

 Dept AS - Honors > Academic Support Assessment Unit > Program Review



Enter information for 2016-17 only. Prior years need to be entered in Word document and sent to Vice President of Student Services.



▼  Dept AS - Honors 

**For 2017-18 Submitted by::** Mehrdad Khosravi

**APRU Complete for:** 2017-18

**Program Mission Statement:** The goal of the De Anza Honors Program is to engage, support, and challenge self-motivated students to pursue a deeper education, based on the principles of: intellectual growth, critical thinking, servant-leadership, and academic integrity; thereby enabling them to create opportunities for success in both their personal and professional lives.

**I.A.1 What is the Primary Focus of Your Program?:** Transfer

**I.A.2 Choose a Secondary Focus of Your Program?:** Personal Enrichment

**I.B.1 Number Certificates of Achievement Awarded:**

**I.B.2 Number Certif of Achievement-Advanced Awarded:**

**I.B.3 #ADTs (Associate Degrees for Transfer) Awarded:**

**I.B.4 # AA and/or AS Degrees Awarded:**

**I.C.1. CTE Programs: Impact of External Trends:**

**I.C.2 CTE Programs: Advisory Board Input:**

**I.D.1 Academic Services & Learning Resources: #Faculty served: 40**

**I.D.2 Academic Services & Learning Resources: #Students served: 293**

**I.D.3 Academic Services & Learning Resources: #Staff Served:**

**I.E.1 Full time faculty (FTEF): 0**

**I.E.2 #Student Employees: 1**

**I.E.3 % Full-time :** FTEF and PTEF load reside within their individual home departments.

**I.E.4 #Staff Employees: 0**

**I.E.5 Changes in Employees/Resources:**

**II.A Enrollment Trends:** Last year our unduplicated headcount was at 163 a drop from 282 of about 62%. The number does not reflect the 293 students who are in the program. The difference may be due to the fact that many students cannot take the classes they need because of low registration priority. Most Honors classes are taught by faculty whose classes fill up very fast and Honors student won't have a chance to take them. Other factor may be the number of Honors classes we can offer each quarter. We will be adding to that number next year as we will have 75+ Honors classes that we can offer.



**II.B.1 Overall Success Rate:** Despite the changes to the enrollment and the challenges, the success rate has stayed constant at 92-94% over that past three years. There is a 1% drop in success rate from last year but then non success also dropped by 1%. The growth was in withdrawal rate with increase of 1%. The changes are not statistically significant and they do suffer from small sample size bias.

**II.B.2 Plan if Success Rate of Program is Below 60%:**

**II.C Changes Imposed by Internal/External Regulations:** Other than the outline updates there has been no significant change. Honors program now also maintains a chapter of Phi Theta Kappa Honors society on campus which has big administrative demands.

**III.A Growth and Decline of Targeted Student Populations:** We had a decline in targeted population of from 80 to 44. Some reasons could be better record keeping of who is in the program and also the number of honors classes that we could offer last year. With increase in diversity of the courses offered next year, a total of 75 courses, we hope our targeted population will grow. We continue to show presence in outreach events and make in class presentation to encourage more students to joining the program.

Although the enrollment dropped, the success rate of the targeted population increase by about 3%.

**III.B Closing the Student Equity Gap:** There is a 9% difference between the success of targettern and non targeted stduetns. That's down from 14% the year before. We still have a lot of work to do to encourage a higher enrollment of the targeted group. We continue building a sense of community and support at the lounge and through our regular member meetings. Our students have worked with DASB on having workshops and advertising them to the campus community which could help closing the gap. The big part of the difference is not the non success rate but the withdrawal rate. 10% of targeted students drop their classes in compare to 3% of non targeted population. This shows a need for dedicated counselor for the program to assisst studetns in their course selection and to guide them through completion of their Honors courses.

**III.C Plan if Success Rate of Targeted Group(s) is Below 60%:**

**III.D Departmental Equity Planning and Progress:**

**IV.A Cycle 2 PLOAC Summary (since June 30, 2014):** We did a survey through surveymonkey.com and students were asked questions about the academic, social, and overall effectiveness of the program and its role in helping them transfer:

**IV.B Cycle 2 SLOAC Summary (since June 30, 2014):** Since an Honors Program course is still part of the regular course, the SLO belongs to the individual department associated with that course. The Honors Program is currently not engaged in assessing SLOs.

**VA Budget Trends:** For the past four years we have been getting regular funding from the administration which has gone a long way in establishing the program and giving students confidence about the program. One of the program needs has been student assistant position which assists with student support at the office and making program available to all students throughout the day and clerical assistance to the coordinator. The budget for that position has been primarily a Student Body funding which we have been able to secure for the past 4 years although the amount has been continuously and sharply declined. There hasn't been a regular fixed budget for any of our other event which students have

been regularly asking.

Over the past three years DASB has reduced the budget for student assistant every year which limits our hours of operation at the office where students usually work together and build a community. In particular for next year they have cut the budget for the student assistant by 33%.

