Riverside Community College District - Moreno Valley College

Moreno Valley College Honors Program Advisory Council Charter

Mission Statement:

The Moreno Valley College Honors Program stretches students intellectually, cultivating a rich and productive academic environment through critical consideration of multiple points of view on a wide variety of topics. The Honors Program is committed to drawing a diverse group of students and faculty together, one that is representative of our entire college community, and providing learning opportunities and services which will prepare each of its students to be competitive in reaching their future academic goals. Through an emphasis on hands-on instruction and thematic exploration of primary texts, the program's guiding aims are to (1) strengthen students' aptitude for critical thinking; (2) produce effective communicators, both in speech and in writing; (3) create a community of thinkers who share ideas, offer constructive criticism for each other, and collaborate on projects; and (4) nurture each student's creative and scholarly potential.

Council Representation:

Faculty: Moreno Valley College (MVC) faculty who have taught a standalone Honors class at MVC in the last three years or have plans to teach a standalone Honors course at MVC in the next three years may support the mission of the Honors Program by serving on the Honors Advisory Council (HAC). The program's designated academic counselor also serves as a member. Each member will elect to be either a voting or non-voting member at the first Council meeting of the academic year. While all faculty members on the committee are expected to attend meetings according to committee service requirements, voting members will be active members who regularly attend and participate in meetings and council work. Decisions of the Council will be voted on by a quorum (defined as a majority) of voting members.

Administration: The Moreno Valley College Vice President of Academic Affairs or designee will serve on the council in an advisory, non-voting capacity.

Students: One or two student advocates from each Honors section will be selected per semester, at the discretion of course instructors, with the responsibility to act as a liaison between fellow honors students and the Council. Current student advocates will elect a student representative who will serve as a voting member of the council for the term. The student representative's home college must be MVC.

Chair: The Council Chair will be one of the voting council members, elected by a plurality of the HAC at the first Council meeting of the academic year and serving for the remainder of the academic year. The Chair retains their voting rights on the Council and is responsible for setting agendas and running HAC meetings, as well as taking minutes. The Chair may be the current program coordinator or academic counselor only if no other voting member of the Council accepts a nomination.

Coordinator: The program coordinator will be one of the Council members and serves 3.5 years (7 full length semesters), with elections held by the Council in the spring semester of the third year. Subject to HAC approval, two coordinators may jointly serve in this role, with clear agreement on respective duties and allocation of reassigned time. An outgoing coordinator will share the position with the incoming Honors Coordinator in the fall semester following an election, evenly splitting the reassigned time and stipend. As of the most current version of this charter, the next election will be held Spring 2025.

Reassigned Faculty Responsibilities:

Honors Coordinator (.4) - The fulfilment of the following duties is necessary to the success of the program. Where the reassigned time granted by the District is below .4, the coordinator will use their discretion to prioritize certain duties listed here and fulfill them within the compensated work hours. Estimated hours below are per semester.

