



## College of the Canyons

### Honors Steering Committee Operating Procedures

#### I. Mission Statement

- a. The Honors Program at College of the Canyons offers an enriched curriculum to students with a strong academic record in order to increase their chances for successful transfer to competitive four-year institutions. In addition, honor courses will be augmented with seminar-style events, special projects, and community activities, the program provides opportunities for critical thinking, extensive writing, and in-depth learning in a wide variety of transferable general education courses.

#### II. Vision Statement

- a. The Honors Program at College of the Canyons is dedicated to providing a dynamic, enriched educational curriculum for academically motivated students that emphasizes scholastic excellence, strives for innovation in teaching and learning, and fosters the growth of individuals who are imaginative, dedicated, and excited about their short- and long-term academic goals.

#### III. Oversight

- a. The Academic Senate reviews the activity of the committee and gives general directions to its work.

#### IV. Duties and Function

The committee will:

- a. Promote an honors curricula consisting of a variety of GE transferable courses which will be designated with an "H" on college transcripts
- b. Provide an academically enriched learning environment for students emphasizing critical thinking, reading, writing, and research skills.
- c. Continue to strengthen the Transfer Alliance Program (TAP) with UCLA and other transfer agreements with other public and private universities.

- d. Promote student scholarship and involvement in State, National and International Honor Societies.
- e. Join State and national honors organizations to provide greater recognition including membership to the Honors Transfer Council, Western Regional Honors Council, and the National Collegiate Honors Council.
- f. Provide membership benefits to students, faculty, and college.
- g. Foster campus-wide institutional support.
- h. Require honors students to complete 15.0 units of designated “Honors” courses.
- i. Facilitate assistance, guidance, and advice to the faculty teaching honors courses.
- j. Encourage and support innovative teaching methods for faculty including, guest lecturers, field trips, education travel, service learning, and learning communities.
- k. Promote cross and interdisciplinary collaborations among faculty who teach honor courses.
- l. Create opportunities for honor students to assist College Skills ‘students by offering tutorial assistance.

## **V. Membership**

- i. The committee will be composed of members appointed by the Academic Senate president. It is suggested one faculty representative from each instructional division:
  - a. Allied Health & Public Safety
  - b. CTE
  - c. ECE
  - d. Enrollment Services
  - e. FAPA
  - f. Humanities
  - g. Kinesiology/PE/Athletics
  - h. Math, Science and Engineering
  - i. Social Science and Business
  - j. Learning Resources
  - k. MESA representative
  - l. EOPS representative
  - m. Student Services (Counselor)
  - n. Transfer Center representative
  - o. Student (s) representative (s)
- ii. Any change in membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by the Academic Senate. If a new academic division is created, it will be immediately entitled to representation within the committee.

## **VI. Management**

- a. There will be a faculty co-chair that will be appointed by the academic senate president for a two-year term.
- b. The administrator co-chair will be the college's CIO or a designee.
- c. Only division representatives will have voting rights concerning academic program review processes and functions.
- d. When there is more than one faculty representative per division present, only one vote per division is allowed.
- e. While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
- f. Committee co-chairs may vote only if they are also acting as their division's main representative.
- g. Committee members will share the responsibility of taking minutes.
- h. All documents related to the business of the Committee will be posted on the COC intranet committee website.
- i. The committee will meet on twice each month during the fall and spring semesters. Additional meetings may be necessary during event planning semesters.
- j. All changes to procedures and forms will be submitted to constituencies for review before implementation.
- k. Quorum will be 50% plus one of the total current membership.
- l. The Committee will make decisions based on a majority vote.
- m. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
- n. The Committee will review this agreement on an annual basis.

## **VII. Attendance**

- a. It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.
- b. If a member of the Committee isn't able to attend a meeting, he/she may have another faculty member attend in his/her place.