**V.B Funding Impact on Enrollment Trends:** We need yet more outreach and more community building events. Since we have not had any fix budget, the nature and scope of our events has been modest. To have a program that can reach out to the campus community we could use regular funding to pay for speaker series, more workshops on transferring and networking, participation in scholarly events, and more engagement in community (travel cost).

**V.C.1 Faculty Position(s) Needed:** Growth

**V.C.2 Justification for Faculty Position(s):** We have a growing program with challenges ahead. The faculty coordinator positions is responsible for

- recruitment, review and enrolling of qualified applicants
- recruiting Honors faculty and creating Honors section for each offered course every quarter (50+ each quarter)
- clearing of students who want to try an Honors course for one quarter every quarter after reviewing their academic standing
- Planning events such as orientation, social events for Honors students, recruitment and outreach
- Advising and mentoring of the students
- Transfer workshops for personal statement writing and bringing in recruiters from different universities
- Overseeing the process of updating the curriculums for Honors courses
- Completing program reviews and budget requests
- Hiring and advising/mentoring Honors Program officers and students assistants and helping them gain leadership skills and plan/organize events
- Working with other Honors Programs and transfer universities in having a program that keeps our students competitive
- Honors program Coordinator also is an advisor to Phi Theta Kappa Chapter in De Anza which includes many responsibilities imposed by the headquarters of PTK and enrollment demands.

All these along with unexpected challenges any program may have to go through justifies a clear need for a faculty coordinator who can grow the program and support the students. The Honors Program has tremendous potential for growth. Indeed, the number of students who take an Honors class without officially being in the Honors Program is significant (about 140 over the past three quarters alone). With limited staffing and resources, the Honors Program is not currently capable of expansion. Having the release time would also allow for an increased capacity.

**V.D.1 Staff Position(s) Needed:** Growth position





**V.D.2 Justification for Staff Position(s)::** The program has grown and with addition of PTK to the program, the administrative duties are just too much for one person. At the minimum we need one student assistant paid by the administration to help with paperwork. It's just too much for only one faculty coordinator to do everything. A 3-4 hr/day position would help tremendously in keeping the program moving smoothly.

**V.E.1 Equipment Requests:** Under \$1,000

**V.E.2 Equipment Title, Description, and Quantity:** • 1 Printer/scanner: replacement with life expectancy of 3-4 years. Previous printer does not work properly anymore

- Student station and faculty computer. Replacement
- 1 Portable whiteboard: new with potentially 5+ year life expectancy.
- 2 A-frames: New
- 2 cashboxes with lock for fundraising: new

**V.E.3 Equipment Justification:** • Printer/scanner: The old one is broken. There is almost a daily need for printing handouts, flyers, outreach material, and scanning records of previous students

- Both the student station and faculty computer are outdated with reduced speed.
- Portable whiteboard: Honors program is a student program and as indicated in the student responses, there is a need and interest in more events and activities. Portable whiteboard will allow having events in the quad and other non-classroom locations
- A-frames: As part of our outreach we could use A-frames in spreading the word about our events and encourage participation
- Cash boxes: We have been doing regular very popular fundraisers each quarter and for security and convenience cash boxes with locks are very important

**V.F.1 Facility Request:** We currently do not have any outstanding needs.

**V.F.2 Facility Justification:**

**V.G Equity Planning and Support:** Honors program with the help of the division will develop some Student Equity related activities to increase number of African Ancestry, Latino, and Filipino/Pacific Islander students

**V.H.1 Other Needed Resources:**

**V.H.2 Other Needed Resources Justification:** Honors students can benefit from a selection of books at the lounge that focus on the college mission and also from reading more scholarly magazines.

**V.J. "B" Budget Augmentation:** \$10,000 B budget requested

- The Honors Program has no B budget and only covers expenses through the AVP of Instruction's B budget.
- Even daily office supplies such as printer ink, paper, and file folders must be funded through the AVPI's B budget.
- Will allow for the program to continue with its daily operations, and it will also provide much-needed funding for marketing and recruitment efforts.
- Will cover costs to participate in national and regional Honors councils.



- Will pay for the registration fees for program student to participate in Honors conferences. (we have not been able to do that)
- Will fund mentoring program for developmental courses with Honors Program mentors.
- Will cover costs for any other expenses that might arise over the course of the year such as field trips to the State capitol, campus visits, speaker invites, etc.

**V.K.1 Staff Development Needs:** Workshop for Honors Faculty.

**V.K.2 Staff Development Needs Justification:** Program can benefit from workshops for faculty focused on the program and ways to recruit more diverse group of students and how to help student grow in their honors courses.

**V.L Closing the Loop:** The program will continually assess its effectiveness by running surveys and checking the data to help reach out to the targeted students and close the equity gap especially in success. Although our enrollment is improving, which is great, we need to focus on increasing the rate of success of our targeted students. Building a support group and community feeling would be in the plans of the program.

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