

View results

Respondent

27 Leo Huang

74:52

Time to complete

Program Information

1. Program or DASG Account Name: *

Honors Program

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-56425

Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.). Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner. The available Line Items and their Object Codes for this request are as follows:

- 2310 - Student Salary
- 3200 - Hourly Benefits (Required for Student Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5510 - Conference & Travel
- 5520 - Field Trips

4. What is the first Line Item you need to request funding for? *

- 2310 Student Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips

4015 Food

Not for Conference and Travel; for all Conference and Travel expenses, including meals, use Object Code 5510.

(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

5. 4015 Food Amount *

Please round up to the nearest whole number.

Please enter a whole number

6. 4015 Food Description *

Providing food for De Anza students attending our events including informational sessions, transfer panels, capstone check-ins, essay workshops, study sessions, competitions, and De Anza Research Symposium.

7. What is the next Line Item you need to request funding for? *

- 4060 Printing
- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

4060 Printing

(Flyers, posters, programs, etc.)

8. 4060 Printing Amount *

Please round up to the nearest whole number.

500

Please enter a whole number

9. 4060 Printing Description *

Printing fliers, posters, amongst other promotional items and supplies necessary for marketing and holding our previously mentioned events as well as larger events such as the Bay Honors Consortium and College Visits.

10. What is the next Line Item you need to request funding for? *

- 5214 Professional Services
- 5510 Conference and Travel
- 5520 Field Trips
- None

5214 Professional Services

(Limited Engagement Agreements, Consultants/Guest Speakers/Entertainment (list programs). For contracted speakers or performers DASG Funding shall not exceed \$20,000 per speaker or performer/performing group per event or performance.)

11. 5214 Professional Services Amount *

Please round up to the nearest whole number.

2500

Please enter a whole number

12. 5214 Professional Services Description *

Guest Speakers and other necessary professional services required in order to hold our planned events for the Honors Program. From transfer panels to informational sessions to workshops to De Anza Research Symposium.

13. What is the next Line Item you need to request funding for? *

- 5510 Conference and Travel
- 5520 Field Trips
- None

5510 Conference and Travel

Must adhere to District Travel Guidelines, <https://business.fda.edu/policies-and-procedures/hh-travel-guidelines.html>, and DASG Limitation and Requirements from the DASG Finance Code and DASG Budget Stipulations.

Stipulations:

<https://deanza.edu/dasg/budget/documents/2025-2026/Bud-25-26-Stipulations.pdf>

21. DASG Conference and Travel funding shall be used for students and their advisors and shall be for students' academic, professional, and personal development only, and not for entertainment/recreational purposes.

Also see Stipulations 22 and 23.

14. 5510 Conference and Travel Amount *

Please round up to the nearest whole number.

1050

Please enter a whole number

15. 5510 Conference and Travel Description *

For Bay Area Honors Symposium student registration fee of \$35/ticket in order to be able to allow at least a fraction of the interested De Anza students to participate in the Bay Area Honors Symposium.

16. What is the next Line Item you need to request funding for? *

5520 Field Trips

None

Request For Information (RFI)

Description:

Please provide comprehensive details about your program.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

17. Please provide a thorough description of your program. *

Inspiring De Anza College students from diverse backgrounds to dream big, the Honors Program supports students to discover the best within themselves, while helping them to develop the path from where they are now to where they can be. Our program is unique because we provide outreach, student support, and coordination among students, faculty and staff with respect to honors courses. Additionally, through Canvas updates, workshops, and the Bay Area Honors Symposium our program seeks to provide students with greater awareness of campus resources, scholarships, and internships to inspire students to dream big and embrace a rigorous academic curriculum.

18. What new services or features have been added since your last DASG RFI submission? *

Enter N/A if you have not submitted a DASG RFI before.

No significant change since last DASG RFI submission.

19. Enrollment Overview *

- Provide the total number of active students and newly enrolled students for each of the past three years.
- Indicate how many of these students were retained for more than a quarter.
- Clarify whether your program is designed for a specific demographic or serves the entire De Anza population.
- If available, include a breakdown of racial demographics.

For the past three years we have seen 400 unduplicated student headcount with currently about 50 new applicants each quarter, thus by the end of the year 2025-2026 we are expecting a total of 500 Honors students. Approximately 88% of all Honors students have retained for more than a quarter. The Honors Program is designed to serve the entire De Anza population, every single De Anza student is perfectly eligible and welcomed at the Honors Program.

20. Attach any relevant enrolment documents

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

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No answer provided.

21. Program Marketing and Promotion *

- How does your program currently promote itself to the entire student body? What strategies and channels are used for outreach and advertising?
- Have you implemented specific efforts to engage and reach underserved student populations? If so, describe the methods and strategies used.
- If outreach to underserved students has been challenging, what obstacles does your program face in addressing this issue?
- Provide a detailed marketing plan for the current academic year, including any promotional materials you have used or plan to use.

We have marketed our program on social media platforms including Discord and Instagram to efficiently reach all De Anza students. While at the same time we have also been dedicated towards in person marketing and introduction of the program to the undeserved student population by our student officers. Our student officer have for example been personally promoting the Honors Program during Welcome Day and Resource Fair. Furthermore, Our program is housed under Student Success and Retention Services, and we work directly with the Dean of Equity and Engagement, as well as the various learning communities i.e., Puente, FYE, Umoja, and Impact AAPI to recruit students from diverse and underserved communities. In addition to our increased marketing efforts this year, we have also designed a new logo and have planned to hand out honors program stickers and other promotional items to students in order to further advertise our program.

