

# GRCC Team Charter 2019

Team Name: **Honors Program Leadership Team**

Team Sponsor: **Director, Department of Experiential Learning**

## ***Chartering is a two-way process***

*Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.*

*The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.*

*Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.*

### 1.0 Purpose of the Team (*What is this team expected to accomplish?*)

The ***Honors Program Leadership Team*** is an on-going team within the Department of Experiential Learning responsible for creating, monitoring and supporting program processes, procedures and activities to meet programmatic goals and outcomes.

### 2.0 Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

Team members will assist the Honors Director and Faculty Coordinator in making decisions around the following programmatic areas:

- oversight of the Honors Curriculum including courses, projects and co-curricular activities
- marketing and recruitment efforts
- admissions, good standing and completion processes

### 3.0 Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. What will they do? NOTE: Complete an Action Project template if appropriate*)

The work of the Team consists of the following:

1. Advise the Honors Program curriculum
  - program goals and outcomes
  - course and co-curricular outcomes
  - honors project outcomes
  - alignment to Program principals and pillars
  - curriculum review and development meets institutional deadlines
  - scheduling of Honors courses
  - transferability
2. Advise on the overall structure of facilitating Honors Projects
  - process of collecting, reviewing and approving projects
3. Advise on admission and completion processes, procedures and standards

4. Advise on marketing and recruitment
5. Engage in professional development to maintain expertise in the field of Honors education

#### **Key programmatic indicators/outcomes**

- # of enrollees
- # of completers
- success rates of completers
- # of attendees at program events
- # of students attending recruitment events or expressing interest in the program for '19-20
- # of applicants
- breakdown of students per/admission criteria (GPA, SAT, etc.)
- # of attempted contracts
- # of completed contracts
- breakdown of students per major
- breakdown of GPA at completion
- data from student satisfaction survey
- breakdown of student involvement (student orgs, employment, etc.)
- # of faculty trained on Honors Projects
- breakdown of what courses students are taking
- breakdown of institutions students are transferring to

#### 4.0 Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The work of the Honors Program Leadership Team is on behalf of faculty and students who are participating in the Honors Program.

#### 5.0 Resources Needed (*both people and budget*)

Resources needed include, but are not limited to, dedicated time of College personnel, as well as appropriate infrastructure (e.g. equipment, technology, and supplies).

The support of other College units is required to accomplish the Honors Program Leadership Team goals. This includes the work of individual faculty, Department Heads, Program Directors as well as Deans and leadership in the areas of Instructional Support, Communications and Admissions.

#### 6.0 Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

Issues will be discussed among the various team members and brought to administration (Dean of Instructional Support, Deans Council, ProDeans and/or Provost) by the Director of Experiential Learning (*Director of Honors*) and the Honors Faculty Coordinator as necessary, based on the identified barrier or concern.

#### 7.0 Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

N/A

## 8.0 Review Progress (*How and when will the work of this team be reviewed?*)

On an ongoing basis; annually the team can review the work it has accomplished to date and assess its own effectiveness.

## 9.0 Team Leader and Membership Specifications

Director of Experiential Learning (*Director of Honors*) *Co-Chair*

Honors Faculty Coordinator (faculty member) *Co-Chair*

Arts & Science Faculty

Workforce Development Faculty

Dean of Instructional Support

Associate Dean of Arts & Science

## 10. List the major team accomplishments over the past year. (What are your outcomes?)

- Implemented new curriculum (HNR 101 and HNR 250)
- Facilitated nearly 100 Honors Project
- Created new informational materials for faculty to learn about Honors Projects
- Created new informational materials for students to learn about Honors Projects
- Created an Honors Program Blackboard page to assist students in completing program requirements

## 11. List the major team goals for the upcoming year. (What do you plan to accomplish as a team in 2019?)

- Review and recommend changes to when HNR 101 is scheduled, beyond 7:30am to support more students to participate in the program
- Identify common courses Honors students take/need to explore offering students the option of taking them together
- Explore offering an Honors Orientation as part of the New Student Orientation experience
- Continue to improve the Honors Project processes
- Continue to secured faculty to create and offer Honors Projects

## 12. Please describe any current challenges the team is facing.

None at this time.