



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

14-15 CAPR 19
Thursday, April 16, 2015

TO: The Academic Senate
FROM: The Committee on Academic Planning Review (CAPR)
SUBJECT: 14-15 CAPR 19: Request for revision of University Honors Program
PURPOSE: For consideration by the Academic Senate

BACKGROUND:

At its April 16, 2015 meeting, CAPR unanimously approved the request from Dr. Bridget Ford, University Honors Program Director, for the revision of the University Honors Program (UHP). Dr. Bridget Ford, and Mary D'Alleva and Andrea Wells from the Center for Community Engagement, attended CAPR to discuss the request. It was noted by Dr. Ford that the UHP has not been modified for the past ten years, and that changes involving Program Learning Outcomes (PLOs), policy, catalog, student-faculty contracts, program philosophy and relation to sister-campus programs are needed.

ACTION REQUESTED:

CAPR unanimously accepted the University Honors Program request for revision and asks that the Academic Senate recommend the revision to the President; upon President's signature, effective Fall 2016.

CALIFORNIA STATE UNIVERSITY, EAST BAY

REQUEST FOR APPROVAL OF REVISION OF

THE OPTION OR MINOR IN University Honors Program

[Enter in name of Option or Minor as it shows in the current university catalog.]

Quarter: **FALL** Year: 2016 Catalog: 2016-2017

Date Submitted to APGS: 1/28/2015

1. Department: University Honors Program
2. Full and exact **title** of program, with name of major for options [Copy from current university catalog]:
University Honors Program.
3. **Purpose** of the Proposed Revision: [Why does this Option or Minor need to be revised? Will there be any effect on the other programs in your department as a result of the revision of this Option or Minor?]

The University Honors Program has not seen a modification in ten years, and it is time for reconsideration. Last spring, the Honors Advisory Council adopted four Program Learning Outcomes, which the program had never previously had. These PLOs are attached here. We would like to adjust our program to meet these PLOs. As our program currently stands, we have no way to measure and assess PLOs. Other reasons for the changes include the following: 1) The program has grown somewhat wayward in recent years, misusing GS course descriptions in required classes. We regularly offer a GS 3998 class, that is treated as a one-day service course for seniors. However, this is listed as "Honors Research" in the catalog. In consequence, the course description has no connection to what is currently offered as GS 3998. To add confusion, the catalog language for the University Honors Program states that students must take a one-unit "Honors Seminar" to graduate, yet in the catalog this is listed as GS 3999. We have no record that this class has ever been offered. More glaringly, we currently have inconsistent GPA requirements between Academic Senate policy language, University Catalog, online program descriptions, and historical practices. These must be resolved so students understand the requirements of the program. 2) As the program has grown to some 25 graduating students each year, the demands on regular faculty to complete "contracts" with students has also grown. Anecdotally, students are reporting difficulty in persuading faculty to take on these "contracts," which operate like one-unit independent studies. It is also difficult to maintain consistency with so many contracts required every quarter. Our 25 graduates in Spring 2014 alone undertook 125 "contracts" with faculty. My sense is that students would benefit from fewer "contracts" that are of more consistent quality, and more readily brought before conferences or other presentation settings for further reinforcement and development. 3) Our current GS 3998 is a very limited Habitat for Humanity one-day service requirement. This service is not tethered in any meaningful way to the academic work students in the UHP are doing towards completion of the program. It should not be serving as a "capstone" to the program (although it is a nice day of service, to be sure). 4) We would like to place leadership, service learning, and community engagement at the center of UHP. We believe this will provide greater coherence and community to the program, and will benefit students much more in their career development, professionalization, and connections to each other within the program and university than another course "contract." 5) Technically, we are not considered a "program" by National Collegiate Honors Program standards, as revealed in a self-study conducted against the NCHP's guidelines. We are also quite out of sync with other Honors Programs in the CSU system, which have a number of required, designated Honors courses providing a greater sense of cohort and community, as well as special academic challenge. To the question of whether there will be any effect on the other programs in our department, it is possible some GE course offerings in Area F

would be affected, since fewer students would be enrolling in them each year (about 25 at this time). Also, as an early recruitment tool, we will invite eligible first-year students to take a special Honors section of GS 1013 (General Activities III), which we will designate as “Honors Colloquium.” We would therefore draw off academically stronger students into an exclusive class, and out of regular GS 1013 sections. We have piloted this class through a Faculty Learning Community. We will continue to leave this as an optional class, though, and our special class requires no course modification form, as enrollment will be handled through General Studies.

4. List of all **program requirements** including prerequisites and **courses**. A comparison of the existing and proposed portions of the program must be provided. This should be done by copying and pasting the existing catalog section(s) and revising by indicating deleted text using strikethrough ~~(deleted text)~~, and added text using underline (added text). For sections that are heavily revised, strikethrough the entire pertinent text section ~~(text)~~ and enter the new text underneath indicated by underline.

Total required units in both old and new programs must be included even if there is no change.

