THE UNIVERSITY OF
NEW MEXICO®

HLC Accreditation
Evidence Document

Title: Office of Advising Strategies, Administrative Unit Assessment Report, 2017-18

Office of Origin: Office of Assessment

Description: An annual report from the university's Office of Advising Strategies, done in coordination with the Office of Assessment and their Administrative Units Assessment Report Template. This document goes over the activities and general functioning of the office in 2017-2018 academic year.

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department (if relevant):   Office of Advising Strategies

Academic Year/Assessment Period: June 2017-May 2018

Submitted By (include email address):   Laura Valdez

Date Submitted for Review: June 29, 2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years: One Year

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year: NA

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Part II: Assessment Report

Unit Goal #1: Students gain knowledge about course registration and accessing their advisor from college advising units at New Student Orientation.

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
AUO A1 Students will gain knowledge to navigate LoboWeb and LoboAchieve from their New Student Orientation (NSO) advising sessions.	CAS Domain-Knowledge Acquisition, Integration, Construction, and Application (KAICA), Practical Competence (PC), and Humanitarian and Civic Engagement (HCE), NACADA Informational Core Competency, UNM 2020 Goal 2, OAS Mission: Educate.	Direct	Students attending NSO will take part in an advising survey regarding their NSO advising experience. At least 70% of respondents should report a high comfort level navigating LoboWeb and LoboAchieve.	90% agreed or strongly agreed with the following statement: **"I am comfortable exploring LoboWeb and LoboAchieve,"** on their NSO Advising Survey. See Appendix A for survey results.	All Students attending NSO must register for courses through LoboWeb, however it is difficult to measure knowledge gained through the process. Additionally, students make a follow-up appointment with their advisor using LoboAchieve during NSO, however completing the task might not translate to gaining knowledge.	The survey question in next year's instrument should be revised to capture learning rather than comfort.

AUO A2 Students will gain knowledge on how to access their academic advisor from their NSO advising session.	CAS KAICA, PC, & HCE. NACADA Informational Core Competency, UNM 2020 Goal 2, OAS Mission: Educate.	Indirect	Students attending NSO will take part in an advising survey regarding their NSO advising experience. At least 70% of respondents should report a high comfort level navigating LoboWeb and LoboAchieve.	The survey failed to include a question about this. As mentioned in AUOA1, students, during NSO, schedule a follow-up appointment with their advisor, which requires accessing and learning their advisor's name and location; however, there is no clear way of pulling the data to measure this goal.	The survey question asked students to identify reasons for seeing an advisor rather than how to access them. Students identified correct reasons for accessing their advisor.	The survey question in next year's instrument should be revised to be in alignment with this goal.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

AUO 1 Goal was met as students reported being comfortable using LoboWeb and LoboAchieve. If students learn how to use these tools during the enrollment process, then they will continue to use them throughout their UNM career.

Results from all advising questions on the NSO advising survey may be found in Appendix – Goal A. The following is a snapshot of the question tied to AUO 1.

NSO Advising Survey Question
I am comfortable exploring LoboWeb and LoboAchieve.

AUO 2
It is unclear whether AUO 2 Goal was met since the survey question was not aligned with the goal, and there is no existing data in LoboAchieve that can accurately measure this outcome.

Unit Goal #2: Colleges will update, when necessary, information on their posted degree program/major(s).

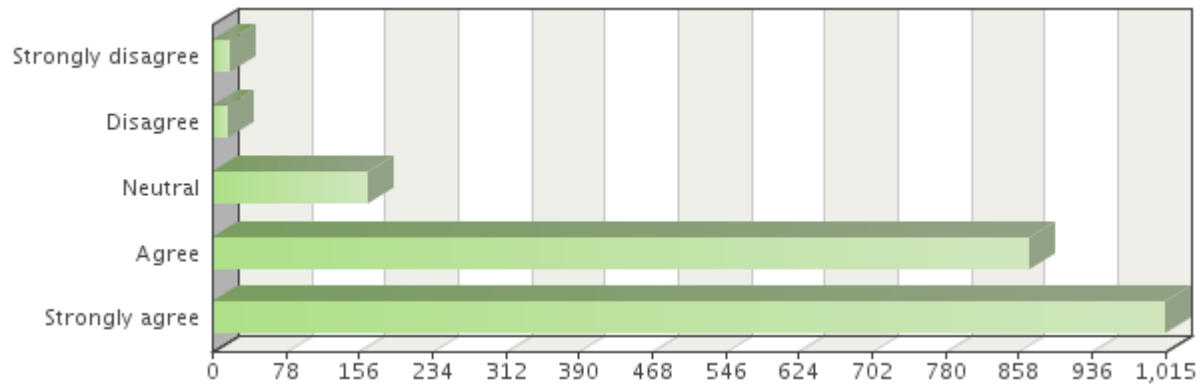| Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Colleges will update degree requirements on their website(s) on a semester basis.	CAS KAICA, PC, & HCE. NACADA Informational Core Competency, UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	70% of the colleges will achieve this goal.	10 colleges participated in this goal, and all 10 met the goal for a 100% attainment. (The College of Arts & Sciences partially met this goal.)	Colleges use social media, email messages, and website updates. Not all degree programs have changes in their degree requirements.	This goal fails to measure whether student learning occurs with degree requirements. The goal appears to be compliance based as was the case in the 2016-17 cycle.
Colleges will communicate student academic opportunities and resources via email, website, and/or social media on an annual basis.	CAS KAICA, PC, & HCE. NACADA Informational Core Competency, UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	70% of colleges will achieve this goal.	10 colleges participated in this goal. 9 met the goal for a 90% attainment. (The College of Education did not submit their report; therefore, it is unknown as to whether their goal was met.)	Colleges use social media, email messages, and website updates.	Newer colleges such as Honors College and College of Population Health will be included in the 2018-19 cycle, and should submit a report along with the other 10 colleges.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

Both AUO B1 and AUO B2 goals were met. The evidence submitted varied across colleges. Some colleges submitted email exchanges with their webmaster. Others submitted a screen shot of their sites or degree sheets. A standardized method of collecting evidence ought to make the measurement clearer.

Unit Goal #3: Advisors will gain knowledge about current advising practices during OAS-provided professional development.

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
New advisors will gain knowledge of UNM academic advising programs, policies, and practices during New Advisor Training.	CAS KAICA, PC, & HCE. NACADA Conceptual, Informational, and Relational Core Competencies, UNM 2020 Goal 2 and 3, OAS Mission: Educate and Lead.	Direct	70% of new advisors completing training will submit their culminating portfolio.	83% of new advisors successfully completed their portfolios.	A Fall 2017 supervisor needs assessment Fall 2017 revealed that supervisors were not aware of the portfolio process. We incorporated their feedback and signature into the process by Spring 2018.	Continue to use the Portfolio as a performance benchmark, since it a great tool for tying all learning together**.**
Academic and Integrated Advisors will gain knowledge about best practices during Advising Matters and/or Advisor Institute(s).	CAS KAICA, PC, & HCE. NACADA Conceptual, Informational, and Relational Core Competencies, UNM 2020 Goal 2 and 3, OAS Mission: Educate and Lead.	Direct	Advisors participating in Advising Matters and Advisor Institute, of those that complete an evaluation 70% should report gaining knowledge	The average response to program evaluations indicate that 36% strongly agreed and 41% agreed that Advisor Institute general sessions were informative.	This was the first year that the evaluation asked whether sessions were informative. In the past, the evaluation measured satisfaction with the topics presented.	Continue to ask advisors if they are gaining knowledge in the professional development offered by OAS. The Advising Matters post-event survey needs to be fine-tuned in order to align questions to this goal.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

In measuring the number of Advising Institute post-event survey, 77% gave an indication that they gained knowledge during the event.

Professional development offered through the Office of Advising Strategies evolved considerably in the 2017-18 academic year, including the establishment of the eight Advising Matters meetings; the shift from updates on existing degree programs to best practices in the Advising Institute; and the movement to an online course format for New Advisor Training. These changes brought new energy to the advising community and allowed our in-house trainer to be creative with the offerings. The results have been positive as reflected in our evaluations (see Appendix C) for evaluation results and agendas for a content analysis.

During the 2017-18 Academic Year some definition was given to the types of advising staff were conducting and are as follows:
Academic Advisors are assigned to students based on their major, degree program, or college. Organizationally, they are employed in a college.
Integrated Advisors are assigned to students based on a student service (e.g. College Enrichment Program) or program participation (e.g. college sport). Organizationally, they are employed in Student Affairs, Enrollment Management, or Athletics.

Unit Goal #4: The Office of Advising Strategies will continuously improve advising practices.

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Ensure that all individuals performing undergraduate academic and integrated advisement are classified appropriately.	CAS KAICA, PC, & HCE. NACADA Informational Core Competency, UNM 2020 Goal 2 and 3, OAS Mission: Advocate and Lead	Direct	90% of advisors in specific classifications will respond to a survey modeled after a Position Review Questionnaire.	100% of advisors targeted for the survey responded to the survey.	Data analysis is ongoing and will not be completed until Fall 2018.	The project only captured main campus advising classifications. Future projects should capture branch campus classifications.
Examine and/or evaluate UNM advising practices that result in effective operations for advisors and/or students.	CAS KAICA, PC, & HCE. NACADA Informational Core Competency, UNM 2020 Goal 2 and 3, OAS Mission: Advocate and Lead	Direct	Conduct a supervisor needs analysis to establish a baseline of how OAS can provide support for effective operations.	23 supervisors took part in a needs analysis survey.	The survey has provided a good foundation but in-depth information was lacking.	Focus groups could provide in-depth information and valuable recommendations for providing effective operations. Student feedback must be considered.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

The goals, in terms of receiving data, were met. Data analysis of 100 respondents has consumed more time than anticipated, but early analysis is allowing us to gain a better understanding of the student to advisor ratio for both academic and integrated advisors.
The classification project is a collaborative effort with Human Resources, Compensation Division, and was a huge undertaking that required massive analysis then consultation with policies before recommendations can be made. Initial analysis did reflect that job descriptions ought to be updated.

Appendix – Goal A
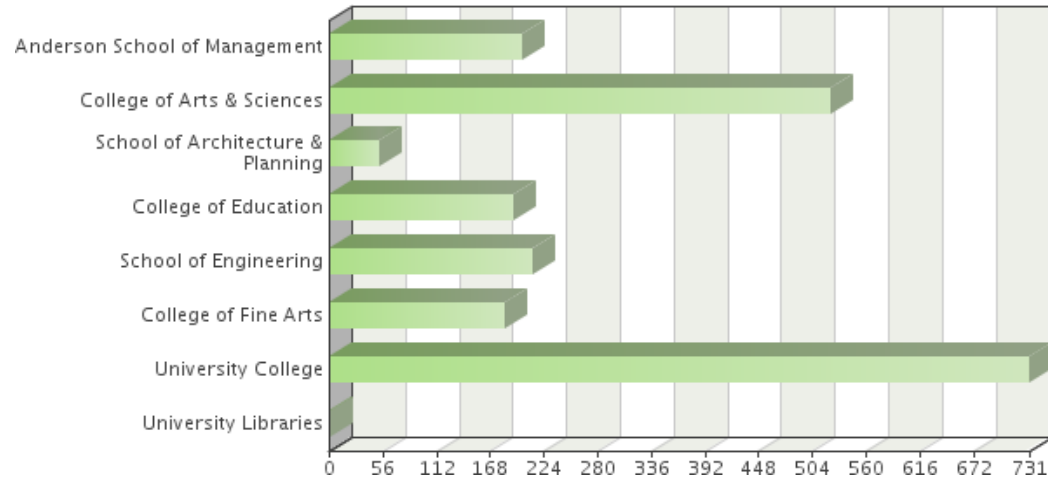
Summary report

Lists all the questions in the survey and displays a summary with detailed statistics and a chart for each question. Free text responses are not included.
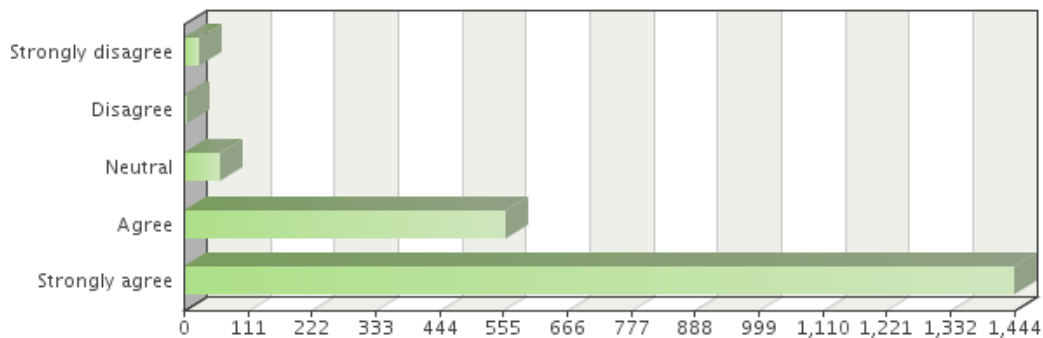
Results

I was advised at:

Frequency table

Cum.

Choices	Absolute frequency	Cum. absolute frequency	Cum. Relative frequency	relative frequency	Adjusted relative frequency	adjusted relative frequency
Anderson School of Management	201	201	9.57%	9.57%	9.59%	9.59%
College of Arts & Sciences	523	724	24.89%	34.46%	24.94%	34.53%
School of Architecture & Planning	52	776	2.48%	36.93%	2.48%	37.01%
College of Education	193	969	9.19%	46.12%	9.2%	46.21%
School of Engineering	212	1181	10.09%	56.21%	10.11%	56.32%
College of Fine Arts	183	1364	8.71%	64.92%	8.73%	65.05%
University College	731	2095	34.79%	99.71%	34.86%	99.9%
University Libraries	2	2097	0.1%	99.81%	0.1%	100%
Sum:	2097	-	99.81%	-	100%	-
Not answered:	4	-	0.19%	-	-	-

Average:	4.51	Minimum:	1	Variance:	5.23
Median:	5	Maximum:	8	Std. deviation:	2.29

Total answered: 2097

My advising session at NSO afforded me the opportunity to register for my fall courses.

Frequency table

Levels	Absolute frequency		Cum. absolute frequency	Cum. Relative frequency	relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
Strongly disagree		27	27	1.29%	1.29%	1.29%	1.29%
Disagree		5	32	0.24%	1.52%	0.24%	1.52%
Neutral		64	96	3.05%	4.57%	3.05%	4.57%
Agree		560	656	26.65%	31.22%	26.67%	31.24%
Strongly agree		1444	2100	68.73%	99.95%	68.76%	100%
Sum:		2100	-	99.95%	-	100%	-
Not answered:		1	-	0.05%	-	-	-
Average:	4.61	Minimum:	1	Variance:	0.47		
Median:	5	Maximum:	5	Std. deviation:	0.68		

Total answered: 2100

My advising session at NSO provided me with the opportunity to address my individual academic questions.

. . . address my individual questions continued

Frequency table

Levels	Cum. Cum.		frequency	absolute frequency	Cum. Relative frequency	Adjusted relative frequency	adjusted relative frequency	Absolute relative frequency
Strongly disagree			21	21	1%	1%	1%	1%
Disagree			10	31	0.48%	1.48%	0.48%	1.48%
Neutral			106	137	5.05%	6.52%	5.05%	6.53%
Agree			703	840	33.46%	39.98%	33.52%	40.06%
Strongly agree			1257	2097	59.83%	99.81%	59.94%	100%
Sum:			2097	-	99.81%	-	100%	-
Not answered:			4	-	0.19%	-	-	-
Average:	4.51	Minimum:		1	Variance:		0.5	
Median:	5	Maximum:		5	Std. deviation:		0.71	

Total answered: 2097

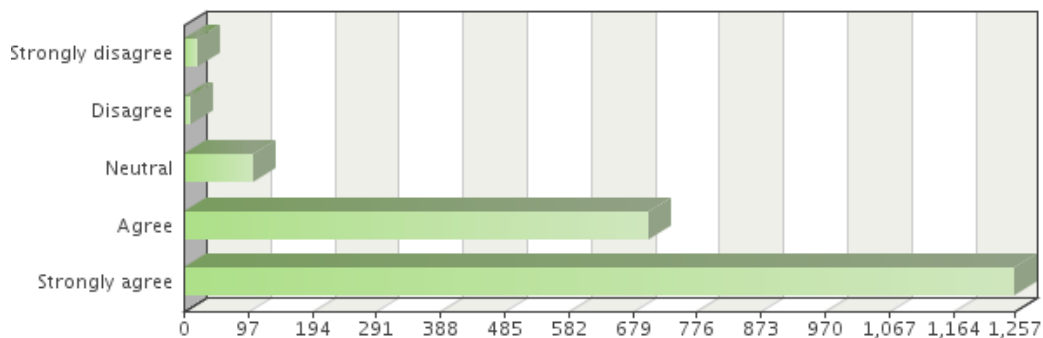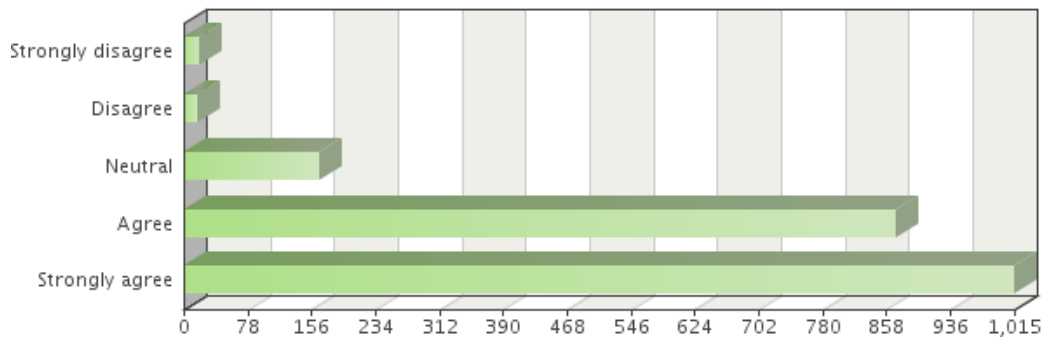# I am comfortable further exploring LoboWeb and LoboAchieve.

