

BOARD OF HIGHER EDUCATION
REQUEST FOR COMMITTEE AND BOARD ACTION

COMMITTEE: Academic Affairs

NO.: AAC 16-28

COMMITTEE DATE: June 7, 2016

BOARD DATE: June 14, 2016

**RENEWAL OF CAPE COD COMMUNITY COLLEGE MEMBERSHIP IN THE
COMMONWEALTH HONORS PROGRAM**

MOVED: The Board of Higher Education accepts the report of the Commonwealth Honors Program Executive Committee and renews the membership of **Cape Cod Community College** in the **Commonwealth Honors Program** for six years, effective June 14, 2016.

Authority: Commonwealth Honors Program Approval Process Guidelines as Revised by the Board of Higher Education in November 2006; G.L. c. 15A, § 9.

Contact: Patricia A. Marshall, Ph.D., Deputy Commissioner for Academic Affairs and Student Success

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June 2016

Cape Cod Community College Renewal of Membership in Commonwealth Honors Program

BACKGROUND

This motion concerns the continuation of Cape Cod Community College membership in the Commonwealth Honors Program. According to the Commonwealth Honors Program Guidelines, once Commonwealth Honors Program approval has been obtained by an institution, the Program will be reviewed every six years by the Commonwealth Honors Executive Committee. The report of the Committee shall be forwarded to the Board of Higher Education for approval.

REVIEW PROCESS

Cape Cod Community College prepared a self-study document presenting its Honors Program structure and operation in terms of the Commonwealth Honors Program requirements. The report provided evidence documenting the fulfillment of the following criteria:

1. Alignment of the mission and goals
2. Organization and administration
3. Admissions criteria
4. Transfer criteria
5. Program curriculum
6. Graduation criteria
7. Program resources
8. Approval procedures for new courses
9. Student enrollment for past three years
10. Approval procedures for new courses

REVIEW TEAM FINDINGS AND RECOMMENDATIONS

On November 4, 2015, review team members James Canning, Dean of the Honors College at the University of Massachusetts Lowell, and Teresa King, Director of the Honors Program at Bridgewater State University conducted the review. Prior to the on-campus visit, the team reviewed the self-evaluation prepared by the College. The schedule for the day included meetings with honors students, the honors committee, the honors coordinator, honors faculty, the vice president of academic affairs, and the President.

The committee made some suggestions for improvement, but overall, found that the honors program satisfies all of the above criteria. The review team recommends, without reservation,

that Cape Cod Community College continue to be granted Commonwealth Honors Program status and recommends the re-approval of Cape Cod Community College's Honors Program.

Recommendations from the visiting committee included the following:

1. Reduce the Honors Coordinator's teaching load from six courses per year to five course per year.
2. Increase efforts to market the Commonwealth Honors Program and to attract additional students to campus by featuring the name of the statewide program more prominently in campus-level marketing materials and signage and through stronger collaborations with the admissions office.
3. Make a distinction between the Phi Theta Kappa Honors Society, the Commonwealth Honors Program, and the Honors Club.
4. Offer additional Honors courses.
5. Reduce the number of advisees for which the Honors Coordinator is responsible.
6. Incrementally increase the honors budget to allow for more programming for students.

INSTITUTIONAL RESPONSE

Cape Cod Community College responded substantively to all of the visiting committee's recommendations. The Commonwealth Honors Coordinator teaching load has been reduced to half time and efforts to expand awareness of the program continue. There is now targeted marketing of the program and the Admissions Office has material on the CHP to share with potential students and their families and friends. The College is also working to distinguish the CHP from PTK and the Honors Club. While the College is committed to expanding honors courses and reported that a second colloquium was added to the schedule in the Fall, it must also be mindful of overall enrollment numbers. The College is currently reviewing the number of advisees assigned to the CHP Coordinator and is seeking additional private support to augment CHP programming.

RECOMMENDATION

Department of Higher Education staff thoroughly reviewed all documentation received from the Commonwealth Honors Program Executive Committee and recommends that the Board approve the renewal of the membership of **Cape Cod Community College** in the **Commonwealth Honors Program**.