University Honors Program

Department Information

University Honors Program

Academic Programs and Graduate Studies

Student Services and Administration Building

SA 4500 Phone: (510) 885-3286

E-mail: robert.phelps@csueastbay.edu bridget.ford@csueastbay.edu

Director: Bridget Ford (History)

Program Description

The University Honors Program provides outstanding students the opportunity for academic challenge through the completion of specialized courses, seminars and projects under the direction of faculty mentors. University Honors Students in good standing gain priority registration for most university classes, attend educational and social events with other Honors Students, have exclusive use of the Main Library's University Honors Study Room, and may be considered for periodic awards and scholarships. University Honors Students also receive recognition on their official transcripts and diplomas, and enjoy special acknowledgement at both the Honors Convocation and Graduation ceremonies.

Program Learning Outcomes

Students who complete the University Honors Program will be able to:

- I. Demonstrate the ability to design, plan, and execute an original research or creative project that would meet professional standards in a specialized discipline or interdisciplinary field.
- II. Effectively communicate the methods, techniques, and findings of their original research or creative project in a written, oral, or visual format.
- III. Work collaboratively with persons from different fields of specialization in diverse teams and communities to address complex challenges and everyday problems.
- IV. Demonstrate responsible leadership skills by having taken one or more significant organizational roles in Honors curricular or co-curricular activities or service-learning fieldwork.

Admission

Admission to the program is open to:

- a I. Undergraduate students admitted to the university with a minimum 3.60 cumulative GPA, and
- b II. Students who have maintained a cumulative 3.60 GPA in their last 36 quarter (or equivalent semester) units of baccalaureate-level coursework. In addition, eligible students must have satisfied the EPT/ELM requirements.

III. Students who have been invited to take an optional, specialized one-unit GS 1013 (designated as “Honors Colloquium”), in the Spring of their freshman year, as determined by the University Honors Director in consultation with General Studies.

IV. Students who intend to be enrolled at the university for at least four additional quarters, to ensure adequate time for completion of program requirements.

Program Course Requirements

Consult the program director for clarification and interpretation of course requirements.

To graduate from the program, every Honors student must complete:

- I. A minimum of four classes (each consisting of three or more course units) as Honors-designated courses. To earn the Honors designation for a particular course on their transcripts, students shall:
 - a. Design, plan, and execute an original research or creative project in consultation with the course instructor, who agrees to evaluate the Honors project in addition to, and separate from, assignments and assessments for the course in which the student is enrolled. Honors-designated courses may be in the student’s major or minor, as well as in general education and elective courses.
 - b. Submit an instructor-approved contract for each course in which Honors projects will be completed to the University Honors Program director for review and approval.
 - c. Earn a letter grade of “B” or better in each Honors course, and complete an Honors project to the satisfaction of the instructor of the course.
- II. GS 3099 (Honors Leadership and Service) in students’ sophomore or junior years, with a letter grade of “B” or better.
- III. GS 3999 (Honors Seminar) in students’ senior year, with a letter grade of “B” or better.

Additional breadth and eligibility requirements

Students must:

- I. Take two of the four required Honors-designated courses outside of the students’ major and minor fields.
- II. Take Honors-designated courses with letter grades only. Credit/No Credit courses will not be accepted for Honors designation.
- III. Make progress towards program completion by taking at least one Honors-designated course per academic year with a letter grade of “B” or better.
- IV. Maintain a cumulative GPA of 3.60 for all CSUEB coursework taken subsequent to acceptance into the University Honors Program. Students who fail to meet the eligibility requirements for two consecutive quarters will be disqualified from the program.
- V. Attend one or more special learning, professional development, or cultural events at CSUEB each quarter in which they are enrolled in the University Honors Program. Events sponsored by the Honors Student Council will be especially encouraged.

Maintaining Membership

~~To remain in good standing in the program, students must complete at least one University Honors course per academic year with grades of “B” or better, and maintain a minimum GPA of 3.50 for all CSUEB coursework taken subsequent to being accepted to the University Honors Program. Students who fail to meet the maintenance requirements for two consecutive quarters will be dropped from the program.~~

Types of University Honors Courses

~~University Honors courses are of several types:~~

- ~~c- regular classes in which the instructor agrees to design and grade a special extra project to be completed by the Honors student,~~
- ~~d- one-unit seminar classes, restricted to University Honors students.~~
- ~~e- independent study/research classes at the upper division level in which a University Honors student works closely with a faculty member on a project.~~

Graduation from Honors Program

~~Students must complete 20 University Honors units with a minimum GPA of 3.60 to graduate from the University Honors Program. University Honors students must be in the University Honors Program for at least one year and take the one-unit "Honors Seminar" to graduate from the program. "Honors" units will only be assigned upon completion of courses approved by the University Honors Program Director in which the student earns a "B" or better and completes an honors project to the satisfaction of the instructor of the course. University Honors courses may be in the student's major or minor, as well as in general education, and/or free electives. At least 8 honors units, however, must be taken outside the student's major. University Honors courses may not be taken "credit/no credit."~~

Additional Program Information

Priority Early Registration

~~Senior and Junior students Excluding freshmen, all students in good standing in the University Honors Program, having completed one Honors-designated course, shall ~~have priority~~ enjoy Early registration Registration for most classes.~~

Special Recognition

University Honors students will receive special recognition at the Honors Convocation and/or at graduation. University Honors students will also receive recognition on their transcripts and their diplomas, as well as a certificate of recognition from the program.

