

First Year Honors Program Working Plan

The student experience:

1. Learns about UCSC and our Honors program.
2. Invited to join Honors the day after acceptance by UCSC.
3. SIRs, signs up for Honors, and selects a College.
4. Is assigned to a College and to a dorm.
5. Participates in orientation in the summer. Receives advice on enrollment.
6. Arrives at UCSC in September and settles into a dorm and room.
7. Meets Honors cohort at program orientation and learns about program expectations.
8. Takes Fall Core.
9. Signs up for a Winter Seminar (or requests a pass on that due to other constraints). Receives advice about other courses to take.
10. Takes a Winter Seminar.
11. Perhaps needs additional advice.
12. Takes Spring Research Talks and writes papers (2 unit class). Eats dinner with a couple of speakers.
13. Participates in outreach to students invited to join the next year of Honors.
14. Joins in a celebrational gathering at the end of the first year.
15. In Fall of 2nd year, participates in welcoming and orienting new Honors students.
16. In 2nd year, continues attending research seminars (e.g. with Osher Lifelong Learners and/or with the new cohort of Honors students).
17. In 2nd, 3rd, and 4th years, seeks enriched courses and research opportunities through departments.

Responsibilities of the faculty Director:

- Decides which Colleges will participate, in consultation with the Provosts.
- Works with Admissions and CAFA on criteria for Honors invitations.
- Approves Fall Core sections and instructors, recommended by the Provosts.
- Solicits suggestions from the Provosts for Winter Seminars. Decides which seminars to offer, invites instructors, and instructs them on the expectations for Winter Seminars.
- Runs Spring Research Seminars class.
- Negotiates the budget for the Honors program with the VPDUE. Possibly writes grants for funding.
- Works on institutionalization of Honors and possible expansion among Colleges and into Years 2-4. Communicates with departments on Honors options beyond the first year.
- Prepares an annual report for CAFA and CEP. Works with CAFA and CEP on policy and oversight.

Responsibilities of the staff Program Manager:

- Maintains an Honors website.
- Runs an office where students can seek advice.
- Works with Admissions to prepare materials, send out invitations, and make day-to-day decisions.

- Works with Provosts on which students will go to which Colleges.
- Works with Provosts to arrange Fall Core courses, Winter Seminars, and Spring Research Talks.
- Helps arrange the dinners to follow the Spring Research Talks.
- Works with CEP to get the Winter Seminars approved.
- Perhaps works with UE to arrange transfer of funds (so Colleges can pay instructors for the Winter Seminars or departments can release them).
- Works with SHR if hires need to be made.
- Perhaps works with summer orientation people.
- Coordinates fall program orientations with Colleges.
- Advises students about academics when special needs arise and serves as a bridge to other possible advisors.
- Provides training for college advisers on working with Honors students and information on challenge opportunities.
- Conducts evaluations of personnel and of procedures (creates, maintains, and updates an online calendar).
- Analyzes and reports on cohort progress (success indices), retention, and graduation rates.

Personnel:

- The faculty Director will be compensated with 2-course release if he or she runs the Spring Research Talks as a 2-credit course with readings, discussions, and papers. If the Director is expected to find or raise money, increase the compensation by also offering a \$5000 stipend or a \$5000 contribution to a research account.
- Hire or assign a professional staff person with a lot of experience, good sense, and motivation to be the half-time Program Manager.

Resources (developed for participation of 4 Colleges):

- \$15,000 for 2 course releases for the faculty Director
- \$35,000 for salary and benefits for the half-time Program Manager
- \$30,000 for 4 course releases for Winter Seminar instructors
- \$5,000 for dinners to follow the Spring Research Talks
- Possibly \$5,000 if the faculty Director is also a grant-writer or fund-raiser
- Total = \$85,000 (\$90,000 if the Director is also a grant-writer or fund-raiser)
- For 80-90 students, the cost per student is about \$1000. Recruitment of a few non-resident and international students to Honors could essentially pay for the program.