Cañada College

Resource Requests

Requestor Program/Plan Honors Transfer Program

Lead Contact Person Jessica Kaven, HTP Coordinator

1. **Personnel:**
   A. On the Program Review website (click here) you can download the appropriate forms:

      o New Faculty Position Proposal
      o New Classified Position Proposal

2. **Instructional Equipment:**
   A. Provide a list of all equipment needed. In order to be funded, requests must include all the required purchasing information.

      • Download and complete the Instructional Equipment Request form here (Excel file)

      N/A

   B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and or support personnel? If so what are the projected costs?
      N/A

3. **Information Technology:**
   A. Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.

      • Download and complete the Information Technology Request form here (Excel file)

      N/A

   B. Will additional space be needed to accommodate the requested equipment? Will the requested equipment require maintenance agreements and or support personnel? If so what are the projected costs?
      N/A

4. **Facilities:**
   Identify your program's facilities needs (custodial services, maintenance, remodeling, or new construction) and provide a brief explanation/justification. Please identify if the needs address ADA, safety, or utility concerns.

An on-campus workspace for HTP and PTK students, two programs connected to Honors, preferably in the learning center, is requested. Currently the HTP has an "office" room in the learning center but it is currently being used an office for another program's counselor. The space would be better suited as a permanent office for the HTP coordinator and/or counselor. Therefore, an additional space for students is requested.

5. **Professional Development:**
   A. What professional development is needed to strengthen your program's offerings?
      N/A

   B. How can CIETL support groups of program faculty and/or faculty at large, through workshops and Flex days? Explain how these activities can contribute to program success and/or support the college's planning initiatives?
      Continued Flex day session on Honors is requested. Such session help define Honors-level work for faculty while also improving the program's awareness for faculty and staff.

6. **PRIE Research:**
   Identify your program's specific research needs. Explain how the research will contribute to program/student support and/or support institutional plan initiatives.
   An Honors attribute has been made and needs to be applied to all Honors students. Data reports on student enrollment, unit progress and completion by student, student emails, and overall HTP data is requested at least every semester. It would be helpful if this were to be generated automatically as part of program assessment purposes for all current programs.

7. **Funding:**
   Describe any projects that your program would like to pursue that are currently unfunded or not fully funded. Explain how such a project would support program needs and align with the college's strategic plans.
   Click here to enter text.