Frequency table

Levels	Absolute frequency		Cum. absolute frequency	Cum. Relative frequency	relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
Strongly disagree	20		20	0.95%	0.95%	0.96%	0.96%
Disagree	16		36	0.76%	1.71%	0.77%	1.72%
Neutral	167		203	7.95%	9.66%	8%	9.72%
Agree	870		1073	41.41%	51.07%	41.67%	51.39%
Strongly agree	1015		2088	48.31%	99.38%	48.61%	100%
Sum:	2088		-	99.38%	-	100%	-
Not answered:	13		-	0.62%	-	-	-
Average:	4.36	Minimum:		1	Variance:	0.55	
Median:	4	Maximum:		5	Std. deviation:	0.74	

Total answered: 2088

I am confident that my advisor will welcome my visits and assist me in the future.
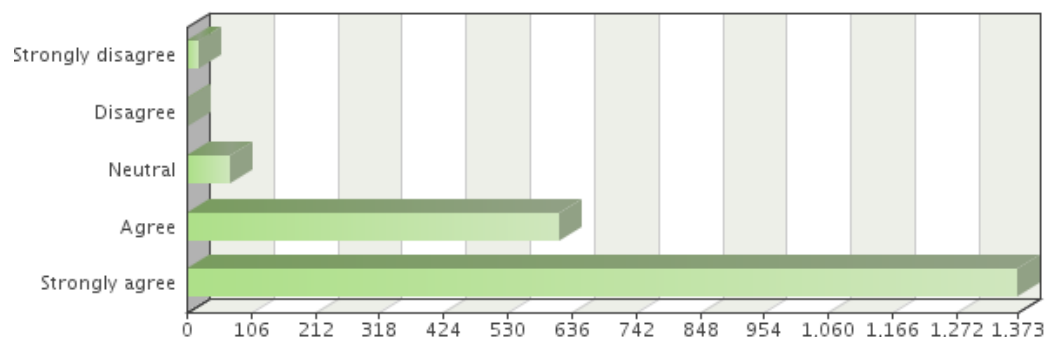

Frequency table

Levels	Absolute frequency	Cum. absolute frequency	Cum. Relative frequency	relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
Strongly disagree	20	20	0.95%	0.95%	0.96%	0.96%
Disagree	3	23	0.14%	1.09%	0.14%	1.1%
Neutral	72	95	3.43%	4.52%	3.45%	4.56%
Agree	617	712	29.37%	33.89%	29.59%	34.15%
Strongly agree	1373	2085	65.35%	99.24%	65.85%	100%
Sum:	2085	-	99.24%	-	100%	-
Not answered:	16	-	0.76%	-	-	-

Average:	4.59	Minimum:	1	Variance:	0.43
Median:	5	Maximum:	5	Std. deviation:	0.66

Total answered: 2085

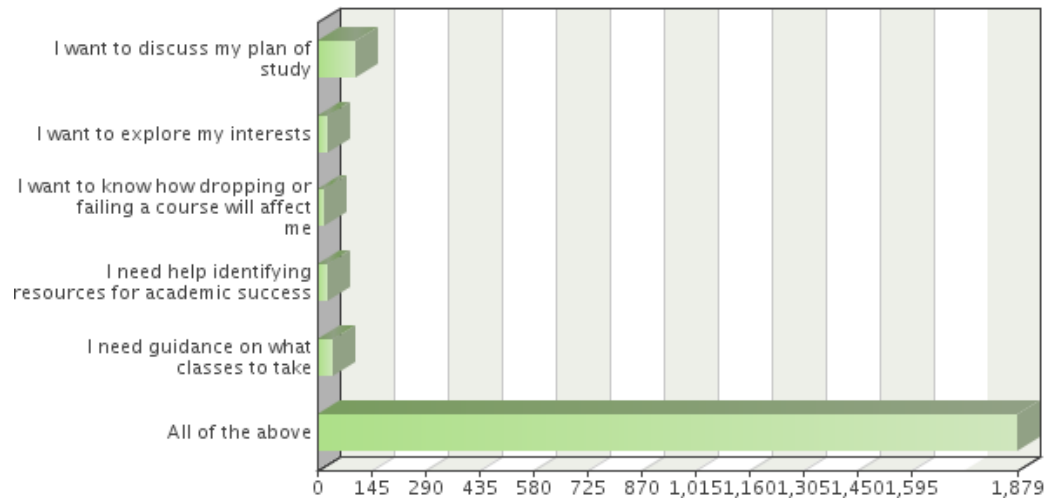# I will see my academic advisor if:

Frequency table

Choices	Absolute frequency	Cum. absolute frequency	Cum. Relative frequency	relative frequency	Adjusted relative frequency	Cum. adjusted relative frequency
I want to discuss my plan of study	101	101	4.81%	4.81%	4.83%	4.83%
I want to explore my interests	29	130	1.38%	6.19%	1.39%	6.21%
I want to know how dropping or failing a course will affect me	17	147	0.81%	7%	0.81%	7.02%
I need help identifying resources for academic success	27	174	1.29%	8.28%	1.29%	8.31%
I need guidance on what classes to take	40	214	1.9%	10.19%	1.91%	10.22%
All of the above	1879	2093	89.43%	99.62%	89.78%	100%
Sum:	2093	-	99.62%	-	100%	-
Not answered:	8	-	0.38%	-	-	-

Average:	5.63	Minimum:		1	Variance:		1.44
Median:	6	Maximum:		6	Std. deviation:		1.2

Total answered: 2093

Appendix – Goal B – College Reports

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department (if relevant): Anderson School of Management (ASM) Advisement & Career Services Center

Academic Year/Assessment Period: 2017-2018

Submitted By (include email address):   Florencio Olguin, Director of Student Services, folguin@unm.edu

Date Submitted for Review: 06/18/2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years: AUOs are targeted/assessed/measured within one year

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year: N/A

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Due to construction of the McKinnon Center for Management, the ASM Advisement & Career Services Center was inaccessible for a period of time. While advisor availability was frequently updated on the advisement section of the ASM website, students did not always seek out this information.
To ensure students would learn of further impact that construction had on advisor availability and other student services, a headline was more clearly displayed on the homepage of the ASM website.
See Appendix A.

Part II: Assessment Report

Goal B

Part II: Assessment Report **Unit Goal B: Administrative Unit/Student Learning Outcomes**	**UNM's Student Learning Goals and/or UNM's Strategic Plan**	**Assessment Measures incl. Measure Type (Direct or Indirect)***	**Performance Benchmark**	**Data Results***	**Data Analysis***	**Recommendations for Improvement/ Changes***
Colleges will update, when necessary, information on their posted degree program/major(s).

AUO B1 Colleges will update degree requirements on their website(s) on a semester basis.

AUO B2 Colleges will communicate student academic opportunities and resources via email, website, and/or social media on an annual basis. | UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate. | **Direct**

Direct | ASM Advisement & Career Services Center websites and degree checklists will be reviewed for updating at least once per semester (i.e., email correspondence, sample materials).

At least one communication will be sent to students regarding ASM Advisement & Career Services Center information and resources per semester via email, listservs and social media (i.e. copy of listservs). | ASM webpages pertaining to degree program information were updated at least 15 times during the course of the 2017-2018 academic year.

See Appendix B.

ASM Advisement & Career Services sent at least 10 listserv emails notifying students of advisor availability as well as School-specific and campus-wide opportunities for engagement.

See Appendix C. | Students were consistently able to access up-to-date information regarding degree information. However, at times students accessed outdated degree information by Googling ASM programs. ASM students received pertinent information in their inbox on a regular basis (oftentimes on a weekly basis). While the integration of academic advising and career services has proven beneficial to ASM students, there were rare instances where a student misinterpreted the availability and purpose of the two functions. | As part of the regular review of websites listing ASM degree program information (e.g. mgt.unm.edu, degrees.unm.edu, NM Business Course Articulation matrices, etc.), a careful review of outdated web addresses will be performed. To better clarify the roles of academic advising and career development in the ASM student experience, a new email account named "Anderson Student Info" will differentiate content sent to student listservs related to internship opportunities, events, and student organization involvement from content related to registration deadlines, curriculum changes, and advisor availability via the "Anderson Advising" email account. |

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

AUO B1: Met. ASM continuously updates website content related to degree program information to ensure accurate degree planning.

AUO B2: Met. ASM utilizes a listserv and social media to inform students of myriad opportunities related to internships, student organizations, and campus events.

ASM Appendix A – Goal B

Advising During Construction

Undergraduate: Learn more about times and location of Speed Advising...

Graduate: Learn more about times and location of Speed Advising...

ASM Appendix B – Goal B

From: Samantha Joann Trujillo

Sent: Tuesday, August 15, 2017 10:33 AM To: Eugene Rooney <erooney@unm.edu> Subject: RE: Website Updates

Can I get the Apply Today changed to Transfer Students Apply Today?

>> I need clarification on the exact page this refers to.

It is under the Admission to Anderson drop down on the left hand navigation. Does that help? If I can't get the name changed, could I just have it deleted?

>> DONE. It might be worthwhile to consider adding language or info about the auto-acceptance so UNM students know what that process looks like.

Can I get this added to the UNM Students Admissions Page under the requirements? https://bba.mgt.unm.edu/admissions/application-checklist.asp

Do you think there should be language about the auto-acceptance for UNM Students on the application page also or would under the requirements be enough?

From: Eugene Rooney

Sent: Tuesday, August 15, 2017 10:34 AM

To: Samantha Joann Trujillo <sjtrujillo2218@unm.edu> Subject: RE: Website Updates

It is. See below:

From: Samantha Joann Trujillo

Sent: Monday, August 14, 2017 3:50 PM

To: Josh Saiz <jsaiz@unm.edu>; Eugene Rooney <erooney@unm.edu> Subject: Website Updates

Hi Josh and Rooney,

Here we go. These are the updates I need. Thank you so much!!!

Can I get the links (Prerequisites, Application Checklist, and Apply Now) and the deadlines on the BBA Home Page deleted?
https://bba.mgt.unm.edu/default.asp?mm=undergraduate

>> DONE.

Can I get the Application Deadlines deleted? https://bba.mgt.unm.edu/admissions/default.asp

>> DONE. This page has been removed from the menu and redirects to www.mgt.unm.edu/deadlines in case there are any other documents or pages that link to deadlines.

Can I get the BBA Admission Deadlines deleted from that link? We are no longer going to have BBA admission deadlines.

>> DONE. Text now reads: There are no BBA admission deadlines. Please contact the Anderson Advisement Office for more information.

Can I get the Application Checklist changed to two pages and have them named Transfer Student Admissions and UNM Student Admissions?
https://bba.mgt.unm.edu/admissions/application-checklist.asp

>> DONE.

Can I get this info put on the Transfer Student page?

>> DONE. A transfer page has been created with the content you provided below.

>> It also appears we have a page with transfer info here https://bba.mgt.unm.edu/transfers/default.asp. Please review that content and let us know if any changes need to be made to it.

Crystle and Flo gave me the info for this update so I will get with them on that page and see if they need anything changed. I will get back to you as soon as I can.

>> OK.

Transfer Students Admission Requirements

Completion of pre-admission coursework. A checklist of required pre-admission coursework is part of your application.
A minimum grade of "C" and an overall cumulative GPA of 2.5 on all required pre-admission coursework.
An overall combined GPA of 2.5 on all University of New Mexico and transfer coursework.
Submission of Application to the Anderson School Advisement Center during the semester that pre-admission coursework is to be completed.

You must be admitted to UNM before you can be admitted to Anderson. Visit the UNM website (www.unm.edu) for more information.
Send official transcripts from all institutions attended. Please notify your advisor if you have academic coursework in progress from another institution, i.e. CNM.

Requirements are subject to change. Please note that there is no guarantee of admission.

Application Materials Checklist

Admission Requirements (above)
Application: Please complete the application.
All information should be filled in completely by applicant.
Transfer students must include appropriate documentation of coursework in progress at institutions other than UNM with their application.
To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. To view equivalent courses across other New Mexico colleges and universities, download the Business Articulation Matrix.

Admissions Application Receipt (sent via email)

Transfer Students Apply Today!

Begin a NEW application
Continue a SAVED application

Can I get this info added to the UNM Student page?

>> DONE. The content below has been added to the UNM Students Admission Requirements page. Can I have the info below it deleted?

>> DONE. Please review.

UNM Students AdmissionRequirements

Must be a declared pre-business student
Completion of pre-admission coursework.
A minimum grade of "C" and an overall cumulative GPA of 2.5 on all required pre-admission coursework.
An overall combined GPA of 2.5 on all University of New Mexico and transfer coursework.
Please notify your advisor if you have academic coursework in progress from another institution,
i.e. CNM.
Requirements are subject to change. Please note that there is no guarantee of admission.

Can I get the Apply Today changed to Transfer Students Apply Today?

>> I need clarification on the exact page this refers to.

It is under the Admission to Anderson drop down on the left hand navigation. Does that help? If I can't get the name changed, could I just have it deleted?

>> DONE. It might be worthwhile to consider adding language or info about the auto-acceptance so UNM students know what that process looks like.

Can I get this added to the UNM Students Admissions Page under the requirements? https://bba.mgt.unm.edu/admissions/application-checklist.asp

6. Students will be considered for automatic admission and do not need to apply.
Can I get the title of the application changed to Welcome to the Anderson BBA (Undergraduate) Online Application for Transfer Students?

>> If you are referring to https://online.mgt.unm.edu/bba/, that application is used for UNM and transfer students. We do not have a separate application so naming it for Transfer Students might be misleading. If I am misunderstanding the request, please let me know.

Flo and Crystle requested it. They no longer want UNM students to apply, they are going to automatically admit them.

>> DONE. Title changed. Please review the content on https://online.mgt.unm.edu/bba given your statement above.

Can I get the Application Deadlines deleted from this page? https://online.mgt.unm.edu/bba/

>> DONE.

Can I get the speed advising pages deleted? https://bba.mgt.unm.edu/advisement/speed-advising.asp, https://mba.mgt.unm.edu/advisement/speed-advising.asp, https://macct.mgt.unm.edu/advisement/speed- advising.asp, https://msisa.mgt.unm.edu/advisement/speed-advising.asp, https://pmc.mgt.unm.edu/advisement/speed-advising.asp.

>> DONE.

Can I get the Apply to Anderson tab on the BBA Home Page changed to Admission to Anderson?
https://bba.mgt.unm.edu/default.asp?mm=undergraduate

>> DONE. The left-hand navigation has been renamed.

Can I get the frequently used forms page deleted? https://bba.mgt.unm.edu/advisement/frequently-used-forms.asp

Can I get the Holds page redone with this info?

Holds

New Student Learning Workshop:

The Anderson Advisement Center will start holding New Student Learning Workshops on September 14th, 2017. The workshops will be held in Travelstead Hall (Building 65) in room 125. You do not need to register for a New Student Learning Workshop, it will be first come, first serve and limited to 15 students per workshop.

New Student Learning Workshop Times
Thursdays 9:30AM-10:30AM

Fridays 1:00PM-2:00PM

If you currently have a New Student Learning Workshop Hold please email your advisor so they may push the hold back for you. You will still need to attend a workshop once they are open. If you have any questions please feel free to call us at (505) 277-3290.

Degree Progress Check:
Students will receive a Degree Progress Check hold when they have 60+ credit hours and have not been admitted to Anderson. Students must set up an appointment with an advisor or come in to open advisement to get the hold removed. Advisors will be checking your schedule and making sure you are on the right track to admission to ASM.
Apply to Graduate:
Students will receive an Apply to Graduate Hold when they have 90+ credit hours but do not have a graduation record on file. Students must simply fill out a graduation application to have the hold removed. Students may do so here: https://online.mgt.unm.edu/bbagraduation/. If your original graduation date changes please let your advisor know.
Probation:
Students receiving a probation hold must set up an advisement appointment with their assigned academic advisor to get this hold removed.
I know this is a lot of changes and I hope this email makes sense. Please let me know if you don't understand all my requests.

Thanks again, Samantha J. Trujillo Administrative Assistant II

RE: New Concentration Checklists

From: Florencio Olguin

Sent: Tuesday, October 10, 2017 6:37 PM

To: Josh Saiz <jsaiz@unm.edu>; Eugene Rooney <erooney@unm.edu> Cc: Crystle Marie Collier <crystlem@unm.edu>

Subject: New Concentration Checklists Hi Josh and Rooney,

When you get a chance, please update the website with the attached BBA concentration checklists. We have moved away from the suggested schedule format with the exception of the IFDM concentration. Let me know if you have any questions.

Thanks! Florencio

RE: Internship for Credit Updates

From: Florencio Olguin

Sent: Tuesday, October 10, 2017 6:31 PM

To: Kate Williams <kwill07@unm.edu> Subject: Internship for Credit Updates

Hi Kate,

Can you remove any mention of concentration credit for internships from our website as well as the forms we have students/employers fill out? Thank you!

Florencio

From: Samantha Joann Trujillo

Sent: Friday, October 27, 2017 2:53 PM

To: Josh Saiz <jsaiz@unm.edu>; Eugene Rooney <erooney@unm.edu> Subject: Update

Hi Josh and Rooney,

I updated the BBA concentration sheet for International Management because it had the wrong Faculty Advisor. Can I get the updated version on our website please? I also don't know how to update the PDF version on SharePoint so I only updated the Word version. Thanks for your help.

Have a great day! Samantha J. Trujillo Administrative Assistant
II

Re: Updated SMP checklist

Eugene Rooney

Mon 11/6/2017 7:42 PM

To:Florencio Olguin <folguin@unm.edu>; Josh Saiz <jsaiz@unm.edu>;
Cc:Shawn Berman <sberman@unm.edu>; Karen DW Patterson <patterson@unm.edu>; Harry Van Buren <hjvb3@unm.edu>; Erick Rodriguez <erodriguezj@unm.edu>;

Good evening.

The old concentration page has been replaced with the updated PDF you provided. Thanks, Rooney

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From: Florencio Olguin

Sent: Monday, November 6, 2017 4:58 PM To: Josh Saiz; Eugene Rooney

Cc: Shawn Berman; Karen DW Patterson; Harry Van Buren; Erick Rodriguez Subject: Updated SMP checklist

Good afternoon,

Please update the MBA SMP concentration checklist found at the following link with the attached updated sheet:
https://mba.mgt.unm.edu/checklists/strategic-management/after2014.asp.

Anderson School of Management
Strategic Management and Policy
CONCENTRATION MBA

ALL CONCENTRATION INFORMATION EFFECTIVE FOR STUDENTS ADMITTED FALL 2014 AND THREAFTER.

The Strategic Management and Policy (SMP) concentration is oriented toward cross-functional problem solving and analysis. Careers and employment resulting from the SMP concentration include strategic planning, public sector and nonprofit management, public affairs, environmental affairs, and other cross-functional positions.

Students choose and complete four courses from one of the emphases indicated below. However, in lieu of one or two of the listed courses, the SMP advisor may approve a different graduate-level course within the Anderson School of Management (ASM) curriculum and/or a different graduate-level course outside ASM if the courses are relevant to SMP and the student's particular career objective.

Advising Process — First consider carefully your career objective. Then consult one of the concentration advisors if you think the Strategic Management and Policy Concentration fits your interests in order to select courses that are relevant to your particular career objective. The current advisors for SMP are:

Last name A-L: **Dr. Karen Patterson**, Hokona 369, 505-277-2807, patterson@unm.edu

Last name M-Z: **Dr. Harry Van Buren**, GSM 301, 505-277-3909, hjvb3@unm.edu

The following courses have been identified as relevant for an emphasis in Strategic Planning and Leadership, Public Affairs and Policy Analysis, and Nonprofit Management:

Strategic Management   **Policy**

Strategic Planning and Leadership Emphasis	Public Affairs & Policy Analysis Emphasis	Non-Profit Management Emphasis
Required Courses:	**Required Courses:**	**Required Courses:**
• 650 Competitive Analysis	• 651 Regulations and Social Control of Business	• 657 Nonprofit Management
• 658 Managerial Ethics	• 655 Washington Campus Program	• 503 Managerial Accounting
Electives (select 2):	**Electives (select 2):**	**Electives (select 2):**
• 654 Advanced Legal Topics for Managers	• 650 Competitive Analysis	• English 518 Grant Writing
• 655 Washington Campus Program	• 654 Advanced Legal Topics for Managers	• 658 Managerial Ethics
• 568 Creative Leadership and Innovating Organizations	• 653 Environmental Sustainability and Business	• 663 Employment Law
• 653 Environmental Sustainability and Business	• 658 Managerial Ethics	• 654 Advanced Legal Topics for Managers
• 651 Regulation and Social Control of Business		• 655 Washington Campus Program
• 663 Employment Law		• 640 Accounting for Nonprofit Organizations
		• Law 659 Tax Exempt Organizations (permission of instructor)

One skill development course at the graduate level may be substituted for one concentration elective in any of the SMP emphases, as appropriate for the student's career objective and skill level. Examples of skill development courses include: 561 Interpersonal and Team Dynamics and 569 Negotiation Strategies.

Student Clubs:

Net Impact: http://www.unm.edu/~netimpct/? is a group of undergraduate and graduate students in a variety of degree programs that work toward sustainable and socially responsible business to make positive social change.

International Business Students Global: http://fite.unm.edu/ibsg/ is a group of global and international business professionals comprised of the highest caliber students at the Anderson School of Management interested in questions of international management, corporate citizenship, and the global political economy.

http://mba.mgt.unm.edu/concentrations/policy.asp

UNM ANDERSON SCHOOL of MANAGEMENT

Strategic Management and Policy Course Descriptions (MGMT 650 Series)

MGMT 650   Competitive Analysis *Course Description:* Competitive Analysis focuses on the development and analysis of information related to the strategic and competitive environment of organizations. The class provides a systematic examination of theoretical and empirical issues in the current organizational environment. *Offered in spring semesters.

