

March 31st, 2024

Greetings esteemed Academic Senators,

It is with great interest that I am pursuing the San Bernardino Valley College Honors Program Chair Faculty Lead.

I am currently in my third year as an Assistant Professor in the Communication Studies Department and an Honors faculty member. I have degrees in Communication Studies, Theatre Arts, Teaching English as a Second Language, and a terminal degree in Writing for the Performing Arts. I am an Academic Senator with committee service in Honors and Arts, Lectures and Diversity. I believe with my extensive academic and professional experience, I would make a collaborative, creative, and supportive leader to this program. Most importantly, as the Honors Chair Faculty Lead, I would welcome the opportunity to assist in the learning and development of the San Bernardino Valley College Honors students.

I am fully committed to integrating equity and inclusion regarding instruction, advising, chaperoning, and coaching. Before coming to Valley College, I taught for 18 years at California State University, San Bernardino in the Communication Studies, and Theatre Arts disciplines and was Associate faculty for 16 years at Mt. San Jacinto College in the same fields.

I served as the CSUSB University Honors director for 5 years. I advised, on average, one hundred students every year, created and supervised curriculum standards and supported research and scholarship opportunities.

These experiences lead me to pursue a more active role at San Bernardino Valley College.

Thank you for your time and consideration.

I have outline my qualifications on the pages following this letter of intent.

Sincerely, Carol Damgen

Meeting the needs of the SBVC Honors Program Chair Faculty Lead position:

- **Provide guidance and orientation to Honors faculty and work with faculty department chairs to ensure the quality and commitment of honors faculty;** Made recommendations to the (CSUSB) Honors Council concerning policies, procedures, criteria, and curriculum designed to enhance the Honors Program. Additionally, I recruited and scheduled instructional faculty.
- **Oversee Honors courses, assisting discipline faculty in creation of new courses and consulting on content review of honors courses:** Recruited and equipped (CSUSB) Honors Faculty for quality outcomes.
- **Manage Honors budget:** Developed and managed (CSUSB) Honors budget, sponsored and assisted with the coordination of enrichment activities for Honors faculty and students.
- **Coordinate recruitment of students to the Honors program:** Annually, recruited a new cohort (CSUSB) between 75-100 qualified students to participate in the Honors Program, screening student applications to determine eligibility for the Honors Program.
- **Act as chair of the Honors Committee:** I have served on numerous committees at the community college and university level: students' scholarships, department chair selection, and curriculum design. Furthermore, I was a coach and chaperon for MSJC's debate team, providing mentorship and serving as a judge in competitions.
- **Prepare and manage Honors information in various media (update print Program brochure at least yearly, update Program web pages as needed, maintain Program Canvas community, etc.):** I have nine online teaching certificates and was awarded two grants in Next Generation Smart Classroom Co-Synchronous Teaching Program and Course Redesign for an Online Community. Additionally, I have created numerous programs and brochures for events, programs, and presentations. Presently, I manage my SBVC Communication Studies departments Canvas shell.
- **Attend meetings of relevant honors organizations, such as UCLA TAP and the Honors Transfer Council of California:** I have attended numerous annual conferences, workshops and seminars focused on Honors programs. Notably, my CSUSB program hosted the CSU Honors Conference, attended by all CSU Honors programs.
- **Order graduation medallions (or other forms of regalia accessories, if desired):** Currently I order, pick up and deliver all trophies for my SBVC Communication Studies department for both annual speech and debate tournaments.

- **Chair Honors Program Scholarship committee, including raising funds for scholarship and chairing committee to consider applications for scholarship;** Developed (CSUSB) the first University Honors Club, a student leadership organization, serving as their Academic Advisor and identified students to be considered for scholarships. I assist my SBVC Communication Studies department in this area as well.
- **Plan and organize workshops, seminars, informational sessions on topics of interest to Honors students:** Created (CSUSB) the core curriculum, a colloquium series, seminars, a diverse range of cultural events and field trips, and research/ scholarship experiences.
- **Attend relevant meetings of college groups and committees (department meetings, chair meetings, Curriculum Committee, etc.) for recruitment or curricular matters.** During my first year at SBVC, I served fully on two committees- Honors and Arts, Lectures and Diversity. I am an SBVC Academic Senator and attend additional committee meetings to further my commitment to the campus and students.
- **The Honors Program Chair Faculty Lead must present a written or oral report at the end of each semester they meet and are active, or as requested by the Academic Senate.** Throughout my tenure at CSUSB, I wrote a quarterly and annual report which was shared with the Honors Council. Every three years, I created a Student Success Initiative Year Three/Summative Report sent to the Undergraduate Studies Dean.