Program Director

~~The director coordinates the development and maintenance of University Honors courses, as well as special learning/cultural events for University Honors students and faculty. The director tracks student progress and invites eligible students to join the program, giving notice to students who are failing to meet the maintenance program requirements and removing students from the program who fail to meet the maintenance program requirements after two quarters.~~

Total Units for Minor, or Major if modifying an Option Units currently may vary, but is generally about 21 units. Under the proposed changes, the units may be about 20 units, although this is subject to variation depending on the course units for Honors-designated classes. This is true now, and will also be true after the revised program goes into effect.

5. **Effects**, if any, on the department's **Program Learning Outcomes**. [Will the revision of this option or minor result in any changes to your department's

Program Learning Outcomes?]

Yes. We did not have learning outcomes before last year. The Honors Advisory Council helped to devise the following Program Learning Outcomes. Our proposed changes attempt to bring our courses and requirements into alignment with these learning outcomes:

Adopted by the Honors Advisory Council, Spring 2014

Upon graduation, a CSU East Bay Honors student will be able to:

Project: Demonstrate the ability to design, plan, and execute an original research or creative project in the appropriate discipline or interdisciplinary field that would meet professional standards in the field (e.g., accepted/acceptable for publication in a juried journal; accepted/acceptable for presentation at a state, regional, national, or international conference; accepted/acceptable to a public performance setting).

Presentation: Effectively communicate the methods, techniques, and findings of their original research or creative project in either of the following ways:

a. in a written format that would be accepted/acceptable for publication in a local, regional, national, or international juried journal.

b. in an oral or visual format that would be accepted/acceptable for presentation at a local, state, regional, national, or international conference or in an appropriate performance setting.

Engagement: Work collaboratively with persons from different fields of specialization in diverse, cross-disciplinary teams to analyze and/or solve applied, real-world issues and problems.

Leadership: Demonstrate leadership skills (organization and planning, communication, delegation) by having taken one or more leadership roles in Honors curricular or co-curricular activities or service-learning fieldwork.

6. List of **New Course, Course Modification, and Course Discontinuance Requests**, if any, submitted along with this proposal (Be sure to include all such course proposals and list in the following format, “*ABCD 1234, Introduction to Curriculum (4) – New*”):

Course Prefix	Course #	Title	Units	New/Modified/Discontinued
GS	3099	Honors Leadership and Service	3	New
GS	3999	Honors Seminar	1	Modified
GS	3998	Honors Research	1-4	Discontinued
GS	4999	Senior Honors Thesis	1	Discontinued

7. If modifying an option, is this major approved as a “**similar**” degree under the STAR Act (SB 1440)? Yes No
If yes, explain how this modification will affect the “similar” degree agreement.

No.

8. **RESOURCE IMPLICATIONS** of the proposed revision, if any: [Include the need for student fees and other resources such as faculty, facilities, equipment, and library that will not be covered by the department budget. List all resources needed for the first five years beyond those currently projected, including specific resources, cost, and source of funding.]

The proposed academic changes will require approximately 8 additional WTUs each academic year for the University Honors Program (beyond the 12 it already enjoys for the director). This assumes that GS 3099 will be offered two quarters in a single academic year. Per agreement with the Provost, the source of this funding will be Academic Affairs, since UHP is housed under APGS. Given that the University Honors Program graduates between 20 and 25 students per year, I am not entirely certain that two courses of GS 3099 would be necessary. But certainly no more than two would be required to meet the needs of the program, at its current size. Students taking GS 3099 will require fingerprinting/LiveScan (\$20.00 per student), TB testing (\$6.00 or \$20.00 per student, depending on manner of test), and DMV record checks (\$6.00 per student). Total approximate costs to an individual student would either be \$32.00 or \$46.00. In keeping with common practice in extant service learning

classes at CSUEB, students will bear these costs.

9. Relationship of Revised Program to requirements for **teaching credentials, accreditation** and/or **licensing**, if any:

None.

10. **CONSULTATION** with other affected departments and program committee:

a) The following **department(s)** has (have) been consulted and raise **no objections**:

All Academic Departments and Programs at CSUEB were consulted using the Sharepoint Curriculum site and there were no objections.

b) The following **department(s)** has (have) been consulted and **raised concerns**:

None.

11. Certification of **DEPARTMENT APPROVAL** by the chair and faculty.

Chair: _____ Thomas Hird and Bridget Ford _____ Date:
1/13/2015

[Print Department chair's name here. Chair shall sign a hard copy for the College Office files.]

12. Certification of **COLLEGE APPROVAL** by the dean and college curriculum committee.

Dean/Associate Dean: _____ Sally Murphy _____ Date: 1/13/2015

[Print Dean or Associate Dean's name here. A hard copy shall be signed for the College Office files.]