- Review and approve student applications and check that they meet all program requirements. (12 hours)
- Check eligibility for students on the roster each Fall, maintaining accurate records of active Honors students and removing non-eligible/non-active students as necessary. (6 hours)
- Work with Admissions and Records to flag eligible students for priority registration and access to Honors course enrollment. (.5 hours)
- Complete and submit the paperwork certifying Honors students as having met curricular requirements articulated in our transfer agreements, most prominently UCLA TAP. (6 hours)
- Update and distribute Honors Program flyers, brochures, etc. (10 hours)
- Maintain the Honors Program website. (6 hours)
- Maintain Honors Canvas shell, announcing Honors/Honors Club activities. (4 hours)
- Assess Program Service Outcomes. (8 hours)
- Work with the college's research department to gather data about program demographics, retention and success rates, etc. (6 hours)
- Develop and assess Program Learning Outcomes. (16 hours)
- Write and update the annual and comprehensive program reviews. (4 hours for APRs, 15 hours for CPR)
- Conduct on-campus outreach including classroom visits, presentations at other programs' events, counseling events, and other similar events. (20 hours)
- Arrange and present orientation sessions for new Honors students, including one-one sessions with students who miss the planned sessions. (5 hours)
- Work with student honors advocates and provide support for student led events and activities developed for Honors students, including Honors Club activities. (15 hours)
- In consultation with the program Counselor, plan and organize regular workshops for Honors students, attending as appropriate. (3 hours)
- Coordinate Honors Program events on campus, including the annual social. (3 hours)
- Coordinate and participate in Honors field trips. (10 hours)
- Provide support for Honors faculty, including assistance with curriculum revisions and course planning. (6 hours)
- Assist faculty in the drafting of contract proposals and maintain appropriate records. (6 hours)
- Coordinate Honors course rotation and scheduling, sharing with Deans, department chairs, faculty and counseling. (3 hours)
- Send regular emails to Honors students and Honors Faculty as needed. (6 hours)
- Advertise and coordinate student participation in the RCCD and Honors Transfer Council of California (HTCC) Student Research Conferences including reviewing and submitting student papers, securing funding, overseeing practice sessions with students, and attending the conferences. (20 hours)
- When serving as HAC Chair, convene meetings of the Honors Program Advisory Council each month, setting agendas, running meetings and recording minutes. (16 hours)
- Attend all Honors Transfer Council of California (HTCC) monthly meetings, UCLA Transfer Alliance Program (TAP) Council meetings each semester, and report back to the MVC Honors Program Advisory Council. (10 hours)

Honors Counselor (.2): The fulfilment of the following duties is necessary to the success of the program. Where the reassigned time granted by the District is below .2, the counselor will use their discretion to prioritize certain duties listed here and fulfill them within the compensated work hours.

- Aiming for program completion where this suits students' transfer ambitions, work with Student Services to ensure all Honors students create and maintain an SEP with an academic counselor. This includes directly contacting students in need of an SEP update and informing the program Coordinator when a student has lost their eligibility for program membership through an outdated or non-existent SEP.
- Reserve at least one office hour a week to meet exclusively with MVC Honors students.
- Attend all Honors Transfer Council of California (HTCC) monthly meetings, UCLA Transfer Alliance Program (TAP) Council meetings each semester, and report back to the MVC Honors Program Advisory Council.
- Regularly inform academic counselors about scheduled Honors Program course offerings and the SEP requirement for all Honors students.
- Hold at least three Honors-related workshops per semester.
- Attend all MVC HAC meetings as a voting member.

Honors Advisory Council Responsibilities:

Meetings: The Council meets college hour, third Thursday of the month during the Fall and Spring semesters to discuss, create, update and enforce policies of the MVC Honors Program.

Approval of Honors Curriculum: In cooperation with the RCC and Norco Honors Program Advisory Councils, the HAC defines and articulates the academic criteria that make honors work distinct from its non-honors counterparts. Following the guiding principles outlined in the program mission, the criteria for all honors standalone curriculum include seminar discussion and hands-on learning, thematic focus, emphasis on writing, and use of primary texts. Following these same principles and per its Best Practices and Policies for Honors Contract Course Instruction document available on the program website, the HAC also reviews and considers for approval all contract proposals submitted by its members.

Scheduling of Classes: The Council will assist the coordinator in recommending the sequencing and scheduling of Honors coursework at MVC, drafting timely recommendations to department chairs/assistant chairs and relevant deans.

Program Budget, Materials, and Activities: The Council will assist the coordinator in the creation and dissemination of program-related literature, and make recommendations to the coordinator concerning budget expenditures and field trip planning.

Faculty responsibilities:

All honors faculty are expected to include in their honors syllabi and contract proposals clear statements on appropriate student use of AI. Sample AI policy statements are included in the Artificial Intelligence Faculty Guide available on the MVC Senate website.