MGMT 651   Regulation and Social Control of Business *Course Description:* Government legislation and regulation of business activities in the U.S., including government controls of prices, regulation of public utilities, public ownership, economic planning and social regulation of environmental quality health and safety, etc. *Offered in fall semesters of odd years.

MGMT 653   Environmental Sustainability and Business *Course Description:* A systematic exploration of industrial influences on the natural environment. Students are exposed to natural systems and environmental management frames and practices. *Offered in fall semesters of even years.

MGMT 654   Advanced Legal Topics for Managers *Course Description:* Contemporary legal topics relevant to an ever-changing environment, including corporate governance relationships, product liability, administrative law, and white collar crime. *Offered in fall semesters.

MGMT 655   Washington Campus Program *Course Description:* One week intensive "Washington Back-Stage: A Primer on the Public Policy Process for M.B.A. Students." Limited enrollment; special application required. Additional fees for travel and cost of the program. *One week intensive in January, March, May, or June; register in the summer or fall semesters.

MGMT 657   Nonprofit Management *Course Description:* Provides an understanding of the management of nonprofit organizations in the twenty-first century and the growing leadership in social entrepreneurship. The course covers a broad range of topics and disciplinary perspectives. *Offered in spring semesters.

MGMT 658   Managerial Ethics (Prerequisite: 508) *Course Description:* An issues – and problems - oriented course in applied management ethics. How to reason ethically about management problems and choices. Focus is on the crises of conscience and the everyday conflicts of role and obligation that characterize our professional lives. *Offered in fall semesters.

MGMT 697   SMP Internship (Concentration advisor permission required-see Career Services Office)

Updated IFDM Checklist

Florencio Olguin

Mon 12/4/2017 4:02 PM
To:Crystle Marie Collier <crystlem@unm.edu>; Julian Gutierrez <julian93@unm.edu>; Matthew David Vallejos <matthewv@unm.edu>; Joshua David Gallegos <jgall014@unm.edu>; Kelsey Molo <molok@unm.edu>; Andres Rigg <arigg@unm.edu>; Chrisaundra Lyannae Henderson <clhenderson@unm.edu>; Diahndra Grill <dgrill@unm.edu>;
Cc:Nick Vincent Flor <nickflor@unm.edu>;
1 attachments (506 KB) BBA IFDM.PDF;

Good afternoon,

Please find attached an updated IFDM checklist with the following changes:

IFDM 105L is now listed as a required course in the Freshman Year due to the fact that this course is an admission requirement to the IFDM program
IFDM 241L (Directing for Film & Video) has replaced IFDM 205L (Studio I Activating Digital Space) in the Sophomore Year: First Semester
IFDM 300 (Critical Intermediation) has been renamed Cinematography in the Junior Year: First Semester
Diahndra,

Can you send us the updated IFDM admission form? Let me know if you have any questions.

Best, Florencio

UNM ANDERSON SCHOOL OF MANAGEMENT
BBA Interdisciplinary Film & Digital Media Concentration

SUGGESTED SCHEDULE

FRESHMAN YEAR: First Semester	Credit Hours
Math Requirement: MATH 121	3
Writing and Speaking: ENGL 110	3
Humanities Requirement	3
Physical & Natural Sciences	3
** Fine Arts Requirement: IFDM 105L	3
Total Credit Hours	15

FRESHMAN YEAR: Second Semester	
Math Requirement: MATH 180	3
Writing and Speaking: ENGL 120	3
Physical & Natural Sciences with Lab	4
Social & Behavioral Sciences: ECON 105	3
Foreign Language	3
Total Credit Hours	16

SOPHOMORE YEAR: First Semester	
CS 105L: Intro to Computer Programming	3
IFDM 241L: Directing for Film & Video	3
Writing and Speaking: ENGL 219 or 220	3
Social & Behavioral Sciences: ECON 106	3
STAT 145, 245 or 345	3
Total Credit Hours	15

SOPHOMORE YEAR: Second Semester	
IFDM 210: Intro to Modeling & Post Production	3
Computer Science 150	3
MGMT 202: Prin. Financial Accounting	3
Social & Behavioral Sciences Elective	3
*** Humanities: 300+ level	3
Total Credit Hours	15

JUNIOR YEAR: First Semester	Credit Hours
IFDM 300: Cinematography	3
MGMT 300: Operations Management	3
MGMT 303: Managerial Accounting	3
MGMT 306: Org Behavior & Diversity	3
MGMT 322: Marketing Management	3
MGMT 398: Career Management Skills	1
Total Credit Hours	16

JUNIOR YEAR: Second Semester	
IFDM 310: Studio II Writing Digital Narratives	3
MGMT 308: Eth, Pol & Soc Environment	3
MGMT 310: Legal Issues for Managers	3
MGMT 324: New Venture Strategies	3
MGMT 384: Professional Selling	3
MGMT 433: Mgmt of Service Operations	3
Total Credit Hours	18

SENIOR YEAR: First Semester	
IFDM 400: Ethics, Science & Technology	3
IFDM 450: Capstone I Senior Projects	4
MGMT 326: Financial Management	3
MGMT 328: International Management	3
* Concentration Elective	3
Total Credit Hours	16

SENIOR YEAR: Second Semester	
IFDM 410: Business & Law of Film & New Media	3
IFDM 451: Capstone II	4
* Concentration Elective	3
MGMT 450: Computer Based Info Sys	3
MGMT 498: Strategic Management	3
Total Credit Hours	16

**IFDM 105L and a letter of intent will meet the minimum requirements for IFDM admission consideration.

***Upper-Division Humanities: One 3-hour course, 300-level or above from: American Studies, Classics, Comparative Literature, English, History, Philosophy, or Religious Studies.

* Concentration Electives. Choose two (2) from the following:
MGMT 362: Leadership Development
MGMT 426: Advanced Problems in Financial Mgmt
MGMT 457: Diversity in Organizations
MGMT 462: Management of Quality
MGMT 465: Labor Relations
MGMT 482: Digital Marketing
MGMT 486: Logistics Systems Management
MGMT 492: Negotiation Strategies
MGMT 490: Special Topics offered in the department

Degree Overview:
The Bachelor of Business Administration (BBA) program with a concentration in IFDM requires completion of 127 credit hours, including the following course work:

Pre-Admission course work	49 credit hours
Anderson Core	31 credit hours
IFDM Core and Capstone	29 credit hours
BBA - IFDM concentration	15 credit hours
Upper Division Humanities	3 credit hours

RE: Undergraduate Program Catalog Updates.docx

From: Florencio Olguin

Sent: Monday, March 19, 2018 1:17 PM

To: Deirdre Frances Markham <dmarkham@unm.edu> Cc: Shawn Berman <sberman@unm.edu>

Subject: Re: BBA Program Catalog Updates.docx

Hi Deirdre,
Thanks again for your work on cleaning up language in the catalog. I like the way you have organized #5 as part of the first paragraph.
I have made changes to the "Transfer Policies" section below:
Transfer from Other Accredited Institutions
Students planning to complete their first two years of study at a committee college or at a four-year college other than the University of New Mexico should take only those courses that are offered as freshman- or sophomore-level courses at the University of New Mexico.
Transferring students must meet normal requirements for admission to this University as well as admission requirements of the Anderson School.
Transfer of credit is a two-part process. (1) The Office of Admissions prepares a credit evaluation as soon as possible after admission status has been determined. (2) Each college or school then determines if and how this transferable work may be used to meet individual degree requirements. Determination of the use of transferable work is made at the time of admission to the Anderson School. Evaluations or opinions offered prior to admission are unofficial and nonbinding.
Students desiring to transfer credit for any upper-division Anderson School course must receive prior approval from a faculty member possessing expertise in the area. Such requests should be submitted electronically here: https://online.mgt.unm.edu/transferrequest/request.aspx. Students requesting credit from institutions outside of the United States should be prepared to provide information about the number of classroom hours per course and the quality of the institution.
A minimum of 24 credit hours must be taken in residence at Anderson. At least fifty percent (50%) of the management core and fifty percent (50%) of the concentration classes must be taken at Anderson unless the student obtains a written waiver from the Department Chair. Individual departments may establish additional residency requirements. The Anderson School does not accept credit from educational programs of noncollegiate organizations.

Let me know if you have any questions. Thanks! Florencio

From: Deirdre Frances Markham

Sent: Wednesday, March 14, 2018 9:46:55 AM To: Florencio Olguin

Cc: Shawn Berman

Subject: RE: BBA Program Catalog Updates.docx

Flo,

Hi, last round I think. I've attached the current draft with all the changes. I highlighted the bullet, area, etc so you don't have to read through the entire document unless you're just really looking for something to do J

Please look carefully at #5 under admissions requirements. I'm not completely happy with how provisional admissions are sequenced but don't have a better idea unless we have it as #6. How many transfer students are also provisional admits? We could bring this information up so it would be organized as below if this is primarily one group of students.

Transfer students who are completing pre-admission coursework at another institution must complete the UNM admissions process successfully prior to submitting a B.B.A. Application for Transfer Students. The provisional admissions process allows transfer students to be admitted to Anderson prior to completion of all pre-admission coursework. Only students who are within 15 hours of completing pre-admission coursework will be considered for provisional admission. To be considered for provisional admission, submit an official transcript to the UNM admissions office and submit an unofficial transcript to B.B.A. Advisor. Successful

completion of pre-admission coursework and maintenance of a 2.5 GPA will be required for full admission.
Application procedures must be completed by:

April 1 for Summer admission
August 1 for Fall admission
November 1 for Spring admission
Last thing to review is the transfer information in a lower section. I don't know if the articulation section needs updating for this round, but wanted to be sure that the information under "Transfer from Other Accredited Institutions" is consistent with how we've updated the admissions information.

Thanks for all your guidance so we can have these be clearer for students and hopefully reduce workload for the advisors.

Best, Deirdre

From: Florencio Olguin
Sent: Monday, March 19, 2018 1:17 PM
To: Deirdre Frances Markham <dmarkham@unm.edu

Cc: Shawn Berman <sberman@unm.edu>

Subject: BBA Program Catalog Updates.docx

Hi, I hope you and your family had a wonderful Disney time!!! If you could review the attached and confirm the updates are correct, that would be great. Also, please see comments where I need additional information before I send to Val to confirm these are edits only.

The items I see that may require a form C are the changes to Notes regarding graduation, the MACCT application issue with 340/341/346 in progress and the 12 hours for enrollment preference.

Thanks for help with this and we'll wrap up the MBA changes tomorrow. Best, Deirdre

Concentration Sheets

Thu 4/19/2018 12:42 PM

Sent Items
To:Samantha Joann Trujillo <sjtrujillo2218@unm.edu>; Brittany Lopez (britlope@unm.edu) <britlope@unm.edu>;
Cc:Crystle Marie Collier <crystlem@unm.edu>;
1 attachments (52 KB)

2yr-spring-2016-through-fall-2020.xlsx;

Good afternoon,

The decision has been made to include on all concentration sheets whether courses are only offered in the fall or spring semester. Could either or both of you work on this project? Please reference the attached two year schedule.Let me know if you have any questions. Thanks, Florencio

ASM Appendix C – Goal B

Anderson Advising 📎
ASM Undergraduate Announceme   3/27/2018
Updates for the week of: March 26th, 201...

Anderson Advising 📎
ASM Undergraduate Announceme   3/20/2018
Updates for the week of: March 19th, 201...

Anderson Advising 📎
ASM Undergrad Announcements   2/27/2018
...mgt.unm.edu/> New Undergraduate A...

Anderson Advising
ASM Undergrad Announcements   2/20/2018
...mgt.unm.edu/> New Undergraduate A...

Anderson Advising 📎
ASM Undergrad Announcements   1/17/2018
...Open Advisement Office Hours Undergr...

Anderson Advising 📎
ASM Undergrad Announcements   12/18/2017
...of December 18th, 2017 Undergraduate...

Anderson Advising 📎
ASM Undergraduate Announceme   12/5/2017
Updates for the week of: December 4th,...

Anderson Advising 📎
ASM Undergraduate Announceme   11/28/2017
Updates for the week of: November 27th,...

Anderson Advising 📎
ASM Undergrad Announcements   11/7/2017
...a high achieving UNM undergraduate s...

Anderson Advising 📎
ASM Undergrad Announcements   10/31/2017
...a high achieving UNM undergraduate s...

COLLEGE OF
ARTS & SCIENCES

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department (if relevant): Arts & Sciences Advisement

Academic Year/Assessment Period: 17-18

Submitted By (include email address): Stephanie Hands, ssmith@unm.edu

Date Submitted for Review: June 18, 2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years: yearly

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Last year's goal: A&S advisors will send announcements to students via email, listservs and social media (i.e. copy of listervs and social media activities logs or reports) - **In the next year A&S will coordinate all Major listservs to record archives to provide more comprehensive assessment for 18. 100% complete.

Part II: Assessment Report

Unit Goal B:

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	**B1:** A&S websites and advising materials will be regularly reviewed for updating as needed (i.e., screenshots of websites with materials posted) The A&S websites and advising materials will be reviewed for updating at least once per catalog year in conjunction with the next years curriculum. This is to be done in the late spring for NSO readiness.	Advisors were asked to review any relevant web content housed in their departments and make appropriate suggestions for editing.	Internal websites were reviewed but Advisement can only recommend changes to the department. There are no student learning outcomes attached to this as it is a static editorial function. 50% complete	This outcome is partially met as we also wish to update Degrees.unm.edu but have not found time to do so across the board. Only a few departments have been able to complete the second task to date.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

This outcome is partially met as we also wish to update Degrees.unm.edu but have not found time to do so across the board. Only a few departments have been able to complete the second task to date.

Week	Spring '18	Registration (Deadlines)	Pre Cert/Cert	New Student Hold	75+ Hold	Auto Admit Hold	Spec. Groups	Events	MGT	Front Desk
		SPRING SEMESTER								
1	1/15 - 1/19	Mini orientations						1/16 MLK Day	Steph Cert Due	IP prereq email checking
2	1/22 - 1/26	Late add/Grade Mode Change	Pre Cert Spring / Let fall retros begin	Begin Workshops	Grad Wksp Begins Weeks 2 - 16		NMHS Counselor Wksp ????		Create Retro db / Create admitted list	Fall Dean's List
3	1/29 - 2/2	Late Drops - rec. "W" / 100% Refund	Weeks 2 - 11			Auto Admit Done Holds Go On		BOM	Retro 1	
4	2/5 - 2/9		New Query	New Holds Placed	New Holds Placed	Contact made by Major Advisor Weeks 4, 5 & 6			Update db	
5	2/12 - 2/16								Retro 2	Email GPW
6	2/19 - 2/23					Begin Hosting Dept.				Email NSLW
7	2/26 - 3/2	2nd 8 wk Reg.				Orientation Sessions	1st Batch Athletic	BOM	Retro 3	
8	3/5 - 3/9	1H Classes End					2nd Batch Athletic P1 Contracts due			
	3/12 - 3/16	Spring Break						Advising Matters		
9	3/19 - 3/23	2H Classes Begin					3rd Batch Athletic		Update db	
10	3/26 - 3/30		New Query					Gallup	Retro 4	
11	4/2 - 4/6							BOM Valencia visit Staff as Students		
12	4/9 - 4/13	Regist. Traffic/Drop w/out Dean				End orientations	Pre-enroll Athletic Forms	LA visit		
13	4/16 - 4/20	Registration begins	Pre Cert for Summer				Pre-enroll Athletic Forms	Advising Matters Taos Visit		
14	4/23 - 4/27								Retro 5	
15	4/30 - 5/4	12/4 Last Day to drop w/ DA						Operation Reg... BOM		
16	5/7 - 5/11	Finals Week						Finals	Commencement	
A	5/14 — 5/18	Sem. Ends					TNT Program B	Advisor Institute	ROTC Commission	
B	5/21 — 5/25		Certification distributed				Suspension/Probation		End of term processing	
C	5/28 — 6/1		Fall retros end					BOM	Last Chance Retro	
D	6/4 — 6-8	Certified list distributed		Heavy Traffic						Spring Dean's List

Vertical column labels: NSLW WORKSHOPS; GPW WORKSHOPS; DEPT. ORIENT.; WEBSITE AND DEGREES.UNM.EDU REVIEW; HEAVY TRAFFIC

Rotated notes: "Student may attend 1-on-1 appt"; "Complete orientation by end of week 12"

Part I: Cover Page
Administrative Units Assessment Report Template Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department (if relevant): School of Architecture & Planning

Academic Year/Assessment Period: June 1, 2017 to May 31, 2018

Submitted By (include email address): Geraldine Forbes Isais, Dean, gforbes@unm.edu / Contact: Lisa Stewart, Academic Operations Officer, lstewart@unm.edu

Date Submitted for Review: June 18, 2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years: One Year

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Part II: Assessment Report

Unit Goal B:

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	Colleges will update their information once a semester	Met	Google analytics data indicated increased online traffic and improved geospatial data. See attached: Google Analytics; Facebook Insights; and You Tube Analytics. Strength: student Communication and Marketing Intern continuously updates SA+P website; intern also continuously updates Facebook and provides YouTube links on School's site.	Recommendation to set up quarterly website assessment reviews with the academic advisors. Next step: calendar assessment reviews throughout the academic year and review enrollment metrics to the google analytics.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

Goal B for this outcome was met. The Sr. Academic Advisor for Undergraduate Students met with the Associate Dean for Student Engagement and Academic Innovation in July 2018 to review website information pertaining to advisement. The Sr. Academic Advisor recommended text for the School of Architecture and Planning website, including digital copies of program fliers. In April 2018, the Sr. Academic Advisor reported incorrect information on the UNM site degrees.unm.edu and contacted the Institute of Design and Innovation; corrections were made in May 20108.

In the fall of 2017, the School of Architecture and Planning developed a new website to improve recruitment and student services. The google analytics data indicated increased online traffic to the site and improved geospatial data to better target areas in the region for program recruitment. The academic advisors were critical in the development of the new website and provided data to further improve and enhance advisement and recruitment efforts.

See attached reports: Google Analytics; Facebook Insights; and You Tube Analytics. Strength: A student Communication and Marketing Intern was assigned to continuously update the School of Architecture and Planning website resulting in changes/edits made in a timely manner; the intern also updates Facebook and provides YouTube links on the School's site.

Recommendation to set up quarterly website assessment reviews with the academic advisors and Associate Dean for Student Engagement and Academic Innovation.

Next step: calendar assessment reviews throughout the academic year and review enrollment metrics to the google analytics.

