan that describes the mission of the Information Technology Department as providing “an institutional computing environment that manages and maintains accurate, reliable, and efficient technology services for the success of the College community” (page 2). The administrative unit outcomes listed on the same page emphasize the need to support “a technology infrastructure that is conducive to student learning and College operations, by providing an institutional computing environment that is robust, reliable, (and) secure.” Administrative support for attending the NCHC Conference that will lead to greater use of digital technologies is in keeping with the Technology Master Plan’s goal of creating a technology infrastructure that is conducive to student learning.

The Facilities Master Plan supports this proposal for attending the NCHC Conference since the goals of the Facilities Master Plan include creating “campuses that ...contribute to a high standard of student life” as well as creating “campuses and facilities that promote increased student-faculty interaction and interdisciplinary and collaborative learning” (page 1). NCHC panels on “Building Community in a Commuter Honors Program: Retreats, Events, Classes, Lounges”, “Growing Honors through Disciplinarily Diverse Capstone Experiences”, and “Interdisciplinary Seminars in the Two-Year College Honors Program” highlight the opportunities for Honors Directors and faculty to enhance the campus experience and interdisciplinary educational opportunities for honors students at Mt. San Jacinto College.

Section IV – Goals and Measurable Outcomes – 30 points possible

1.) Describe your goal(s) for this project (10 points). How will this improve student learning or enhance institutional services? For a review of goals, see pp. 18 – 20 of a presentation via this link.
Goal One: Send SJC and MVC Honors Directors and two Honors faculty to the NCHC Conference.
Goal Two: Learn new information and best practices at the conference and discuss findings with other MSJC Honors faculty attendees.
Goal Three: Share NCHC findings with MSJC administrators, Honors faculty, and students.
Goal Four: Consider how best practices and information from the NCHC Conference can be applied at MSJC.
Goal Five: Network at the conference with other Honors Directors and faculty to build professional ties and establish connections with other colleges and universities.
Goal Six: Establish an MSJC presence at the NCHC Conference.

2.) What are the measurable outcomes for this RAP (10 points)? That is, how will progress toward meeting your goal(s) be identified and/or measured? Click here for learning outcome reference materials.

Measurable Outcome for Goal One: Pay for the NCHC registration, hotel, and travel expenses for the SJC and MVC Honors Directors and two Honors faculty who will attend the conference.
Measurable Outcome for Goal Two: MSJC Honors Directors and faculty take notes at the sessions they attend and then share their findings at the end of the day.
Measurable Outcome for Goal Three: NCHC attendees present what they learned to the MSJC Honors Faculty Committee. Additionally, Honors Directors present relevant findings at the monthly Honors Counselor Meeting and the monthly Honors Student Mentor meeting.
Measurable Outcome for Goal Four: Adopt at least one policy or practice at MSJC that is inspired by the NCHC Conference.
Measurable Outcome for Goal Five: Each MSJC attendee exchanges contact information with at least one other Honors Director or faculty from another college.
Measurable Outcome for Goal Six: MSJC attendees at the conference will actively participate in conference sessions, attend the Western Regional Honors Council meeting, attend the national meeting for Two-Year Colleges, and attend after-session events for networking opportunities.

3.) Explain how your outcomes are tied to your CLOs/PLOs/AUOs/SLOs (10 points).

Outcome One (registering/attending the NCHC Conference) will introduce MSJC Directors and faculty to a variety of best practices from Honors Programs from around the country. This includes establishing transfer partnerships with four-year institutions and taking advantage of Honors-to-Honors agreements between two- and four-year schools. This aligns with Program Outcome One to “improve transfer opportunities for student members.” NCHC also focuses on the development of academic and leadership skills of Honors students that correlates to Program Outcome Two to “develop lifelong skills that can be used both inside and outside the classroom.” NCHC addresses cultivating an Honors community through Honors activities and Honors Spaces on college campuses. Additionally, the conference itself creates a sense of a
national community amongst attending Honors Directors, faculty, and students. This is tied to Program Outcome Three to “foster a community of scholars, both faculty and students, who support the educational endeavors of Honors students.”

Outcomes Two, Three, and Four focus on participating in sessions, gathering information, sharing this information with the MSJC Honors Community, and implementing new policies and practices. These steps are taken to promote Program Learning Outcomes One, Two, and Three since knowledge at the conference will be used to benefit the Honors students of MSJC.

Outcomes Five and Six emphasize establishing a positive reputation for MSJC at the conference, networking, and further cementing professional connections after the conference is over. By doing so, the information sharing and team building benefits of NCHC will extend well beyond the duration of the four-day conference. This is consistent with Program Learning Outcomes One, Two, and Three.

Outcomes One through Four, which focus on attending, gathering information at the conference, and implementing new practices at MSJC to improve the classroom performance and transfer success of students, align with Course Learning Outcomes One, Two, and Three that deal with creating innovative research projects and papers in the honors classroom.