Contingent faculty teaching in Honors are expected to hold at least one office hour a week in the Honors Center, and, like full-time faculty teaching in Honors, are encouraged to mentor students interested in academic conference participation and to stay apprised of program best practices and operational changes.

Honors Student Requirements and Responsibilities:

Entry Requirements: MVC students with at least nine units of transferable coursework and at least a 3.0 RCCD GPA are eligible for the MVC Honors Program, as are students who have earned a Dean's List notification in any term, regardless of overall GPA. Students with fewer than nine units of transferable coursework, including high school students, are eligible for the program if they earned at least a 3.0 high school GPA, as verified by (unofficial) transcript. Students who do not meet these requirements may be eligible for the program under a special petition, at the coordinator's discretion. After being accepted, students must enroll in at least one Honors course in their first full semester in the program.

Retention Requirements: Students must complete a program orientation session with the program coordinator during their first full semester in the program. Students need to maintain at least a 3.0 cumulative GPA and earn an A, B, or C in all Honors courses completed. Students need to take at least one Honors course every two semesters and complete/update a Student Education Plan (SEP) each year.

Completion Requirements: To complete the MVC Honors Program, students must earn a cumulative RCCD GPA of 3.2 or higher and pass at least five Honors courses. At least three of the five Honors courses must be completed at MVC. Students may have up to two contract or online asynchronous standalone Honors courses count towards their five-course total, i.e., at least three courses must be face-to-face, hybrid or online synchronous standalone Honors courses. Subject to the coordinator's discretion, credit toward program completion may be granted for coursework completed outside the district as long as an equivalence to RCCD Honors coursework is demonstrated through supplied syllabuses or course outlines of record.

Upon program completion, Honors students may participate in transfer agreements with partnering colleges and universities. For example, UCLA TAP and our UCR agreement requires students to have a UC-transferable GPA of 3.5 or higher and complete at least five Honors courses without earning a grade lower than a C in any honors seminar. For the UCI Honors-to-Honors agreement, students need to have a UC-transferable GPA of 3.7 or higher and complete at least five Honors classes without earning a grade lower than a C in any honors course. Further information on other transfer agreements can be accessed on the Honors Transfer Council of California's (HTCC) website.

Academic Honesty: The MVC Honors Program is a community of students and faculty who share a responsibility for creating a climate of academic and personal integrity. To this end, we are committed to the ideals of honesty, fairness, and respect. As citizens of this community, we do not have tolerance for cheating, plagiarizing, or any other form of academic dishonesty, and we work together to create a culture of accountability and integrity. Students must ensure they understand and follow the policy on AI-use articulated in an Honors course syllabus or contract proposal, which may differ from instructor to instructor.

The Honors Program expects adherence to the Riverside Community College District academic honesty policy and requires students to sign a statement of academic integrity. In addition to the district's consequences for academic honesty policy violations, the Council reserves the right to remove a student from the Honors Program in the case of verified academic dishonesty.

Honors Program Learning Outcomes:

Through successful completion of the MVC Honors Program, students will be able to:

1. Increase intellectual confidence to communicate effectively in academic conversations.
2. Create sound and unique academic arguments, using original research, primary texts, analysis, and the synthesis of diverse points of view.
3. Develop goals and implement strategies for personal development while developing skills that will foster success at transfer institutions and in the workplace.

Honors Program Service Outcomes:

1. Maintain diverse demographic makeup of Honors Program students and faculty through regular outreach efforts to the college, district, and community.
2. Create and maintain a viable and efficient pathway of transferable honors courses with a sufficient number of sections for all honors students to complete the Honors Program in two years.
3. Provide every honors student with a clear and updated student pathway for transfer through advising, workshops, and transfer agreements.
4. Create opportunities for leadership roles as well as intellectual and social interactions for Honors students and faculty.
5. Increase program completion rates and the number of students who take advantage of TAP certifications, honors-to-honors agreements, and HTCC transfer agreements.

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