Youtube Analytics
Demographic Overview
Sep 2017 - May 2018

Top geographies
Watch time

United States (74%)
Canada (2.3%)
South Africa (2.3%)
Australia (2.2%)
Brazil (1.8%)

Traffic sources
Watch time

● External (33%)
● YouTube search (26%)
● Suggested videos (19%)
● Other (22%)
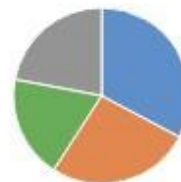
Gender
Views

● Male (n/a)
● Female (n/a)

Playback locations
Watch time

● YouTube watch page (87%)
● Embedded in external websites and apps (10%)
● YouTube channel page (2.4%)
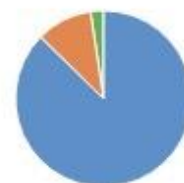
Youtube Analytics
Channel Summary
Sep 2017 - May 2018

UNM SA·P
Created: Jan 7, 2013 · Videos: 99

CHANNEL

Sep 1, 2017 – May 31, 2018

Watch time
Minutes

11,310 ▲

Average view duration
Minutes

3:57 ▲
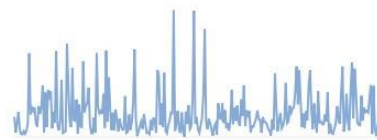
Views

2,859 ▲

Likes	Dislikes	Comments	Shares	Videos in playlists	Subscribers
23 ▲	1 ▼	1 ▼	24 ▲	54 ▲	16 ▲

Top 10 Videos   Browse all content

Video	Watch time (minutes)		Views		Likes	Comments
Christy Ten Eyck: Harsh Beauty	1,594	14%	171	6.0%	1	0
Antoine Predock	1,384	12%	253	8.8%	8	0
Michael Speaks Lecture	897	7.9%	72	2.5%	0	0
Ted Flato - UNM SA+P 2017 Fall Lecture Series	775	6.8%	79	2.8%	0	0
BIG (Bjarke Ingles Group) Lecture	769	6.8%	103	3.6%	1	0
Architecture Program at the UNM School of A...	424	3.7%	400	14%	0	0
Larry Speck "Architecture Transforming Every...	422	3.7%	36	1.3%	0	0
Florencia Pita "Incongruous Figures"	383	3.4%	42	1.5%	0	0
UNM School of Architecture + Planning - Para...	359	3.2%	127	4.4%	1	0
Ane Gonzalez Lara :: Assistant Professor :: S...	345	3.1%	179	6.3%	2	0

Youtube Analytics
User Sources
Sep 2017 - May 2018

UNM SA•P
Created: Jan 7, 2013 • Videos: 99
CHANNEL

Sep 1, 2017 – May 31, 2018

WATCH TIME (MINUTES)	VIEWS
11,310	2,859

More metrics ▼   Daily ▼   ☐ Show totals   ☐ Show as % of totals

Traffic source	Watch time (minutes) ↓	Views	Average view duration	Average percentage viewed
External	3,706 (33%)	1,123 (39%)	3:17	14%
YouTube search	2,980 (26%)	644 (23%)	4:37	15%
Suggested videos	2,133 (19%)	458 (16%)	4:39	18%
Channel pages	970 (8.6%)	311 (11%)	3:07	11%
Direct or unknown	552 (4.9%)	99 (3.5%)	5:34	14%
Browse features	490 (4.3%)	94 (3.3%)	5:12	21%
Other YouTube features	207 (1.8%)	41 (1.4%)	5:03	15%
Playlists	164 (1.4%)	53 (1.9%)	3:05	33%
Playlist page	106 (0.9%)	31 (1.1%)	3:25	7.3%
Notifications	3 (0.0%)	5 (0.2%)	0:34	1.9%

Facebook Insights
Page Followers
Sep 2017 - May 2018

Total Page Followers as of Today: 1,666
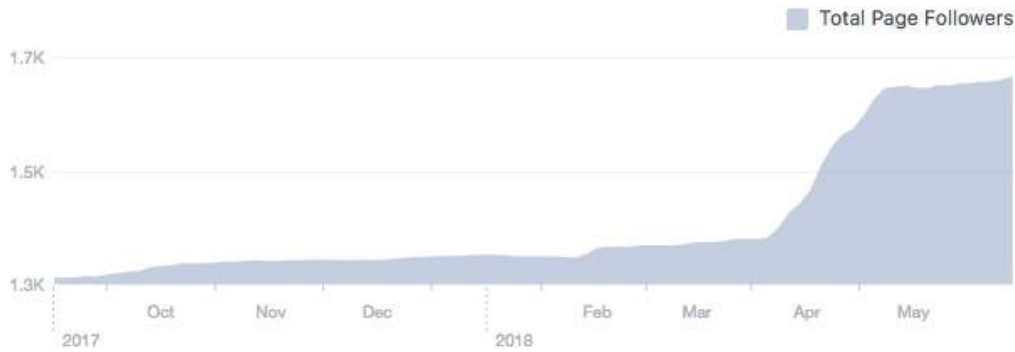
of Page Follows

September 2017	1,330
October 2017	1,341
November 2017	1,342
December 2017	1,352
January 2018	1,364
February 2018	1,373
March 2018	1,442
April 2018	1,646
May 2018	1,664

Pages to Watch
Compare the performance of your Page and posts with similar Pages on Facebook.

Add Pages   Reactions, Comments & Shares

Page		Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1	The University of New M...	60.1K	▲0.1%	4	193
YOU 2	University of New Mexic...	1.7K	▲1%	2	25
3	University of New Mexic... SCHOOL OF LAW	1.6K	▲0.1%	2	18
4	University of New Mexic... SCHOOL OF ENGINEERING	600	▲0.8%	4	40

Facebook Insights
Engagement
Sep 2017 - May 2018

The success of different post types based on average reach and engagement.

Show All Posts ▼

■ Reach ■ Post Clicks ■ Reactions, Comments & Shares

Type	Average Reach		Average Engagement	
📹 Video	1,993		224 116	
🖼 Photo	1,083		113 27	
🔗 Link	415		28 19	

Post Reach
The number of people who had any posts from your Page enter their screen.

■ Organic ■ Paid
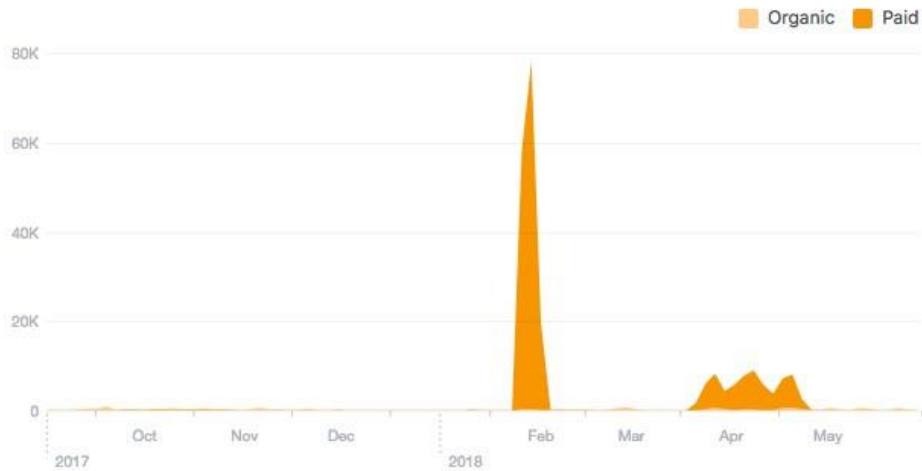
Total Views   **By Section**   ⓘ

Home   Posts   Other   Photos   Reviews   Events
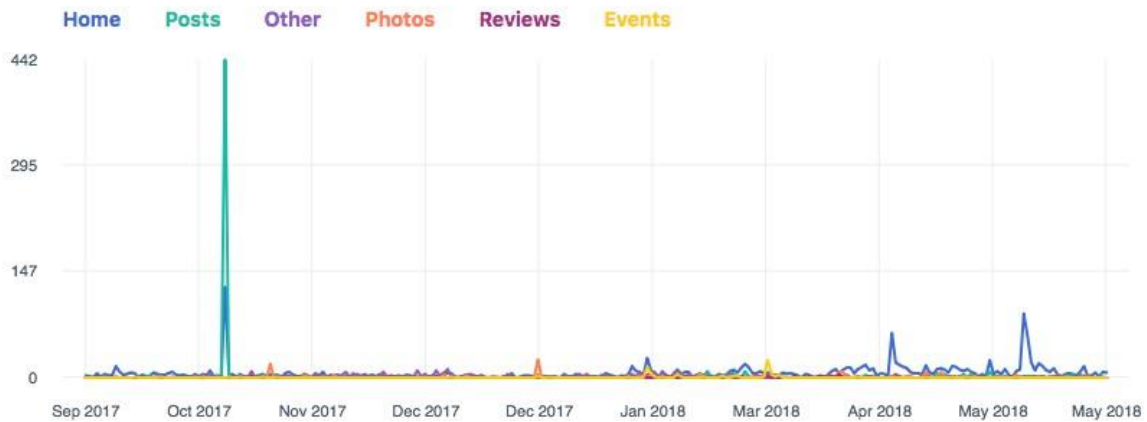
Popular Videos	# of times viewed
UNM SA+P: Innocation	845
LA Open House Tour	167
Abbott: Beyond Blade Runner	21
Ben Gilmartin Harnar Lecture	11
Smith Plaza Presentation	7

Behavior Overview_Sept-May

All Users
100.00% Pageviews

Overview

● Pageviews
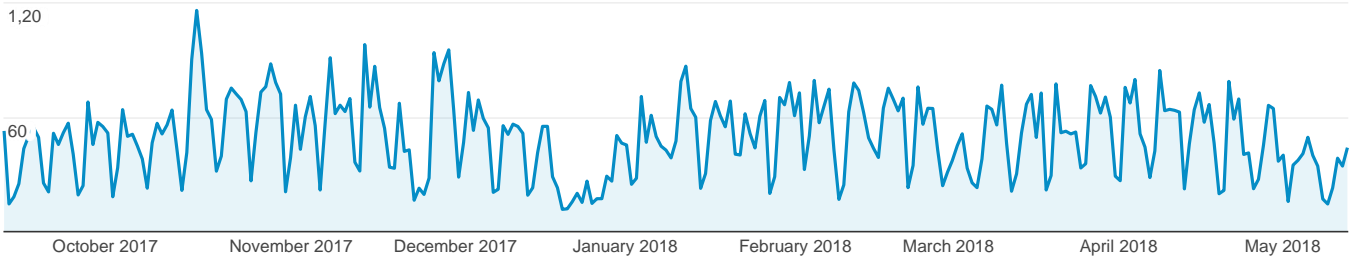
1,20

60

October 2017   November 2017   December 2017   January 2018   February 2018   March 2018   April 2018   May 2018

Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit
135,539	111,185	00:01:20	64.02%	45.55%

Page	Pageviews	% Pageviews
1. /	46,190	.08%
2. /degree-programs/index.html	5,398	3.98%
3. /index.html	5,168	3.81%
4. /faculty-staff/faculty/index.html	4,772	3.52%
5. /about/faculty.html	4,178	3.08%
6. /student-resources/index.html	4,045	2.98%
7. /admissions/index.html	3,503	2.58%
8. /degree-programs/graduate-degree.html	3,336	2.46%
9. /about/index.html	2,401	1.77%
10. /faculty-staff/staff/index.html	1,676	1.24%

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department: The College of Education (COE) Center for Student Success (CSS) Advisement Center

Academic Year/Assessment Period: June 1, 2017 to May 31, 2018

Submitted By (include email address): Smith Frederick smithxix@unm.edu and Brittany Padilla bpadill2@unm.edu

Date Submitted for Review: June 28, 2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years:

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Part II: Assessment Report

Unit Goal B:

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
AUO B1 Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	Colleges will update their information at least once a semester.	In the fall of 2017, the COE CSS met the goal by updating the COE website. The COE CSS added all Secondary Education Programs of Study to the Secondary Education undergraduate page of the COE website. In the spring of 2018, the COE CSS exceeded the goal by updating the COE website twice and the catalog once. Spring 2018 marked the addition of the application requirements for Progress Point I and II to the Secondary Education undergraduate page of the COE website. The COE CSS also updated a link and deadlines listed on an informational page of the COE website noting program application information. Finally, the COE CSS submitted updates to the UNM Catalog specific to the COE.	The COE CSS works with faculty and programs to make sure that the content within its control is updated as timely possible from the time of notification of a change. One of the challenge with this work is the lack of updated content provided by department and programs.	The COE CSS did met its benchmark, however it is aware that its website is only a portion of the information that could have been updated. There are many areas on the web that contain UNM COE information including degrees.unm.edu and we believe we can do a better job of updating information on the COE that is external on a more frequent schedule.

AUO B2 Colleges will communicate student academic opportunities and resources via email, website, and/or social media. on an annual basis	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	Colleges will communicate academic opportunities on an annual basis.	In the 17/18 academic year, the COE CSS met the goal by providing students with information via email, the website and social media. The COE CSS was able to communicate with student via the following venues a. Emails sent: 153 to a total of 10385 recipients Website updates made: 288 requests with approximately 600 unique edits Facebook: # of Posts- 53 # of people Reached – 13,570 # of Engagements – 1,987 # of Followers gained – 108 Instagram: 23 Posts Twitter: 17 Tweets	The CSS staff has designed and developed a communication mechanism that allows it to connect with students in all of its programs. It uses a variety of metrics from communications with students to enhance individualized and group messaging. Feedback from students in general is that the communications are timely and appreciated.	No recommendations for improvement at this time.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

The COE CSS met the goal of updating degree program/major information once a semester. This was achieved by providing updates to the COE website on specific program webpages. It was also met by keeping students informed with communications via email, social media, and the COE website.

Brittany Padilla

From:	College of Education
Sent:	Thursday, December 14, 2017 8:14 PM
To:	Brittany Padilla
Cc:	Smith Frederick
Subject:	Re: Secondary Education Programs of Study

Brit,

This request has been completed. You may need to refresh the page to see the changes.

Please review that the correct concentration's name is linked to the correct PDF.
https://coe.unm.edu/departments-programs/teelp/secondary-education/bachelors-degree.html

Thank you,

John R Kofonow

WEBSITE UPDATE REQUESTS: coe.unm.edu/support

Web Administrator
College of Education
University of New Mexico

coeweb@unm.edu
505-277-0892

On Dec 14, 2017, at 8:10 AM, Brittany Padilla <bpadill2@unm.edu> wrote:

John,

Smith has asked that these be posted as soon as possible. Can you please upload them to the website first thing today?

Thank you,

Brittany Padilla
Student Success Specialist and Certification Officer
1 University of New Mexico
College of Education
Center for Student Success
MSC 05 3040
Albuquerque, NM 87131
(505)277-0307
coeac@unm.edu

From: Smith Frederick
Sent: Monday, November 27, 2017 4:14 PM

1

To: Brittany Padilla <bpadill2@unm.edu>
Subject: RE: Secondary Education Programs of Study

Thank you Brittany. These have been approved.

Smith R. Frederick, Ph.D.
Director, Center For Student Success
University of New Mexico
College of Education
Albuquerque, NM 87131-1231
Phone: 505-277-3190
Fax: 505-277-2395
email smithxix@unm.edu

"Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying I will try again tomorrow."
- Mary Anne mbl Radmacher

From: Brittany Padilla
Sent: Monday, November 27, 2017 4:09 PM
To: College of Education <coeweb@unm.edu>
Cc: Smith Frederick <smithxix@unm.edu>
Subject: FW: Secondary Education Programs of Study

John,

Can you please post these to the Secondary Education web page under "Forms and Resources" as PDFs?

https://coe.unm.edu/departments-programs/teelp/secondary-education/bachelors-degree.html

Thank you,

Brittany Padilla
Student Success Specialist and Certification Officer
1 University of New Mexico
College of Education
Center for Student Success
MSC 05 3040
Albuquerque, NM 87131
(505)277-0307
coeac@unm.edu

From: Brittany Padilla
Sent: Friday, November 10, 2017 11:42 AM
To: Smith Frederick <smithxix@unm.edu>
Subject: Secondary Education Programs of Study

Hello Smith,

2

Please see the edited versions below. Please note that I did not make the changes to the Math concentration courses. MATH 327 is a prereq for a required course in the concentration, but itself is not required for the program. So we historically used MATH 327 as an elective under the 6 cr of Math electives required (even thought it is not an option there either- according to catalog). Therefore, the program of study has MATH 327 as a required course and decreases the Math electives to 3 cr.

Thank you,

Brittany Padilla
Coordinator of Student Admissions
Center for Student Success
College of Education
1 University of New Mexico
MSC05 3040
Albuquerque, NM 87131
coeac@unm.edu
505-277-3190

<Earth Science revised with corrections (Brittany Padilla).docx><German Revised with corrections (Brittany Padilla).docx><Life Science revised with corrections (Brittany Padilla).docx><French revised with corrections (Brittany Padilla).docx><Language Arts revised with corrections (Brittany Padilla).docx><Mathematics revised with Corrections (Brittany Padilla).docx><Physical Science with Chemistry revised with corrections (Brittany Padil....docx><Physical Science with Physics revised with corrections (Brittany Padilla....docx><Social Studies revised with corrections (Brittany Padilla).docx><Spanish revised with corrections(Brittany Padilla).docx>

Administration   Departments & Programs   Future Students   Current Students   Faculty & Staff   Alumni & Donors   Research

Department: Teacher Education, Educational Leadership & Policy
Program: Secondary Education

Applications will continue to be reviewed after this date.

MSET Concentration, M.A.

Reflective Practice (MARP), M.A.

Online MA in Education Program

Forms and Resources
- National Evaluation Series (NES)
- Teacher Education Section from UNM Catalog

Program Requirements for Secondary Education Concentrations (pdfs)
- Earth Science
- French
- German
- Language Arts
- Life Science
- Mathematics
- Physical Science w/ Chemistry
- Physical Sciences w/ Physics
- Social Studies
- Spanish

Apply to a Teacher Education, Educational Leadership & Policy Department Degree Program

- Guidelines for Preparing your Admission Application (**Progress Point I**) (PDF)
- Guidelines for Preparing your Admission Application (**Progress Point II**) (PDF)

Step by Step Process for the Undergraduate Secondary Licensure Program

Preapplication

Contact the College of Education Advisement Center and make an appointment with a college academic advisor for an evaluation of courses taken and those needed for licensure and graduation. View advisement forms, at left, for your content specialty.

Make an appointment with a faculty advisor to review requirements for the teaching endorsement and to determine when professional education courses can be taken. Bring transcripts; unofficials can be used at this time. See advisement form for your content specialty.

Note: Faculty advisors are generally not available for advisement during semester breaks and the summer. See a college academic advisor in the COE Advisement Center if you need assistance during this time, or make an appointment with your faculty advisor when UNM is back in session.

Application

Applicants need a minimum of 26 credit hrs. and a 2.75 overall GPA for admission to the College of Education.

Register for the NES Essential Academic Skills (Subtests I, II, and III) and have scores sent to the College of Education Advisement Center. Students may submit an application without the NES scores if they will be taking the test after the application deadline. Students are granted provisional acceptance pending receipt of scores from the NES Exams.

Submit application by posted deadline.

Note: Students should retain a copy of the approved/signed advisement form that was filled out by the college academic advisor and their faculty advisor.

Brittany Padilla

From:	College of Education
Sent:	Monday, January 8, 2018 9:04 AM
To:	Brittany Padilla
Cc:	Smith Frederick
Subject:	Re: COE Website Update Request [#1222]

Brit,

Thank you for answering my clarification questions this morning.

This request has been completed. You may need to refresh the page to see the changes.

Thank you,

John R Kofonow

WEBSITE UPDATE REQUESTS: coe.unm.edu/support

Web Administrator
College of Education
University of New Mexico

coeweb@unm.edu
505-277-0892

On Jan 8, 2018, at 8:39 AM, Center for Student Success <no-reply@wufoo.com> wrote:

Has this request been approved by your department chair or coordinator?	Yes
Name: *	Brittany Padilla
Phone Number: *	(505) 277-0307
Email: *	bpadill2@unm.edu
URL of page where updates are needed: *	https://coe.unm.edu/departments-programs/teelp/secondary-education/bachelors-degree.html
Content to be updated: *	Can you please add the Admission to the SED Program (Progress Point I) Application Packet and the Professional Sequence (Progress Point II) Application Packet to the SED Undergraduate Website? I have emailed you both documents since I can only attached 1 here.

The UNM College of Education

EXCELLENCE AND DIVERSITY THROUGH PEOPLE, IDEAS, AND INNOVATION

Administration   Departments & Programs   Future Students   Current Students   Faculty & Staff   Alumni & Donors   Research

UNM / COE Home / Departments & Programs / Teacher Education, Educational Leadership & Policy / Secondary Education / Bachelor's Degrees

Secondary Education, B.A. Ed & B.S.Ed.

Secondary Education Program

Bachelor's Degrees

Licensure, M.A.