Section V – Implementation Plan – 10 points possible

What are the steps that you will take or need to be taken to implement this proposal?

1.) Who is in charge of implementing the project (2 points)? Christina Yamanaka and Erik Ozolins

2.) What are the projected start and end dates (2 points)? The projected start date is the end of summer/beginning of Fall 2016 to pay for the registration, hotel, and flight for the 2016 NCHC Conference. The conference takes place in mid-October 2016, the presentation to the MSJC Faculty Committee, Honors Counselors, and Honors Mentors will occur between October and November 2016, and implementation of a new policy or practice will happen the following semester in Spring 2017. This cycle will repeat each year as part of our ongoing funding augmentation request to attend the NCHC Conference. By sending four MSJC honors representatives to NCHC, this enhances our ability to cover this four-day conference that has hundreds of panel sessions that are too numerous for only one or two MSJC honors faculty to cover alone.

3.) What other departments will need to assist with the acquisition/implementation of the project (2 points)?

We will request that the Office of Instruction in coordination with the VPI’s Office handle the registration and make the travel arrangements for the conference.
4.) When will the outcomes be measured (2 points)? Outcome One (travel arrangements), Outcome Two (information gather at the conference), Outcome Three (sharing findings), Outcome Five (networking), and Outcome Six (MSJC presence at NCHC) will take place in Fall 2016. Outcome Four (implementation of new practices) will occur in Spring 2017. This cycle will continue the following year since we attend NCHC on an annual basis.

5.) How will you measure the desired outcomes (2 points)? Outcome One will be measured by determining if MSJC Honors Directors and faculty attended the NCHC Conference. Outcome Two will be measured by uploading all MSJC notes from the conference to Google Drive or Digital Dropbox so all attendees have access to the information and are able to discuss their findings. Outcome Three will be measured by checking the meeting minutes to determine if the NCHC Conference was discussed. Outcome Four will be measured by reviewing new Honors practices implemented on a trial basis in the Spring semester and incorporating them into the following year’s Honors Handbook if the practice becomes permanent. Outcome Five will be measured by determining if an MSJC attendee to the conference is able to establish contact with at least one other Honors Director or faculty after the conference is over. Outcome Six will be measured by discussing the role of our college at NCHC with the MSJC Honors community.

Section VI - Projected Expense Profile

For the object codes and titles below, please indicate the monetary amounts requested.

Object Code 4XXX
Supplies and Materials: Click here to enter text.. Amount requested: Click here to enter text.
Supplies and Materials: Click here to enter text.. Amount requested: Click here to enter text.
Supplies and Materials: Click here to enter text.. Amount requested: Click here to enter text.

Object Code 5XXX
THIS FUNDING REQUEST IS FOR FOUR MSJC HONORS DIRECTORS/FACULTY

Services: Registration. Amount requested: $1620 ($405 per person)
Services: Airline. Amount requested: $2400 ($600 per person)
Services: Hotel. Amount requested: $4000 ($1000 per person - $250/night for four nights)
Services: Taxi/Shuttle. Amount requested: $480 ($120 per person)
Services: Parking. Amount requested: $240 ($60 per person)
Services: Personal Mileage. Amount requested: $460 ($115 per person)
Services: Meals. Amount requested: $800 ($200 per person - $50/day for four days)

SUM = $10,000 - $2750 (CURRENT BUDGET) = $7250

AMOUNT WE ARE REQUESTING = $7250

Note: In some years the cost of the NCHC Conference may be slightly lower if it is located on the western side of the country. Any remaining funds will be used to send Honors faculty to the Western Regional Honors Council (WRHC) Conference. Typically it has been very difficult to send anyone to this regional conference because of the cost. In the years that we have surplus funds from this account, we will send an MSJC contingent to give presentations and participate in Western Regional, demonstrating that the total amount of these funds will be completely and consistently used.

Object Code 6XXX
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.

(S2) Subtotal from Non-Personnel Requests: $7250

Total Proposed Budget (sum subtotals (S1) and (S2) above): $7250

3. Secondary Effects (if this proposal is approved)

If a Classified/Administrative Personnel Prioritization Request is being submitted in tandem with this RAP, what additional space, if any, is needed to accommodate this position: Click here to enter text.

For equipment and technology requests, will additional space be needed to accommodate the requested equipment? If so, where is the proposed location? Click here to enter text.

Will requested equipment require maintenance agreements or support personnel? If so, what the projected costs? Click here to enter text.

Please list future year anticipated needs and estimated financial needs. This will not be automatically funded. A new RAP must be completed in the future.
Fiscal Year: Click here to enter text. Anticipated need: Click here to enter text. Estimated amount: Click here to enter text.
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