22. Reflection and Feedback *

- How does your program collect and utilize student feedback for improvement (e.g., pre-/post-surveys, focus groups)?
- Can you provide examples of feedback received?
- What actions have you taken to address these areas?

Communication channels to our program are always completely available and easily reachable to our students, from social media channels to email to our advisor's office hours, we are reachable by all different ways whatever is the most convenient for De Anza students. We always take our student feedback seriously as a valuable source for improvement. For example, students voiced out the inconvenience of needing to participate in Foothill Honors Program in order to be eligible for UCLA TAP, thus we have initiated the efforts to also have UCLA TAP available for De Anza student. If everything goes smoothly we could potentially see Honors students starting from next year being able to also participate in UCLA TAP.

23. Attach any relevant student feedback forms, surveys, etc.

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No answer provided.

24. Does your program offer any online services? *

- Yes
- No

25. Online Services *

- How has your program adjusted to offering services online?
- What strategies or tools have you implemented to ensure the quality of services remains high in a virtual environment?
- If your program hasn't yet transitioned online, what specific plans or steps are in place to provide online services in the future if necessary?

First of all our application process is easily available online. Secondly, we are conveniently reachable for students through online platforms, including social media and email. We have also held virtual events, such as art competition for Honors Program sticker design completely online. Lastly, students can always at anytime go visit our website and learn about the Honors Program efficiently.

26. Sources of Funding *

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

Budget B \$3000.

Request For Information (RFI) - continued

Description:

This section ensures adherence to the DASG Budget Guiding Principles, which can be found at www.deanza.edu/dasg/budget

Public Disclosure:

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27. How does your program provide resources or support to help students achieve their academic and personal goals? (IMPACT) *

Through honors courses, research symposiums, and the capstone project, students can explore their academic potentials with professional guidance. Not only can they freely choose topics matching their personal goals within the certain theme and topic, but students are also encouraged to challenge themselves and explore their intellectual freedom. Our events, workshops, sessions, advisors, and student officers are all providing every possible support to help De Anza students achieve their academic and personal goals.

28. What opportunities does your program offer for students to develop leadership skills and engage in civic activities or advocacy? (IMPACT) *

We provide opportunities challenging students to achieve their intellectual and leadership potential through academically rich experiences. Research symposiums, both De Anza Research Symposium and Bay Area Research Symposium, provide opportunities for students to present their research and propositions on improving the world, while simultaneously exposing them to other great ideas and minds. Students will be able to engage highly civic activities through our events and symposiums, while at the same time developing leadership qualities and advocacy skills.

29. How does your program support and promote student participation in co-curricular or extracurricular activities to enhance their overall college experience? (IMPACT) *

The Honors Program supports student awareness of campus and community resources, scholarships, research opportunities and summer enrichment programs. We encourage campus engagement for students seeking to develop their interests, talents, character and intellectual promise through lived experiences. Our events, workshops, and sessions all promote student participation in co-curricular and extracurricular activities while simultaneously enhancing their overall college experience.

30. How does your program contribute to improving student retention by enhancing the quality of education and student engagement at De Anza College? (IMPACT) *

Our honors courses provide students with the opportunity to challenge themselves within the De Anza College education. While the professional guidance and aid we have provided through advisors and students will support student fully thought their academic journey while exploring their intellectual potentials. The Capstone project and Research Symposiums are opportunities for students to further reach out beyond their academic potentials and truly become leaders. Our abundant resources, opportunities, and guidance will encourage students to pursue academia in the enhanced quality of education with all necessary aid and support.

31. How does your program promote and ensure accessibility, equity, and inclusion for students from diverse backgrounds? (DEI) *

Among our goals, we are working to offer more honors courses, which would support transfer goals among underserved student populations, along with introducing our students to pursue highly competitive scholarships, summer enrichment, and internship programs. Moreover, our program is housed under Student Success and Retention Services, and we work directly with the Dean of Equity and Engagement, as well as the various learning communities i.e., Puente, FYE, Umoja, and Impact AAPI to recruit students from diverse and underserved communities.

32. What steps does your program take to incorporate environmentally sustainable practices in its operations or events? (ES) *

Our program offers courses, symposiums, and workshops directly connecting students to best environmentally sustainable practices. Furthermore, during our events and operations we always prioritize the environmentally sustainable options first. From the supplies and food provided to our students, to for example expanding our marketing efforts to online as such option is environmentally more sustainable when reaching a large audience such as the whole De Anza student body.

33. Attach any other relevant documents

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No answer provided.

Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

The Budgeter and Administrator cannot be the same person.

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

The Budgeter and Administrator cannot be the same person.

34. Are the Requester and Budgeter the same person? *

Yes

No

35. Budgeter's Name *

John Francis

36. Budgeter's Email Address *

francisjohn@deanza.edu

37. Budgeter's Phone Number *

N/A

38. Budgeter's Relationship to Project *

Honors Program Coordinator

39. Budgeter's Position on Campus *

Instructor, Business

40. Administrator's Name *

Michelle Hernandez

41. Administrator's Email Address *

hernandezmichelle@fhda.edu

42. Administrator's Phone Number *

408-864-8365

43. Administrator's Relationship to Project *

Honors Program housed under SSRS

44. Administrator's Position on Campus *

Dean of Equity and Engagement