Licensed teachers, M.A.

MSET Concentration, M.A.

Reflective Practice (MARP), M.A.

Online MA in Education Program

Forms and Resources
- National Evaluation Series (NES)
- Teacher Education Section from UNM Catalog

Program Requirements for Secondary Education Concentrations (pdfs)
- Earth Science
- French

Major: Secondary Education
Degree: Bachelor of Science in Education (B.S.Ed.), Bachelor of Arts in Education (B.A.Ed)
Program Code: BSED-SED-ED, BAED-SED-ED
Department: Teacher Education, Educational Leadership & Policy
Program: Secondary Education

Apply to a Teacher Education, Educational Leadership & Policy Department Degree Program
- Guidelines for Preparing your Admission Application (Progress Point I) (PDF)
- Guidelines for Preparing your Admission Application (Progress Point II) (PDF)

Step by Step Process for the Undergraduate Secondary Licensure Program

Preapplication

Contact the College of Education Advisement Center and make an appointment with a college academic advisor for an evaluation of courses taken and those needed for licensure and graduation. View advisement forms, at left, for your content specialty.

Make an appointment with a faculty advisor to review requirements for the teaching endorsement and to determine when professional education courses can be taken. Bring transcripts; unofficials can be used at this time. See advisement form for your content specialty.

Application Deadlines

Fall & Spring Semesters:
February 1 for best consideration. Applications will continue to be reviewed after this date.

Brittany Padilla

From:	College of Education
Sent:	Friday, February 2, 2018 12:16 PM
To:	Brittany Padilla
Subject:	Re: COE Website Update Request [#1283]

Brit,

This request has been completed. You may need to refresh the page(s) to see the changes.

Thank you,

John R Kofonow

WEBSITE UPDATE REQUESTS: coe.unm.edu/support

Web Administrator
College of Education
University of New Mexico

coeweb@unm.edu
505-277-0892

On Feb 1, 2018, at 4:16 PM, Center for Student Success <no-reply@wufoo.com> wrote:

Has this request been approved by your department chair or coordinator?	Yes
Name: *	Brittany Padilla
Phone Number: *	(505) 277-0307
Email: *	bpadill2@unm.edu
URL of page where updates are needed: *	https://coe.unm.edu/future-students/accepting.html
Content to be updated: *	Can you please update the Deadline for Elementary Education, B.S. Ed. to include both February 1 and September 1? Can you please link the Elementary Education, B.S. Ed. Application instructions to https://coe.unm.edu/departments-programs/teelp/elementary-education/bachelors-degree.html? Can you please link the Secondary Education B.A. Ed & B.S. Ed Application instructions to https://coe.unm.edu/departments-programs/teelp/secondary-education/bachelors-degree.html?
Priority: *	Normal

1

The UNM College of Education

EXCELLENCE AND DIVERSITY THROUGH PEOPLE, IDEAS, AND INNOVATION

THE UNIVERSITY OF NEW MEXICO

UNM A-Z   myUNM   Directory   Help ▾   more ▾   Search

Administration   Departments & Programs   Future Students   Current Students   Faculty & Staff   Alumni & Donors   Research

UNM · COE Home · Future Students · Programs that are accepting applications

Programs that are accepting applications

Apply to Undergraduate Programs

Apply to Graduate Programs

Programs that are accepting applications

Student Advisement

COE Future Students

Elementary Education, B.S. Ed.
Deadline: February 1 and September 1
Application instructions

Nutrition and Dietetics, B.S.
Application instructions

Secondary Education, B.A. Ed & B.S.Ed.
Application instructions

All Graduate level applications are managed through the Graduate Studies (GS) office.
Application instructions

Health Education, B.S.
Application instructions

Physical Education, B.S. Ed.
Application instructions

Special Education, B.S. Ed.
Deadline: April 15
Application instructions

Web Updates

COLLEGE OF EDUCATION

No Images? Click here

You might be able to **test out** of some of your required courses.

Congratulations on your admissions to the University of New Mexico! We know that you are anxiously looking forward to the beginning of the semester and attending your first courses.

The Center for Student Success is excited to inform you that there is the chance that you may be able to test out of some of your required courses and so before classes begin, CSS would like to provide you an opportunity that could positively affect your academic career. We will be hosting Accuplacer placement testing for prospective College of Education student who are registered for any of the following courses:

- UNIV 103
- UNIV 106
- MATH 101, 102, 103

The Accuplacer test will give you the opportunity to test out of any of these courses that you are currently registered for and move forward in sequencing. If you have tested out of one of the courses you are currently registered for, we will have advisors on site to assist you with schedule changes, placement review, and any other program questions you may have.

We hope you will take this opportunity so we can assure your positive academic progress, experience, and career at the University of New Mexico.

The dates of testing will be Friday, August 11th and Saturday August 12th. Testing will be located in Travelstead Hall, building 65.

Exams will be administered on a walk in basis. They will begin at 8am with the last exam starting at 11am. Please sign up by using the following links:

Sign up for Friday, August 11   Sign up for Saturday, August 12

COLLEGE OF EDUCATION

No Images? Click here

NES Preparation Workshops

Dear Colleague,

We are pleased to invite you to upcoming workshops regarding a new support initiative at the College of Education. Your academic Faculty Program Coordinator has given us your name as someone who may be interested in this opportunity. We will be presenting workshops to support you in your preparation for the NES tests. These workshops will focus on the Essential Academic Skills Exams that are required for acceptance to the College's teacher licensure programs.

The workshops will be held in **Travelstead Hall**. Please use the link(s) below to RSVP and select a meeting time that works for you.

RSVP for a Reading & Writing workshop   RSVP for a Math workshop

If you are unable to attend one of the meetings, please contact Dr. Roberta Murata at rmurata@unm.edu (Reading and Writing) or Jennifer Webb at jennifer.webb@aps.edu (Math) to arrange an alternate informational meeting time.

We look forward to seeing you there!

Center for Student Success Staff

CENTER FOR STUDENT SUCCESS	STUDENT ADVISEMENT	STUDENT LEADERSHIP & GSLA
The Center for Student Success exists to help students envision and achieve success.	Begin your personal journey today by scheduling an appointment online	As leaders, innovators, and educators, the COE GSLA advocates for Graduate Students.

The UNM College of Education

No Images? Click here

COLLEGE OF EDUCATION

Secondary Education Applications!
Don't worry, there's still time to apply!

coe.unm.edu

Hello there!

We hope your semester is off to a great start! The UNM College of Education understands that the beginning of the semester is not only exciting, but a lot of changes occur too. Sometimes courses get cancelled, or you need extra credit hours to maintain that scholarship, perhaps you've shown up to a couple of classes and maybe you've decided it is not for you.

Well, did you know that by receiving this email, means you are eligible to apply for The College of Education Secondary Education program? **Applications are due February 1st**, so there's still time for you to meet the deadline!

The remaining number of seats in this program are limited. We highly encourage you to apply or contact us with any questions as soon as possible.

Best of luck with your semester and we hope our Secondary Education program is just what you are looking for!

Need more information? Have questions? Contact the Center for Student Success at (505) 277-3190."

Read more and Apply for a Secondary Education progam

UNM College of Education added 18 new photos to the album:
12th Annual ATEP Open House — in 📍 Albuquerque, New Mexico.
April 10 · 🌐

The UNM College of Education is proud to announce our 12th Annual ATEP Open House was a success!

Thank you to all the students, staff, faculty, guest speakers and any other individuals that made this open house possible.

Want to learn more about our Athletic Training program? Visit coe.unm.edu!

12th Annual ATEP Open House
18 Photos

UNM College of Education
July 10, 2017 · 🌐

Is your Fall 2017 schedule missing that perfect class? Visit coe.unm.edu/open for a list of open classes!

Still searching for the right class?

VISIT COE.UNM.EDU/OPEN

We've listed interesting and valuable courses that still have seats available for Fall semester enrollment.

👍 Like   💬 Comment

UNM College of Education shared UNM Career Services's post.
April 25 · 🌐

Don't forget about the Educator's Job Fair today until 2pm in the SUB Ballrooms!

UNM Career Services
April 25 · 🌐

Los Lunas (one of our sponsors!) is here hiring 40 teachers!!!!! They have a hiring bonus and all teachers get a Mac Book Pro when hired! Come check them out!!

Office of the Dean

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department (if relevant): UNM Engineering Advisement

Academic Year/Assessment Period: June 1, 2017 – May 31, 2018

Submitted By (include email address): Quinton Freeman, qfreeman@unm.edu

Date Submitted for Review: June 18, 2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years: One year

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence): A School of Engineering overview webpage was created and added in order to provide a landing page that would link to each SoE department.

Unit Goal B:

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	Colleges will update their information once a semester	All six SoE departments provided updates on curriculum and academic opportunities (jobs, internships, speaker series, etc.) through either email listserv or their department website.	Department webpages are kept current with degree program information and additional resources. All departments provided listserv emails or correspondence emails with webmasters showing information was updated and provided to students.	At a minimum, review the SoE Academic Advisement webpage by July 1 each year in order to keep up with current information and links, etc. to each department or complementary resources.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

AUO B1 Colleges will update degree requirements on their website(s) on a semester basis.
This goal was met with updates made once per year. Curriculum information was updated on department sites as changes were approved and put into the UNM catalog.

AUO B2 Colleges will communicate student academic opportunities and resources via email, website, and/or social media on an annual basis.
This goal was met. Departments sent communication via email to students regarding internships, job opportunities, advisement reminders and additional academic resources that enhance and attribute to the student experience.

SoE Appendix - Goal B1:

Chemical Engineering:

Summer/Fall 2018 and Spring 2019 screenshot: All the curriculum sheets in the links show curriculum info for the 2018-2019 catalog year.
https://cbe.unm.edu/students/undergraduate/degree-requirements.html

AUO B1: (I only update this info once per year, not each semester because the updates coincide with catalog updates)

Spring 2018 screenshot: All the curriculum sheets in the links show curriculum info for the 2017-2018 catalog year.

Degree Requirements

The 2018-2019 degree requirements for the Bachelor of Science in Chemical Engineering (B.S.Ch.E.) degree program are outlined in the UNM Catalog. A CBE student typically follows the catalog year degree requirements for the semester in which they were admitted to the School of Engineering. Student should speak to the CBE Program Advisement Coordinator with any questions or concerns about catalog year as some exceptions may apply.

Students may check to see which catalog year's degree requirements they are following by checking their LoboTrax Degree Audit. At the top of the LoboTrax degree audit, a student will find a 6-digit number that identifies their catalog year.   The first 4 digits indicate the year and the last two digits indicate the semester (10=spring, 60=summer, 80=fall).

Here are some examples:

201610 stands for Spring 2016, which falls under the 2015-2016 catalog year
201660 stands for Summer 2016, which falls under the 2016-2017 catalog year
201680 stands for Fall 2016, which falls under the 2016-2017 catalog year

The degree requirements listed on the student's LoboTrax degree audit reflect that catalog year's degree requirements. However, students may also view the catalog requirements on the Registrar's website.

Below please find curriculum sheets for the current catalog year (2018-2019). The first curriculum sheet listed shows the general degree requirements for the B.S.Ch.E. degree program. The General Curriculum Sheet is not specific to any one concentration so it is a good resource for students that are undecided on a concentration.   The next five curriculum sheets show the specific degree requirements for the each of the 5 concentrations. Students typically choose a concentration during their sophomore year in the degree program.

- General Curriculum Sheet
- Bioengineering (BIOE) Curriculum Sheet
- Chemical Process Engineering (CHPE) Curriculum Sheet
- Environmental Engineering (ENEN) Curriculum Sheet
- Materials Processing (MAPR) Curriculum Sheet
- Semiconductor Manufacturing (SCMF) Curriculum Sheet

- Concentration Descriptions
- Technical Electives
- Block Diagram
- CBE Core Course Flowchart

Electrical & Computer Engineering:

From: Charles Reuben
Sent: Tuesday, February 13, 2018 9:35:08 AM
To: Valarie Maestas
Subject: Re: One more thing on the website before you are off to Malibu?

done!

Chuck Reuben
Editorial Tech
1 University of New Mexico, Bldg. 46
211 Terrace St NE
Department of Electrical and Computer Engineering
MSC01 1100
Albuquerque, NM 87131-0001   U.S.A.

phone   +1 (505) 277-1082
fax   +1 505-277-8298
e-mail   shawnee@unm.edu

From: Valarie Maestas
Sent: Monday, February 12, 2018 1:21 PM
To: Charles Reuben
Subject: One more thing on the website before you are off to Malibu?

Hello,

Can we add an additional form to
http://ece.unm.edu/undergraduate/advisement.html

Under the "Helpful Advisement Material:" header
Add a 4th bullet called "Faculty Advising Form"

I'll have a few more links/PDF's eventually but for now I think this will be all.

Thank you,
Val

Valarie Maestas
Senior Academic Advisor, Electrical & Computer Engineering
School of Engineering, University of New Mexico

Nuclear Engineering:

Updated degree Requirements Posted on NE.UNM.EDU.

Webmaster:

Elaine Finke -efinke01@unm.edu

(505) 277-2692

ENGINEERING

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Search...

ABOUT US	ACCREDITATION	PROGRAMS & DEGREES	STUDENTS	A

UNM > Home > Students > Student Forms

Students

▸ UNDERGRADUATE

▸ GRADUATE

DIVERSITY AND SUPPORT

CONTACT AN ADVISOR

STUDENT FORMS

Student Forms

BSNE Curriculum Worksheet

BSNE Degree Worksheet

Foreign Language Proficiency Form

NE Advisement Form

NE Application for UG Degree

NE Course Substitution Form

NE Honors Application and Approval Form

NE Tech Electives as of 2018-2019

Shared Credit Application Form

SOE Core Substitution Form

UNM SCHOOL *of* ENGINEERING

Bachelor of Science in Nuclear Engineering (B.S.N.E)
Department of Nuclear Engineering
Catalog Year: 2018-2019

Name: _____ UNM ID #: _____ Admitted to NE: _____

Minimum credit hours required for graduation	Minimum GPA required on coursework taken at UNM overall and toward degree for graduation	Minimum grade required for courses to count toward graduation (excluding UNM Core)	Minimum hours for UNM CORE	Minimum grade required for UNM CORE courses	"U.S. & Global Diversity & Inclusion" Requirement (1)
124	2.00	C-	37	C	3 hrs

FRESHMAN YEAR
FALL SEMESTER

SM/YR	Course	Title	Prerequisite(s)	Pre/Corequisite(s)	Hours	Grade	Transfer
	NE 101	Introduction to Nuclear Engineering			1		
	CHEM 121 (or 131)	General Chemistry I (or Principles of Chemistry)	For CHEM 121: MATH 121, 123, 150, 153, 162, 163, 180, 181, 264 or ACT/SAT	CHEM 123L	3		
	CHEM 123L	General Chemistry I Laboratory	MATH 121, 123, 150, 153, 162, 163, 180, 181 or 264 or ACT/SAT	CHEM 121	1		
	ENGL 110 (or 112 or 113)	Accelerated Composition (or Composition II or Enhanced Composition)	For ENGL 110: ACT English 19-25 or SAT EBRW 500-659 or Accuplacer Sentence 109-120		3		
	MATH 162	Calculus I	MATH 150 and 123 or 153 or by ACT, SAT, Accuplacer Score		4		
		Core Humanities Elective (1)			3		
				Total Semester Hours:	15		

NUCLEAR ENGINEERING

Bachelor of Science in Nuclear Engineering (B.S.N.E.)
2018-2019 Catalog Year
Credit hours required for graduation: 124[6]

FRESHMAN YEAR

FALL SEMESTER

NE 101	Introduction to Nuclear Engineering	1
CHEM 121 (or 131)	General Chemistry I (or Principles of Chemistry)	3
CHEM 123L	General Chemistry I Laboratory	1
ENGL 110 (or 112 or 113)	Accelerated Composition (or Composition II or Enhanced Composition)	3
MATH 162	Calculus I	4
	Core Humanities Elective[1]	3
	Total Semester Hours:	15

SPRING SEMESTER

PHYC 160	General Physics	3
CHEM 122 (or 132)	General Chemistry II (or Principles of Chemistry)	3
CHEM 124L	General Chemistry II Laboratory	1
MATH 163	Calculus II	4
ENGL 120	Composition III	3
CS 151L	Computer Programming Fundamentals for Non-Majors	3
	Total Semester Hours:	17

Computer Science:

Lynn J. Conner

update website page created

To Quinton Freeman
Cc Kyle Beenhouwer

Two heading.PNG
182 KB

Our webpage designer is Mary Beth King I suggested creating a webpage for internships, job postings. Here are some updates for her.

From: Lynn J. Conner
Sent: Monday, November 20, 2017 3:58 PM
To: Mary Beth King
Subject: Re: update CS website

MB:

Just a few things I noticed on this screen shots I see a the heading "Undergrad Needed for Modeling/Simulation Work" twice.

What do you think about taking out the subheading: 1) All levels of CS students (still in school) and 2) Already (or near graduation) received CS degree: BS, MS or PhD so we don't have to monitor the posting? If not we should move Clemson faculty positions to level 2.

Thu 6/14/2018 4:43 PM

Lynn J. Conner

Fw: [csgrad] Internship Opportunity announcement

To Quinton Freeman

Quinton:

Here is the created and update "new" webpage for CS students Internships & Jobs

From: Mary Beth King
Sent: Wednesday, November 22, 2017 12:24 PM
To: Lynn J. Conner
Subject: RE: [csgrad] Internship Opportunity announcement

http://www.cs.unm.edu/employment/index.html

UNM COMPUTER SCIENCE

Support | News | Find People | Contact Us | Location

Search CS [Search   ]

ABOUT CS	ACCREDITATION	PROGRAMS & DEGREES	RESEARCH	STUDENTS

Employment

INTERNSHIPS/JOBS FOR CS MAJORS

UNDERGRAD NEEDED FOR MODELING/SIMULATION WORK

UNDERGRAD NEEDED FOR SOE MODELING/SIMULATION WORK

UNM > Home > Employment > Undergrad needed for modeling/simulation work

Undergrad needed for modeling/simulation work

COSMIAC is a Research Center at the School of Engineering. The Center has been around for over 10 years and has a large and varied work focus to include satellite design, virtual reality and radiation studies. We are currently in need for a sophomore or junior CS undergraduate student to perform modeling and simulation work for us. Due to the nature of the software, US citizenship is a requirement. For consideration for this funded position, please send your resume to Craig.kief@cosmiac.org before Friday, November 10. Any questions, please don't hesitate to contact Craig.

Craig J. Kief

Civil Engineering:

NB

Nicole Bingham

FW: UNM SWE Industry Night

To   Quinton Freeman

UNM SWE Industry Night Flyer.jpg
3 MB

From: Nicole Bingham
Sent: Monday, March 19, 2018 11:27 AM
To: 'CEUNDERGRAD-L@unm.edu' <CEUNDERGRAD-L@unm.edu>
Subject: FW: UNM SWE Industry Night

UNM SWE's 3rd annual Industry Night is scheduled for Friday, March 30th from 5:30 pm to 8:30 pm. This event will join together local industry with UNM STEM students for a night of professional development. In addition to dinner, we will have speed netwo and raffle prizes. Tickets for students are $10 and include dinner. Tickets can be purchased at https://bit.ly/2FBsZVc.

Professionals who represent local engineering firms like CDM Smith and Bohannon Huston are currently registered to attend the event. If you are interested in meeting local civil and environmental engineers, this is a great networking opportunity!

Please let me know if you'd like any additional information.

Thanks,

Maria Kelly
UNM SWE President

--
Society of Women Engineers
University of New Mexico Section
Website | Facebook | Email | Calendar

3RD ANNUAL

Industry Night

HOSTED BY THE UNM SOCIETY OF WOMEN ENGINEERS SECTION

FRIDAY, MARCH 30TH
5:30 PM - 8:30 PM

UNM STUDENT UNION BUILDING
TOP LEVEL, LOBO A & B

DINNER, NETWORKING, & MORE!

REGISTER AT: BIT.LY/2FBSZVc

$25 FOR PROFESSIONALS
$10 FOR STUDENTS

swe   SWEUNM@UNM.EDU | FB.COM/SWEUNMCHAPTER | SWE.UNM.EDU   UNM

Thu 6/14/2018 3:01 PM

NB Nicole Bingham
    FW: Final Reminder - Become LEED Accredited - Invitation to the Civil Engineering & Construction Management Programs
  o Quinton Freeman

From: Nicole Bingham
Sent: Wednesday, April 4, 2018 12:07 PM
To: 'CEUNDERGRAD-L@unm.edu' <CEUNDERGRAD-L@unm.edu>; CEGRAD-L@unm.edu
Cc: 'info@leadinggreen.com' <info@leadinggreen.com>
Subject: Final Reminder - Become LEED Accredited - Invitation to the Civil Engineering & Construction Management Programs

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From: Lorne Mlotek <info@leadinggreen.com>
Sent: Tuesday, April 3, 2018 8:54 AM
To: Nicole Bingham <nicluna@unm.edu>
Subject: Final Reminder - Become LEED Accredited - U New Mexico - Thurs. April 12 - To Distribute

LEED Green Associate (GA) Training
When: April 12th 2018 – 6:00PM to 10:00 PM
Where: University of New Mexico – George Pearl Hall - Room P139
Registration: https://leadinggreen.com/unewmexico/

Want to show employers you have knowledge in the field of sustainability?

LEED (Leadership in Energy and Environmental Design) is simply a sustainability scorecard for green buildings. Buildings can become LEED Certified as can people! The LEED Green Associate is the only profession

To date, this course and its materials have proven to be instrumental in helping over 8000 students pass their respective exam at a 100% pass rate. This course is offered at a quarter of the price and time as the

This course meets the exam's eligibility requirements and the USGBC charges a $100 (reduced for students) fee for the actual exam which can be taken at any time at your nearest Prometric center. Save mo

If you are worried about your busy schedule, fear not, as the course is entirely recorded and you can watch the part that you cannot attend or take the whole course online.

This professional designation never expires and you will never have to retest if you pass now!

Early-Bird Cost: $300 ($200 for full time students)

To register for the class please visit: **https://leadinggreen.com/unewmexico/**

Mechanical Engineering:

AIAA Student Branch Meeting
Tues 10/24 5 pm, Rm ME 427
pizza and soda
Speaker: Dr. John Tam, AFRL

_____
C. Randall Truman
Professor, AIAA Faculty Advisor
Mechanical Engineering Dept.
MSC01-1150
Univ. of New Mexico
Albuquerque NM 87131
505/277-6296
505/277-1571 (FAX)
truman@unm.edu
www.me.unm.edu/~truman

Hey **Ladies of ME**
   OR you may **share with Ladies you know in ME**
This is for **YOU !**

-------- Forwarded Message --------
Subject: Scholarship opportunity
   Date: Fri, 15 Dec 2017 02:47:17 +0800
   From: Joseph Flanagan <jflanagan@tacunasystems.com>
      To: shenyl@unm.edu

I'm just getting in touch to see if your Mechanical Engineering Department would be interested in our scholarship?

We're rewarding $1000 to one female engineering student at the end of each year as part of our "Engineering Empowerment Scholarship".

The aim is to get female students to think about ideas on how to improve representation for females in STEM subjects.

More details can also be found here: https://tacunasystems.com/zc/engineering-empowerment-scholarship

--
Joseph Flanagan
Project Engineer at Tacuna Systems
Email: jflanagan@tacunasystems.com
Phone: 1-800-550-0280
Website: https://tacunasystems.com

College of Fine Arts

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department (if relevant):   College of Fine Arts Student Success and Advisement Center

Academic Year/Assessment Period: 2017 – 2018

Submitted By (include email address):   Jennifer Lucero, jennlu@unm.edu

Date Submitted for Review: June 15, 2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years:

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Part II: Assessment Report

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	Colleges will update their information once a semester	We had several degrees get updated/revised during the 17/18 academic year. We also created a new degree, the Bachelor of Arts in Interdis-ciplinary Arts (BA IA). Every summer we update the Fine Arts degrees page with updated degree packets that outline the changes to the degrees. I emailed our CFA Webmaster who replaced the outdated degree packets with the up-to-date versions. As the degree changes would only impact incoming students or students who inquire about changing their catalog year,	By posting the updated degrees on our webpage, we only had to do one up date at the start of the 17 – 18 year as the UNM Catalog only updates once a year as well. For the BA IA, it is continuously evolving as we navigate the logistic of this new degree that does not have a prescribed curriculum. We modified the process upon the retirement of one of the co-creators, Deanna Sanchez Mulcahy and we shall continue to evolve it as we learn its strengths and challenges (Appendix 3).	We have seen our current model for degree packet updates work successfully so we shall continue to do it this way however we will be updating our website to make it easier to locate our documents as well as make them more user friendly. As for the BA IA, Regina Chavez Puccetti is continuously looking for new opportunities to promote it but we have seen the enrollment numbers exceed our expectations. We will also continue to modify the degree parameters as we learn where current degrees are not meeting student needs and how the BAIA can address that deficit (if any).

				there was no need for advertisement. For the newly created BA IA degree, we worked with Faculty Advisor Regina Chavez Puccetti to begin promoting it to the other departments in the college through meetings (Appendix 1). We also reached out to New Student Orientation to see if she can participate in any fairs during orientations to promote the new degree (Appendix 2). As we were not wanting to poach from existing degrees, we did not email to the student population but made targeted promotion to students who fit the parameters of the degree.		

COLLEGE OF FINE ARTS

Bachelor of Arts in Interdisciplinary Arts (BAIA)
Plan of Study – Major Coursework

Description: The BAIA Plan of Study serves two main purposes. By defining your course of study, it provides focus and direction to your degree program and it constitutes an agreement that successful completion of the proposed plan of study and all other degree requirements will result in the awarding of the degree.

Each student pursuing the BAIA degree is required to file a Plan of Study by the end of their first semester as a pre-major or as part of their application for admission as a declared major.

It is understood that the first Plan of Study filed by a student may be subject to change as the student progresses. However, it is the student's responsibility to submit an updated Plan of Study following the instructions listed above.

The BAIA major includes 15 credit hours of core courses including:

- ALB 250: Business of Being an Artist (3)
- One of the following courses: ARCH 121; ARTH 101, 201, 202, 250; DANC 105; FA 284; MA 210; MUS 139, 142; THEA 105; or UHON 207 (3)
- FA 387: Seminar Interdisciplinary Studies (3)
- FA 395: Community Arts Theory, History, & Practice (3)
- FA 496: Capstone (3)

Students must complete an additional 36 credit hours for the major:

- Students may elect to have two focus areas, completing 18 credit hours in each. All of the courses in at least one of the focus areas must be in the College of Fine Arts departments and half of each focus area must include upper division (300 level or higher) courses.
- Students may elect to have three focus areas, completing 12 credit hours in each. All of the courses in at least two of the three focus areas must be in the College of Fine Arts departments and half of each focus area must include upper division (300 level or higher) courses.

Please check the UNM Catalog for prerequisite courses that might affect your course choices for each focus area.

Please write your 250 word essay explaining how these focus areas focus on your creative aspirations. In other words, how do these classes form the major course of studies? Be specific when describing how this degree, rather than one of the established degrees in a discipline suits your needs as an artist.

COLLEGE OF FINE ARTS

Name: Last Name First Click here to enter text.   **UNM ID:** Click here to enter text.

Catalog Used: 2018 – 2019   **Date:** Click here to enter a date.

NOTES:

- _All courses for the major must be earned with grades of solid C or better._
- _Major GPA must be 2.75 or higher._
- _At least half of the classes in each focus area must be upper division (300 level or higher)._
- _Please check the UNM Catalog for prerequisite courses that might affect your course choices for each focus area._

FOCUS AREA #1 Title (be descriptive):

Course Prefix/#	Course Title	(# of credit hours)	Perquisites (please list/ check *Catalog*)	Add to Plan	Delete from Plan	Approved by Faculty Advisor (initials/date)

FOCUS AREA #2 Title (be descriptive):

Course Prefix/#	Course Title	(# of credit hours)	Perquisites (please list/ check *Catalog*)	Add to Plan	Delete from Plan	Approved by Faculty Advisor (initials/date)

FOCUS AREA #3 Title (be descriptive):

Course Prefix/#	Course Title	(# of credit hours)	Perquisites (please list/ check *Catalog*)	Add to Plan	Delete from Plan	Approved by Faculty Advisor (initials/date)

UNM COLLEGE *of* FINE ARTS

Bachelor of Arts in Interdisciplinary Arts (BAIA)
Plan of Study – Major Coursework

Description: The BAIA Plan of Study serves two main purposes. By defining your course of study, it provides focus and direction to your degree program and it constitutes an agreement that successful completion of the proposed plan of study and all other degree requirements will result in the awarding of the degree.

Each student pursuing the BAIA degree is required to file a Plan of Study by the end of their first semester as a pre-major or as part of their application for admission as a declared major.

It is understood that the first Plan of Study filed by a student may be subject to change as the student progresses. However, it is the student's responsibility to submit an updated Plan of Study following the instructions listed above.

The BAIA major includes 15 credit hours of core courses including:

- ALB 250: Business of Being an Artist (3)
- FA 284: Experiencing the Arts (3)
- FA 387: Seminar Interdisciplinary Studies (3)
- FA 395: Community Arts Theory, History, & Practice (3)
- FA 496: Capstone (3)

Students must complete an additional 36 credit hours for the major:

- Students may elect to have two emphasis areas, completing 18 credit hours in each. All of the courses in at least one of the emphasis areas must be in the College of Fine Arts departments and half of each emphasis area must include upper division (300 level or higher) courses.
- Students may elect to have three emphasis areas, completing 12 credit hours in each. All of the courses in at least two of the three emphasis areas must be in the College of Fine Arts departments and half of each emphasis area must include upper division (300 level or higher) courses.

Please check the UNM Catalog for prerequisite courses that might affect your course choices for each emphasis area.

Please write your 250 word essay explaining how these emphasis areas focus on your creative aspirations. In other words, how do these classes form the major course of studies? Be specific when describing how this degree, rather than one of the established degrees in a discipline suits your needs as an artist.

UNM COLLEGE *of* FINE ARTS

Bachelor of Arts in Interdisciplinary Arts (BAIA)
Plan of Study – Major Coursework

Name: Last Name FirstClick here to enter text.   **UNM ID:** Click here to enter text.

Catalog Used: Click here to enter text.   **Date:**Click here to enter a date.

<u>**NOTE: At least half of the classes in each emphasis area must be upper division (300 level or higher).**</u>
Please check the UNM Catalog for prerequisite courses that might affect your course choices for each emphasis area.

EMPHASIS AREA #1 Title (be descriptive):

Course Prefix/#	Course Title	(# of credit hours)	Perquisites (please list/ check *Catalog*)	Add to Plan	Delete from Plan	Approved by Faculty Advisor (initials/date)

EMPHASIS AREA #2 Title (be descriptive):

Course Prefix/#	Course Title	(# of credit hours)	Perquisites (please list/ check *Catalog*)	Add to Plan	Delete from Plan	Approved by Faculty Advisor (initials/date)

EMPHASIS AREA #3 Title (be descriptive):

Course Prefix/#	Course Title	(# of credit hours)	Perquisites (please list/ check *Catalog*)	Add to Plan	Delete from Plan	Approved by Faculty Advisor (initials/date)

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department: College of Nursing

Academic Year/Assessment Period: June 1, 2017 to May 31, 2018

Submitted By: Nissane Capps ncapps@salud.unm.edu

Date Submitted for Review: June 12, 2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years: Goal B AUO's were assessed in AY 2016-17 report.

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year: 2nd year

Describe the actions and/or improvements that were implemented during the previous reporting period:
AY 2016-17 actions continue into AY 2017-18, such as targeted emails, social media updates, and basic website updates such as application deadlines. Improvements such as Zoom orientations for our dual degree students continue and are very successful. We are able to reach students across the state effectively and efficiently, while also meeting them "face to face".

Part II: Assessment Report

Unit Goal B:

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	AUO B1 Colleges will update their information once a semester	The benchmark has been met. 1. The College of Nursing (CON) thoroughly updated degrees.unm.edu by breaking the BSN up into the two distinct options: Nursing (Pre-Licensure) and Nursing (RN to BSN Option). The previous version was a combination of the two options and was not accurate. The process was started in December 2017 and finalized in March 2018. 2. The HSC updated all department websites, including the CON: hsc.unm.edu/college-of-nursing/. This was a long-running initiative and went live in early 2018.	1. The update to degrees.unm.edu has been very successful and is now accurate in the different program requirements. The collaboration with Institute of Design and Innovation to make the changes was positive. 2. The new HSC CON website has pros and cons. The College does not have the same level of control over the site as previously, so updates are harder to initiate. However the information is completely accurate and the look and branding is on point. The CON marketing and IT liaisons to HSC have been helpful and creative to find effective and elegant solutions.	1. It was very recently discovered that keyword search field on degrees.unm.edu does not find results when "RN to BSN" is entered. In addition, the Pre-Licensure option does not come up when "BSN" is entered. The CON will investigate if there is a solution to that.

			AUO B2 Colleges will communicate student academic opportunities and resources via email, website, and/or social media on an annual basis	The benchmark has been met. The CON has a very active and effective online presence. Social media communication includes Facebook, Instagram, Snapchat, Twitter with linked messages. We also email students with explicate registration processes, as it varies from program to program and cohort to cohort. Examples are attached.	The CON online presence is active for both prospective and active students.	As appears to be the case for all advisement centers, students do not always check email. Last academic year we had major disruptions to email as UNMH updated their email policy. Those disruptions have been resolved, but we still have more run-of-the-mill email challenges, slightly amplified because of the requirement to have HSC email. Students have at least two school-related emails and in the case of New Mexico Nursing Education Consortium dual degree students, an email from the partner school as well. Directions to forward UNM to HSC email are built into CON orientations, the CON IT handbook, and reiterated at every chance. However, not checking email is a constant issue with information not being received. The issue of multiple emails bubbles up every so often, but thus far is

						upheld by HSC leadership. We believe that being a professional program, students need to learn to manage multiple information sources.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

AUO B1. While there is room for minor tweaking, the benchmark has been met. The information on degrees.unm.edu was very misleading and outdated that the undertaking was very needed. Changes to the College of Nursing website have, overall, been positive.

AUO B2.   The benchmark has been met. Our online presence is accurate and targeted. While the issue of multiple emails is challenging, we educate students about it from the start. We have asked ourselves and our leadership "is this the way it needs to be" and thus far the answer is "Yes".

Evidence:
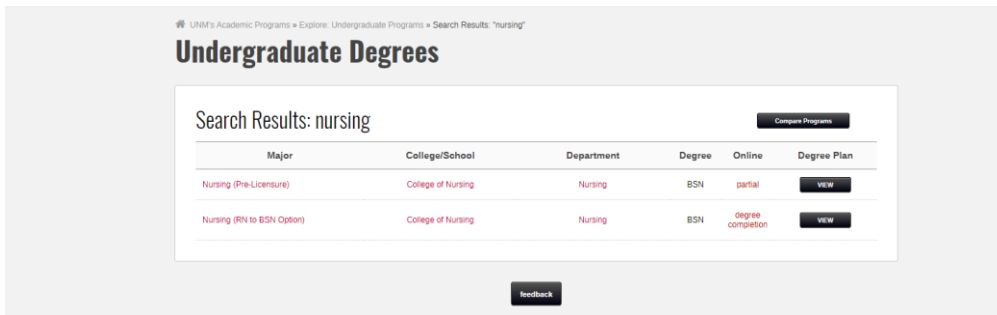
HEALTH SCIENCES

College of Nursing

About Health Sciences ▾   People ▾   Search

Education & Admissions ▾   Research & Scholarship ▾   Practice ▾   Faculty   Alumni & Giving ▾   About ▾

Christine Kasper Appointed Dean of UNM College of Nursing

Amy Levi Appointed Vice Chancellor for Academic Affairs

Tinkle Named President of International Society of Nurses in Genetics

Patient-Centered Outcomes Research Institute awards CON for perinatal mood disorders project

NM West Nursing Program Begins This Fall

Are you a patient looking for care?   Visit UNM Health

About UNM College of Nursing
In 1959, 12 nursing students were the first to earn their bachelor degrees from the College of

Events
Stay informed about our

Apply Now
Learn how to join one of our

UNM College of Nursing added a new photo.
Published by Sara Pichette [?] · February 15 · 🌐

UNM BSN Basic Entry
and
NMNEC SJC/UNM Dual Degree Option
Applications Close

Today at 9:59 pm MST

http://nursing.unm.edu/apply-now.html

471 people reached   Boost Post

👍 Like   💬 Comment   ↗ Share

Bee Bo   Chronological ▾

Bachelor of Science in Nursing

Master of Science in Nursing ▸

Post-Master's Certificate ▸

Doctor of Nursing Practice ▸

PhD in Nursing

Admissions ▾
  Admissions
  Application Deadlines
  FAQ

Tuition & Fees

Financial Aid ▸

Student Affairs ▸

Undergraduate Program Deadlines

Program	Application Submission Periods *All Materials are due by 9:59 p.m. MST*	Term When Program of Study Begins
Pre-Licensure BSN Option Health Sciences Center Campus (Albuquerque)	June 30 - September 15 October 15 - February 15	Spring Fall
Pre-Licensure BSN Option UNM West (Rio Rancho)	June 30 - September 15 March 15 - May 15	Spring Fall
NMNEC CNM/UNM BSN Dual Degree Option	June 30 - September 15 January 5 - March 2 March 15 - May 30	Spring Summer Fall
NMNEC NMJC/UNM BSN Dual Degree Option	TBD	Fall
NMNEC SFCC/UNM BSN Dual Degree Option	February 1 - February 28	Fall
NMNEC SJC/UNM BSN Dual Degree Option	June 30 - September 15 October 15 - February 15	Spring Fall
NMNEC UNM-Gallup/UNM Dual Degree Option	April 1-April 30	Fall
NMNEC UNM-Taos/UNM BSN Dual Degree Option	TBD	Fall 2018
NMNEC UNM-Valencia/UNM Dual Degree Option	April 16-May 31	Fall
RN to BSN Option	Continuous	Continuous

Master's of Nursing and Post-Master's Certificate Program Deadlines

Greeting Students,

I hope your spring term has been great! I wanted to send an update about courses for Summer 2018 Level 3 and Fall 2018 L4.

There are no required Nursing courses to take in Level 3 via UNM. However, it is a great time to take an upper division elective, UNM Core requirement, or residency elective if you need it. Remember, all students must take a minimum of 30 hours from UNM to graduate from UNM, and many students will need 3 hours at any level and any undergraduate subject to reach the required 30 hours.

In Fall 2018 you'll take NURS 402L via UNM. CRN: 61512 NURS 402L 032 Clin Int II
The space in this class is reserved for you, however you will not be able to register for it until you have sent transcripts with L3 grades to have the prerequisite in place.

The schedules for Summer 2018 and Fall 2018 have been released. You can access it on LoboWeb as well as at http://schedule.unm.edu/. Summer registrations opens for all student on April 16, 2018. Fall registration is based on earned hours and you can check your Registration Appointment Date on LoboWeb and here: http://registrar.unm.edu/Registration/index.html. April 17, 2018 is the earliest day for undergraduate students.

If you would like to take Nursing upper division electives Summer 2018, the online courses currently offered are:
27021 NURS 429.003 T: Special Populations Peds Jul 09, 2018 - Aug 19, 2018
27015 NURS 429.008 T: Intro to Oncology Nursing May 14, 2018 - Jun 29, 2018
27017 NURS 473.002 End of Life Care Jul 09, 2018 - Aug 19, 2018
5833 NURS 474.060 Patient Education May 21, 2018 - Aug 10, 2018
27171 NURS 480.001 Complimentary & Alternative Med May 21, 2018 - Aug 10, 2018

Fall 2018 upper division Nursing electives are:
61030 NURS 429.062 T: Breastfeeding Prerequisite N321 Assessment and Health Promotion or equivalent. Sep 04, 2018 - Dec 14, 2018
61131 NURS 429.064 T: Spec Population Pediatrics Oct 29, 2018 - Dec 14, 2018
62601 NURS 433.002 Intro to Holistic Nursing Oct 29, 2018 - Dec 14, 2018
54000 NURS 474.060 Patient Education Sep 04, 2018 - Dec 14, 2018

You can contact me if for an override allowing you to register for a Nursing elective.

Please keep your UNM academic record up to date as you progress. When your L2 grades post send your official transcripts to UNM Admissions:
Mailing Address: PO Box 4895 Albuquerque, NM 87196-4895
Electronic Transcripts & Records: apply@unm.edu

Please let me know if you have any questions. You may email me from your Salud email, or schedule an appointment from the link in my signature below. In addition to in-person appointments, I can accommodate phone or Zoom video conferencing. If you would like one of those options please type that into the "Special Instructions" field of the appointment.

If you have not done so, please add a signature to your Salud email with your name, UNM ID number, and your BSN dual degree partner school. This helps me greatly when you email me!

Thank you,

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department (if relevant): College of Pharmacy

Academic Year/Assessment Period: June 1, 2017-May 31, 2018

Submitted By (include email address): Krystal Ward, klward@salud.unm.edu

Date Submitted for Review: 6/18/2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years:

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Part II: Assessment Report

Unit Goal B:

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	Colleges will update their information once a semester	Two degrees for the College of Pharmacy (COP) were updated in FY18. We added an EAP program and a BSPS program. Our PharmD program remained the same. Degree information was updated in a timely manner. A new website was launched for our Early Assurance Program with prose written through our office (Appendix 1). Students were alerted to our EAP Program through email (Appendix 2). We also launched a BSPS program this year, students were made aware of this program and how to graduate through email (Appendix 3).	With rolling out 2 new programs this year, the EAP and the BSPS, we were able to notify students and encourage students to complete the requirements. Since the changes only happened 1 time, there was only updates at one time point, not once a semester.	There is always room for process improvement. We can work to review our requirements more frequently.

Krystal Lynn Ward

From:	PrePharmacy Society Member <SOCIETY-L@unm.edu> on behalf of Garett Watts <GWatts2@SALUD.UNM.EDU>
Sent:	Monday, March 12, 2018 9:35 AM
To:	SOCIETY-L@LIST.UNM.EDU
Subject:	[SOCIETY-L] College of Pharmacy Early Assurance Pack (EAP)

Hello and good morning,

I just want to send out a quick reminder the College of Pharmacy has opened the application for the Spring 2018 Early Assurance Pack. The deadline for this application is March 23rd, 2018 at 4:30 pm.

For this round of applications, sophomores and freshman are eligible to apply. In order to be eligible to apply for the program, you must meet the following criteria

- Must be currently enrolled at UNM as an Undergrad
- 3.0 GPA in your undergrad courses
- 30 hours of college credit complete, or will have by the end of spring 2018
- AT LEAST 40 hours remaining of the required 91 hours of COP Pre-Pharmacy Prerequisites (https://hsc.unm.edu/college-of-pharmacy/assets/doc/pharmd-prerequisite-coursework.pdf)
- Completed Math 121 by the end of Spring 2018

For more information about the Early Assurance Pack please follow this link (found here https://hsc.unm.edu/college-of-pharmacy/education-and-admissions/doctor-of-pharmacy/admissions/early-assurance.html). While you're there, make sure to check out the information about the PharmD program and follow us on Facebook https://www.facebook.com/unmhsc.

TOP 10 REASONS TO APPLY EARLY DECISION TO THE UNM PHARMD PROGRAM

1. Know that you are accepted into the PharmD program up to 2 years before you start pharmacy school (pending acceptable academic performance)
2. Participate in College of Pharmacy activities designed to introduce you to and you involved in the profession of pharmacy
3. Assigned a College of Pharmacy faculty mentor to help guide you through your pre-pharmacy curriculum and then your journey to becoming a pharmacist
4. Special MMI session, designed to help understand the MMI process and practice in the MMI interview rooms
5. Special access to a pre-pharmacy advisor at the College of Pharmacy
6. Yearly invitation to a special Dinner with the Dean
7. The College of Pharmacy will pay the cost of your application to pharmacy school
8. You will apply Early Decision to the PharmD program and be absolutely certain of your admissions decision by the end of October before you start pharmacy school
9. Special COP Early Assurance Pack swag
10. Participate in a special summer program to get ready to start pharmacy school

Krystal Lynn Ward

From:	PrePharmacy Society Member <SOCIETY-L@unm.edu> on behalf of Garett Watts <GWatts2@SALUD.UNM.EDU>
Sent:	Friday, September 29, 2017 3:50 PM
To:	SOCIETY-L@LIST.UNM.EDU
Subject:	[SOCIETY-L] Introducing COP Early Assurance Program, open this email to find out more

Dear Pre-pharmacy students

The College of Pharmacy is excited to announce the launch of the new Early Assurance program for Doctor of Pharmacy students. With this program, students can apply to the PharmD program earlier in their pre-requisite studies and be assured of their admittance with continued acceptable academic performance. See below for some of the reasons to apply Early Assurance.

Top 10 Reasons to apply Early Decision to the UNM PharmD program

1. **Know that you are accepted into the PharmD program up to 2 years before you start pharmacy school (pending acceptable academic performance)**
2. **Participate in College of Pharmacy activities designed to introduce you to and you involved in the profession of pharmacy**
3. **Assigned a College of Pharmacy faculty mentor to help guide you through your pre-pharmacy curriculum and then your journey to becoming a pharmacist**
4. **Special MMI session, designed to help understand the MMI process and practice in the MMI interview rooms**
5. **Special access to a pre-pharmacy advisor at the College of Pharmacy**
6. **Yearly invitation to a special Dinner with the Dean**
7. **The College of Pharmacy will pay the cost of your application to pharmacy school**
8. **You will apply Early Decision to the PharmD program and be absolutely certain of your admissions decision by the end of October before you start pharmacy school**
9. **Special COP Early Assurance swag**
10. **Participate in a special summer program to get ready to start pharmacy school**

For this opening round of applications, sophomores and upperclassmen are eligible to apply. The second round of applications will be accepted from a freshman in the spring 2018 semester.

To apply, click on the following link https://esurvey.unm.edu/opinio/s?s=80755 and submit your applications for Early Assurance to the PharmD program. The deadline for application is November 3rd, 2017. If you have any questions please contact the College of Pharmacy Student Service office at 272.3241 or by email at HSC-Pharmacy@salud.unm.edu.

Krystal Lynn Ward
_____

From:	Donald A Godwin
Sent:	Monday, August 21, 2017 10:27 AM
To:	PharmD2021GWList; PharmD2019GWList; PharmD2020GWList
Cc:	Krystal Lynn McCutchen; Megan Lynn Speck; Garett Watts; COP-Faculty
Subject:	Information on new COP Bachelor of Science degree

Dear Student Pharmacists:

You may have hear that the College of Pharmacy is offering a Bachelor of Science in Pharmaceutical Science (BSPS) for students who are in the PharmD program, but have not earned a previous undergraduate bachelor's degree. Students are eligible to complete the BSPS after successfully completing the first year of pharmacy school, which includes having completed the 91 hour of prerequisites **and** have completed the UNM Core.

Since the BSPS is an undergraduate degree, students are required to complete the UNM Core Curriculum. For more information on the UNM Core please go to his webpage (https://unmcore.unm.edu/) and a Core Curriculum Worksheet is available here (https://unmcore.unm.edu/common/images/core-sheet-2016-2017.pdf). If you have questions on if you have completed the Core after filling out the worksheet, please make an appointment to see a COP academic advisor. If you have not completed the Core, you still can take the course(s) you need while you are a pharmacy student.

In late June. this new degree was approved by the UNM Board of Regents and is undergoing the final stages of processing by the University. Since this is the first new degree that the College has offered in over 20 years I am unsure how long this process takes, but we will keep moving forward in the UNM system. More importantly, we will notify you when procedures to apply for the degree are complete.

The College is excited to offer you this new degree as part of a value-added Doctor of Pharmacy experience.

Krystal Lynn Ward
_____

From:	Donald A Godwin
Sent:	Monday, March 5, 2018 8:38 PM
To:	PharmD2020GWList
Cc:	Krystal Lynn Ward; Megan Lynn Speck; Garett Watts
Subject:	Bachelor of Science in Pharmaceutical Sciences (BSPS) degree is now available
Importance:	High

Dear Class of 2020,

We are happy to announce the BSPS is live for spring 2018 graduation. At this time, the degree is only available to students who have their coursework done at UNM (or transferred undergraduate courses to UNM prior to applying to the PharmD program). In order to qualify for the degree, you need to have completed the UNM Core as part of the requirements for the degree.

If you meet those 2 criteria, please send an email to Krystal Ward (klward@salud.unm.edu) stating you intend to graduate with the BSPS in spring 2018 by March 22, 2018.

If you are wanting to earn the BSPS, but are not sure if you have completed the UNM Core, please contact Garett Watts (gwatts2@salud.unm.edu) or Megan Speck (mlspeck@salud.unm.edu) to check your audit.

Sincerely
Dean Godwin

****
Donald A. Godwin, Ph.D.
Interim Dean
Associate Professor of Pharmaceutics

What is Early Assurance?
As and undergraduate interested in pursuing a Docrtorate of Pharmacy (PharmD), consider applying fothe Early Assurance Pack (EAP) at the University of New Mexico College of Pharmacy. EAP is your way to secure a spot in the only PharmD program in New Mexico up to TWO YEARS before starting the pharmacy school.
A career in Pharmcy is very rewarding and knowing your spot is secure can help you prepare yourself for the path ahead. The UNM College of Pharmacy (COP) has created a program designed to help student's prepatre themselves for the rigors and rewards of the PharmD program.

Do I Qualify?
As an undergraduate of UNM you can qualify for the EAP if you meet the following criteria:

- Must be currently enrolled at UNM as an Undergrad

- 3.0 GPA in your undergrad courses

- 30 hours of college credit complete, or will have by the end of Spring Semester

- AT LEAST 40 hours remaining of the required 91 hours of COP Pre-Pharmacy Prerequisites

- Completed MATH 121 by the end of Spring Semester

Application for the EAP are due in the spring of every year. Thusly, all qulaifications are measure by your status at the end of the spring semester you plan to apply. Therefore, if you only have 15 hours by the end of fall and are planning to take an additional 15 hours in the following spring semester you will have a total of 30 hours of college credit by the end of the spring semester. This means you will qualify to apply. The same rules are applied to the G.P.A. requirement, 40 hours remaining, and the completion of Math 121. Students in the EAP are required to maintain an over G.P.A. of 3.0 through their time in the program.
Please contact the COP Office of Student Services if you have any questions about your ability to qualify.

What are the benefits?
Once accepted into the EAP you will many benefits to help you on your path to your PharmD. These benefits include:

- Become a part of the COP community
- Specialized Advising by the COP Advisor
- Participate in a special summer program to prepare you for pharmacy school.
- Opportunity to shadow an connect with current Pharmacy students
- Learn about the pharmacy profession through college activities.
- Get guidance from a faculty mentor about Pharmacy Careers
- Take part in a special multiple mini interview (MMI) session to help you understand and feel comfortable with the MMI process.
- Receive a yearly invitation to a special dinner with the Dean.

Free Pharmacy School Application!

Special for EAP students, the UNM COP will cover the cost of the PharmCAS application for EAP students. As an EAP student, you will apply to the PharmD program with the Early Decision application, an application typically due in September of the year you wish to apply to the PharmD program. This means you know you are admitted the October BEFORE matriculation.

Please speak with the COP Office of student services about any questions you have!

If this sounds like the program for you DO NOT WAIT! Contact the UNM COP Office of Students Services TODAY!

Introduction: The following template provides the guidelines for annually recording the assessment of student learning outcomes and/or administrative unit outcomes (AUOs) for academic and non-academic administrative units at UNM. Alternative formats (e.g., those used by relevant professional associations) may be acceptable as long as the assessment information requested in this template is provided. If you have any questions, please contact the Office of Assessment at assess@unm.edu or (505) 277-4130.

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department): University College

Academic Year/Assessment Period: June 1, 2017 to May 31, 2018

Submitted By: Marlene Sanchez mhs@unm.edu

Date Submitted for Review: June 18th, 2018

All SLO's/AUO's are measured within one year.

Part II: Assessment Report

Unit Goal B:

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	Colleges will update their information once a semester	University College provides information to students via the ucstudents-l listserv (Figure 3). This information is disseminated to undecided, pre-health sciences, Bachelors of liberal arts and integrated studies (BLA), and Native American Studies (NAS) students. The University College website: ucollege.unm.edu (Figure 1), is updated at least once a semester at the beginning of the fall and spring semesters. (Figure 1a). College specific information can also be found through our social media outlet. (Figure 2).	The benchmark was met. Website and social media was updated at the beginning of each academic semester. In addition, due to UCAC name change—to EPAC information was updated again mid-Spring semester to reflect the change and provide students with new Advisor/advising assignments, and office hours.	Change from previous assessment: Website is updated in the summer to reflect summer office hours, suspension appeals and NSO updates.

Figure 1: University College Website
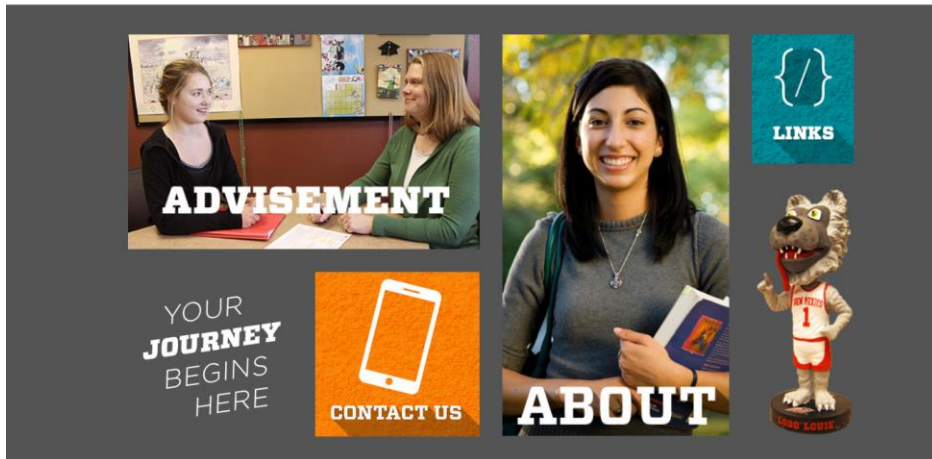
Figure 1a. Updated information

Figure 2. Social Media updates.

Liberal Arts and Integrative Studies at UNM ha compartido una publicación.
14 de febrero · 🌐

University of New Mexico School of Public Administration
9 de febrero · 🌐   👍 Me gusta esta página

Are you a #UNM #BLA student starting your #junior yr & considering a Master's? 🤔

Attend #InfoSessions next wk for an exclusive academic #opportunity that'll sa...

Ver más

13th & 14th, February, 11-11:30 a.m.
15th, February, 1:30-2 p.m.

SOCIAL SCIENCES BLDG #78, 3RD FLOOR, SSCO 3030

LEARN THE ACCELERATED WAY TO COMPLETE BOTH   JUMP-STA

SPA.UNM.EDU
Shared-Credit Degrees Program :: School of Public Administration | The University of New Mexico

👍 Me gusta   💬 Comentar   ➤ Compartir

UNM Exploratory & Pre-Professional Advisement Center
@advisement

Inicio
Información
Fotos
Opiniones
Notas
Eventos
Publicaciones
Comunidad

UNM Exploratory & Pre-Professional Advisement Center
10 de abril · 🌐

The name of our advisement center has changed! Please stop by at our Open House today from 10 am - 12 pm to celebrate the new name.

👍 Me gusta   💬 Comentar   ➤ Compartir

Marlene Sanchez

Escribe un comentario...   😊 📷 GIF 🙂

Figure 3. Sample email from Native American Studies listserv

To   NAS_STUDENTS-L@LIST.UNM.EDU
ⓘ This message was sent with High importance.

📄 MA_NAS_2018.pdf
999 KB

Bing Maps   + Get more app

Good afternoon,

We're excited to now offer the Master of Arts degree in Native American Studies! It has been a lengthy process and we are thrilled to say that **we are now accepting applications**! DUE APRIL 30TH

Master of Arts in Native American Studies
Focus: Indigenous Leadership, Self-Determination, and Sustainable Community Building

Eligibility Requirements:

- B.A. or B.S. in Native American Studies, History, Anthropology, American Studies, Education, Sociology, or any interdisciplinary-related program
- Minimum GPA of 3.0 or its equivalent in the last 2 undergraduate years in major field.

Part I: Cover Page
Administrative Units Assessment Report Template
Record for Assessment of Outcomes
The University of New Mexico

Name of Administrative Unit/Department (if relevant): Organization, Information & Learning Sciences

Academic Year/Assessment Period: 2017-2018

Submitted By (include email address): Christopher Larrañaga, Program Manager   (chrisla1@unm.edu)

Date Submitted for Review: June 18, 2018

State whether ALL of the SLOs/AUOs are targeted/assessed/measured within one year, two years, OR three years:

If the unit's SLOs/AUOs are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs/AUOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Part II: Assessment Report

Unit Goal B:

Administrative Unit/Student Learning Outcomes	UNM's Student Learning Goals and/or UNM's Strategic Plan	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*

Colleges will update, when necessary, information on their posted degree program/major(s).	UNM 2020 Goal 2 and 3, OAS Mission: Lead and Advocate.	Direct	AUO B1 Colleges will update their information once a semester	Met The website and advising materials are reviewed and updated each semester by the website moderator and faculty based upon any changes or updates from department or catalog.	This is done as changes occur and at least once a semester. Website Moderator is a GA in our department and is in the meetings when updates are decided. At this point he updates the website immediately. Updates include OILS curriculum, admission requirements, UG 2 yr. course offerings and processes for graduation.	Modify criteria for success to be higher. Update all OILS students with the most current information, i.e., POS, Website and Recruitment Material.
			The College of University Libraries-OILS websites and advising materials are regularly reviewed for updating as needed (i.e., screenshots of websites with materials posted)			All other advisement material is reviewed and modified during catalog review meetings and updated by the UL Marketing Manager. This allows for when the student visits in person they will have the most up-to-date information. Students are encouraged to visit the OILS website often.
			AUO B2 At least one communication will be sent to students regarding OILS information and resources per semester. The website and advising materials are reviewed and updated each semester by the website moderator and faculty based upon any changes or updates from department or catalog.	Met The College of University Libraries-OILS advisor sends announcements to students via email, listservs and social media (i.e. copy of listervs and social media activities logs or reports) The College of University Libraries-OILS-oils.unm.edu/ website and advising materials will be reviewed	Since the OILS UG/Grad population is mostly online, listservs are used to reach out to UG and Grad students. There is a specific listserv for UG, MA and PhD.	Modify criteria for success to be higher. Manage and update new OILS Facebook Page. Ensure cleanup of listserv for outdated students and that students receive the most current info via email and website info. Students are advised of the changes to our

				for updating at least once per semester On Average, communication to OILS students goes out via email and OILS listservs, at least twice a semester. Website is updated as needed.		program, curriculum and due dates via listserv emails. Emails also go out to students each semester to contact me for advisement and review of final schedule. A OILS Facebook Page was created summer 2017 and is moderated and kept current.

Based on the data results and analysis provided for the student learning/administrative unit outcome(s) listed in the table above, for EACH outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

OILS has met and exceeded the benchmark given. OILS has attended all outreach events given by UNM, this allowed to meet with current OILS students at branch campuses and also recruit new students as well. We have also done our own outreach with SFCC and SIPI. OILS has recently signed an MOU with CNM to ensure a smooth transition for students between institutions. OILS is also working on an MOU with SFCC. OILS has their own Advisory Board, which meets at least one a semester to allow us to give our students ideas of what the workforce is needing at the time to gear them up for jobs after they graduate. These meetings also start conversations for the upcoming events, such as, the OILS EXPO and Professional Alliance Mixer.

OILS Website

Screenshot 1 (top-left): OILS Homepage

UNM — Organization, Information & Learning Sciences

Prospective Students | Current Students | Faculty & Research | Courses | Resources | About OILS

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The University of New Mexico

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INTERDISCIPLINARY DEGREES

B.S. in Instructional Technology & Training

M.A. in Organization Info. & Learning Sciences

Ph.D. in Organization Info. & Learning Sciences

Professional Development Certificates

The Organization, Information and Learning Sciences (OILS) interdisciplinary program focuses on adult learning; learning sciences; instructional design and technology; organizational learning and development; evaluation; distance education; eLearning; human performance technologies and data management. The program (formerly known as Organizational Learning and Instructional Technology or OLIT) is now part of the College of University Libraries & Learning Sciences.

News and Events

» Deborah K. LaPointe OI&LS Endowed Scholarship Awarded
Jun. 5, 2018
The OI&LS program has awarded the 2018 Deborah...

» Online Course Advisory Council's Best Practices Certification awarded to Assistant Professor Lea Briggs
May 23, 2018
Lea Briggs was honored for her outstanding accompl...

» OI&LS Grad Student Spotlight:

Featured Video

Student Testimonial - Lou

Student Testimonial - Lou

Lou discusses how he formed lasting friendships with people in one of his classes, describes his motivation to return to school,

Meet Our Faculty

Sung "Pil" Kang

Sung 'Pil' Kang earned his PhD degree in instructional systems technology (IST) with a minor in Management from Kelley School of

SUPPORT OILS

UNM's OILS program connects students to practical knowledge and successful careers in a variety of fields and applications. Your financial support will provide increased access and opportunity for students.

Click here for information regarding giving opportunities.

Screenshot 2 (top-right): Bachelor Program Students

UNM — Organization, Information & Learning Sciences

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Bachelor Students
Program of Study
Undergraduate 2 Year Course Schedule
Graduation Procedures

Undergraduate Student Resources
Financial Aid and Scholarships
Schedule of Classes
UNM Catalog

Bachelor Program Students

Planning Your Program of Study

Contact the Undergraduate Program Advisor during your second semester to develop a Tentative Program of Study. Make sure that the Tentative Plan is signed and on file in the OILS Program Office.

Maintain contact with your Advisor to update, confirm, or modify the Program of Study as necessary.

OILS is a department in The College of University Libraries & Learning Sciences.

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Screenshot 3 (bottom-left): Instructional Technology & Training Program of Study

UNM — Organization, Information & Learning Sciences

Prospective Students | Current Students | Faculty & Research | Courses | Resources | About OILS

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The University of New Mexico

UNM A-Z StudentInfo FastInfo myUNM Directory

Bachelor Students
» Program of Study
Undergraduate 2 Year Course Schedule
Graduation Procedures

Undergraduate Student Resources
Financial Aid and Scholarships
Schedule of Classes
UNM Catalog

BACHELOR PROGRAM STUDENTS

Instructional Technology & Training Program of Study

Students majoring in Instructional Technology & Training will complete a minimum of 121 credit hours as follows:

- 37 credit hours (minimum) of University Core Requirements with a grade of 'C' or better
- 9 credit hours of Management/Communication Skills
- 30 credit hours of Technical Course Work
- 45 credit hours of OILS undergraduate courses

For any possible substitutions on the Program of Study as stated below, please consult with the Undergraduate Program Advisor for approval.

University Core Requirements (37 credit hours minimum)

1 Writing & Speaking (9 hours)
- English 101
- English 120
- English 219

2 Mathematics (3 hours Math 121 & above)

3 Physical and Natural Science (7 hours minimum with lab)

Screenshot 4 (bottom-right): Program of Study (continued)

4 Social and Behavioral Science (6 hours minimum)
- Soc 101 (Recommended)
- Psych 105 (Recommended)

5 Humanities (6 hours minimum)
- American Studies 186
- Classical Studies 107, 204, 205
- Comparative Literature 224
- English 150, 292, 293
- Foreign Languages (M. Lang) 101
- History 101, 102, 162
- Philosophy 101, 201, 202
- Religious Studies 107

6 Second Language (3 hours minimum)

7 Fine Arts (3 hours minimum)

Management/Communication Skills (9 credit hours)

- C & J 314, Intercultural Communication (required)

Select an additional 6 credit hours from the following:

- C & J 221, Interpersonal Analysis
- C & J 323, Nonverbal Communication
- C & J 327, Persuasive Communication
- C & J 332, Business and Professional Speaking
- C & J 333, Professional Communication
- C & J 340, Communication in Organizations

- C & J 333, Professional Communication
- C & J 340, Communication in Organizations
- C & J 344, Interviewing
- C & J 446, Organizational Analysis & Training
- Mgt 113, Management: An Introduction

Technical Course Work (30 credit hours)

- 30 credit hours of community college technical course work

OILS Technology and Training (45 credit hours)

1 Theoretical Foundations (12 hours)
  - OILS 102, Online Learning and Strategies for Success
  - OILS 440, Survey of Human Resource Development and Instructional Technology
  - OILS 466, Principles of Adult Learning
  - OILS 481, Technological Change & Society

2 Instructional Technology (15 hours)
  - OILS 320, Information Management for Professionals
  - OILS 405, Management of eLearning Systems
  - OILS 420, Creativity & Technical Design
  - OILS 421, Production & Utilization Of Instructional Materials
  - OILS 483, Instructional Applications: Computer Technology

3 Training (18 hours)
  - OILS 457, Leading the Training Organization
  - OILS 470, Workplace Training
  - OILS 471, Designing Training
  - OILS 472, Training Techniques
  - OILS 473, Measuring Performance in Training

Student Resources
Financial Aid and Scholarships
Schedule of Classes
UNM Catalog

Course Name	Course Title	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018
OILS 101	Introduction to Information Studies	X	X	X	X	X	X
OILS 102	Online Learning and Strategies for Success	X	X	X	X	X	X
OILS 320	Info Mgmt for Professional	X	X	X	X	X	X
OILS 420	Creativity and Tech Design	X			X		
OILS 421	Prod and Util of Instr Materials	X			X		
OILS 466	Principles of Adult Learning		X	X		X	X
OILS 470	Workplace Training			X			X
OILS 471	Designing Training			X			X
OILS 472	Training Technique	X			X		
OILS 473	Measuring Perf in Training	X			X		
OILS 481	Tech Changes in Society	X	X		X	X	
OILS 483	Instr Appl: Computer Technology			X			X
OILS 440/493	Survey of HRD & IT	X			X		
OILS 457/493	Leading the Training Org						X
OILS 405/493	Mgmt of eLearning Sys			X			X
OILS 495	Field Experience	X		X	X		

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1 Theoretical Foundations (12 hours)
  - OILS 102, Online Learning and Strategies for Success
  - OILS 440, Survey of Human Resource Development and Instructional Technology
  - OILS 466, Principles of Adult Learning
  - OILS 481, Technological Change & Society

2 Instructional Technology (15 hours)
  - OILS 320, Information Management for Professionals
  - OILS 405, Management of eLearning Systems
  - OILS 420, Creativity & Technical Design
  - OILS 421, Production & Utilization Of Instructional Materials
  - OILS 483, Instructional Applications: Computer Technology

3 Training (18 hours)
  - OILS 457, Leading the Training Organization
  - OILS 470, Workplace Training
  - OILS 471, Designing Training
  - OILS 472, Training Techniques
  - OILS 473, Measuring Performance in Training
  - OILS 495, Field Experience

UNM
Organization, Information & Learning Sciences

Prospective Students | Current Students | Faculty & Research | Courses | Resources | About OILS

Bachelor Students
Program of Study
Undergraduate 2 Year Course Schedule
► Graduation Procedures

Undergraduate Student Resources
Financial Aid and Scholarships
Schedule of Classes
UNM Catalog

BACHELOR PROGRAM STUDENTS
Undergraduate Graduation Procedures

Preparing to Graduate

Begin this process at least one semester before you wish to graduate, or at the time you reach the 92 credit hour level.

1 Make an appointment to see your OILS Advisor and bring along a transcript. The advisor will fill out the form with the courses you are lacking to complete your Program of Studies. The advisor will tell you when you will be graduating.

2 Pass the balance of your classes and verify that you have no "Incompletes" outstanding or Non-Reported Grades.

3 Get your cap & gown at the Bookstore.

At this time, Mr. Chris Larranaga is serving as the Undergraduate Advisor. Please contact him with any questions you might have.

Phone: 277-2137

OILS Program of Studies Sample

ORGANIZATION, INFORMATION & LEARNING SCIENCES

Organization, Information & Learning Sciences (OI&LS)
Bachelor of Science in Technology and Training: A 2+2 Program

Degree Summary

Date: **Advisor:** Christopher Larrañaga

Name:

Student ID#: _____   **Email:**

Bachelor of Science (B.S.) in OI&LS: (121 credit hours) Students majoring in Technology & Training will complete a minimum of (37) credit hours of the University Core Requirements <u>with a grade of "C" or better</u>; (12) credit hours of Management & Communication Skills; (42) credit hours of Technical Core; and (30) credit hours of an agreed to (with student and advisor) Technical Concentration <u>with a grade of "C" or better.</u> For any possible substitution in the program of studies as stated below, please consult with the Undergraduate Program Advisor for approval.

A. University Core Requirements: (37 Credit Hours Minimum)

1. <u>Writing and Speaking</u> (9 credit hours required)

Course No. Semester	Grade	Credit
ENGL 110 _____	_____	_____
ENGL 120 _____	_____	_____
ENGL 219 _____	_____	_____

2. <u>Mathematics</u> (3 credit hours required; Math 121 and above)

Course No. Semester	Grade	Credit
Math _____	_____	_____

3. <u>Physical and Natural Sciences</u> (7 credit hours required; one course must include 1 credit hour lab)

Course No. Semester	Grade	Credit
_____ _____	_____	_____
_____ _____	_____	_____
_____		
_____ _____	_____	_____
_____		

4. <u>Social and Behavioral Sciences</u> (6 credit hours required)

OI&LS recommends: SOC 101 or PSYCH 105.

Course No. Semester	Grade	Credit
_____ _____	_____	_____
_____		
_____ _____	_____	_____
_____		

5. <u>Humanities</u> (6 credit hours required)

OI&LS recommends: AMST 186, CLST 107, 207, 205; COMP 224, ENGL 150, 292, 293; HIST 101, 102, 162; MLNG 101, PHIL 101,201, 202; RELG 107

Course No. Semester	Grade	Credit
_____ _____	_____	_____
_____ _____	_____	_____
_____		

6. <u>Foreign Language</u> (3 credit hours required)

Course No. Semester	Grade	Credit
_____ _____	_____	_____
_____		

7. <u>Fine Arts</u> (3 credit hours required)

Course No. Semester	Grade	Credit
_____ _____	_____	_____
_____		

B. OI&LS Program Requirements: (Total Credit Hours: 84)

1. **OI&LS Program: Technical Concentration** (30 Credit Hours Minimum)

OILS Facebook

Appendix – Goal C

Advisor Institute Agendas

Advisor Institute Fall 2017
ADVISING: A JOURNEY TOWARD INCLUSIVE EXCELLENCE

Agenda

| Time	Event	Location
8:00 a.m. – 8:15 a.m.	Registration/Breakfast	Ballroom A
8:15 a.m. – 8:30 a.m.	Welcome *Dr. Irene Vasquez, Director: Chicana and Chicano Studies; Professor: American Studies*	Ballroom A
8:30 a.m. – 9:00 a.m.	The State of Advising *Laura Valdez, Director of Advisement*	Ballroom A
9:00 a.m. – 9:30 a.m.	Enrollment Management Updates *Alex Gonzalez, Registrar, and Elizabeth Amador, Manager: Financial Aid*	Ballroom A
9:30 a.m. – 10:00 a.m.	Banner 9 Information Session *Nader Khalil, Manager: Core IT Services, and Stirling Crow, Core IT Services Specialist*	Ballroom A
10:00 a.m. – 10:15 a.m.	BREAK	
10:15 a.m. – 10:30 a.m.	Introduction to Intersectionality and Self	Ballroom A
10:30 a.m. – 11:15 a.m.	Promising Practices in Promoting "Intellectual Empathy" in Academic Advising and Counseling *Dr. Jamal Martin, Director of Peace Studies; Lecturer: African American Studies*	Ballroom A
11:15 a.m. – 11:45 a.m.	Guest Speaker *Dr. Finnie Coleman, Associate Professor: African American Studies and English*	Ballroom A
11:45 a.m. – 12:15 p.m.	Self-Identity Activity	Ballroom A
12:15 p.m. – 1:15 p.m.	Lunch	Ballroom A
1:15 p.m. – 2:00 p.m.	Explore UNM	Ballroom B
2:00 p.m. – 3:00 p.m.	Breakouts: Session 1	Varied
3:00 p.m. – 3:15 p.m.	Transition	
3:15 p.m. – 4:15 p.m.	Breakouts: Session 2	Varied
4:15 p.m. – 4:45 p.m.	Giveaways	Ballroom A

Advisor Institute - Spring 2018

Agenda

Time	Event	
8:30 a.m. – 9:00 a.m.	Registration	
9:00 a.m. – 9:30 a.m.	Welcome *Laura Valdez* *Director of University Advisement*	Regal/Wurlitzer
9:30 a.m. – 10:30 a.m.	Moving Beyond "The Core is in My Way" *Pamela Cheek* *Interim Associate Provost for Curriculum and Assessment*	Regal/Wurlitzer
10:30 a.m. – 10:45 a.m.	Transition	
10:45 a.m. – 11:45 a.m.	Breakouts: Session 1	Varied
11:45 a.m. – 12:00 p.m.	Transition	
12:00 p.m. – 1:00 p.m.	LUNCH	Regal/Wurlitzer
1:00 p.m. – 2:00 p.m.	Becoming a Learner: Framing the Purpose of a College Education *Matthew Sanders* *Associate Dean: College of Humanities and Social Sciences, Utah State University*	Regal/Wurlitzer
2:00 p.m. – 2:15 p.m.	Transition	
2:15 p.m. – 3:15 p.m.	Breakouts: Session 2	Varied
3:15 p.m. – 3:30 p.m.	Transition	
3:30 p.m. – 4:15 p.m.	Watch Your Thoughts, They Become Words: Being Intentional in the First Year *Sonia Gipson Rankin* *Associate Dean, University College*	Regal/Wurlitzer
4:15 p.m. – 4:45 p.m.	Resident Life Updates *Wayne Sullivan* *Director residence Life and Student Housing*	Regal/Wurlitzer
4:45 p.m. – 5:00 p.m.	Closing	

Sample Fall 2017 Advisor Institute Survey Results

I gained new information during the updates from Enrollment Management and the Bursar
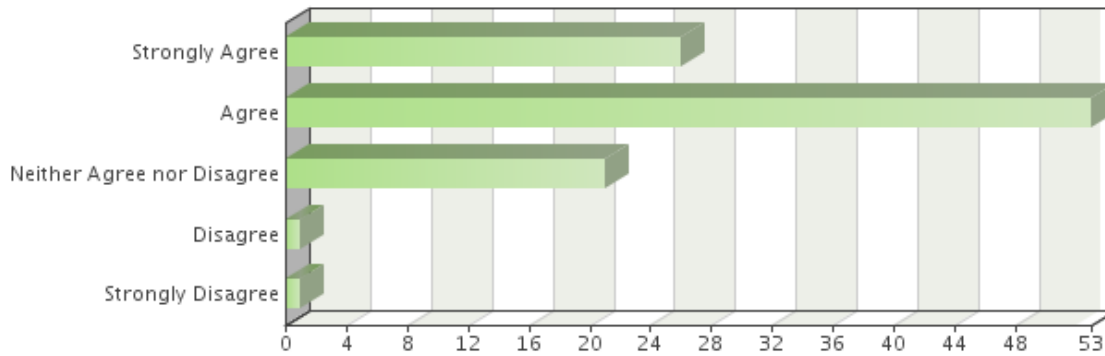
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Strongly Agree	26	25.24%	25.49%
Agree	53	51.46%	51.96%
Neither Agree nor Disagree	21	20.39%	20.59%
Disagree	1	0.97%	0.98%
Strongly Disagree	1	0.97%	0.98%
Sum:	102	99.03%	100%
Not answered:	1	0.97%	-

Total answered: 102

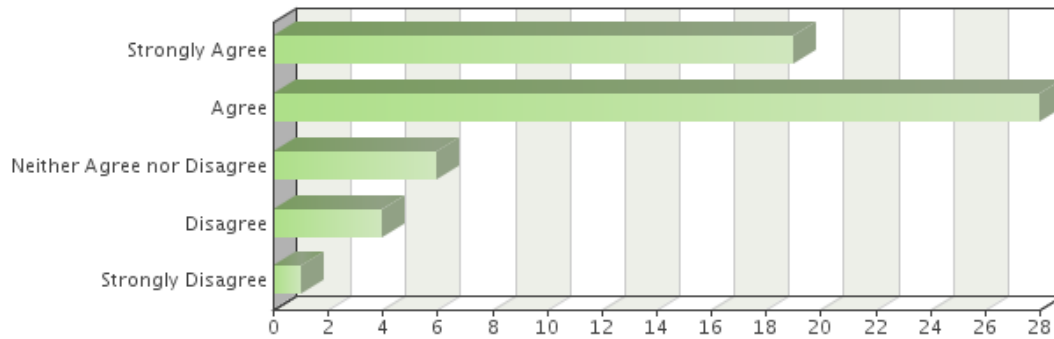Cultivating Primary Identities: The Fine Art of Cross Cultural Communication was informative
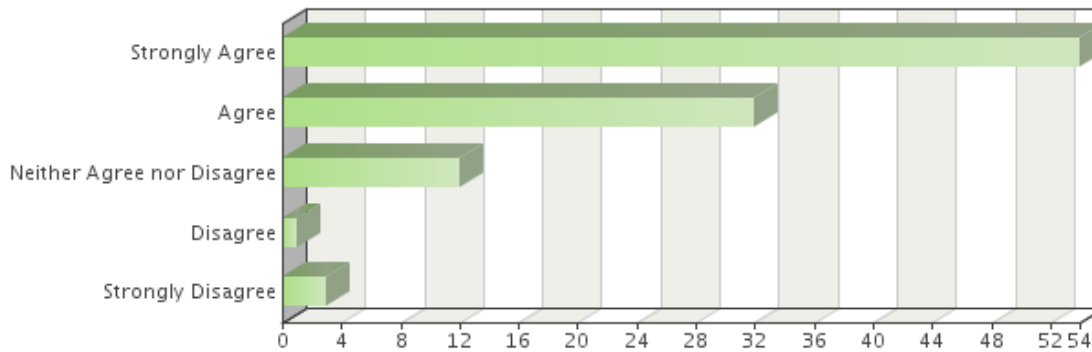
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Strongly Agree	54	52.43%	52.94%
Agree	32	31.07%	31.37%
Neither Agree nor Disagree	12	11.65%	11.76%
Disagree	1	0.97%	0.98%
Strongly Disagree	3	2.91%	2.94%
Sum:	102	99.03%	100%
Not answered:	1	0.97%	-

Total answered: 102

Sample Spring 2018 Advisor Institute Evaluation Results

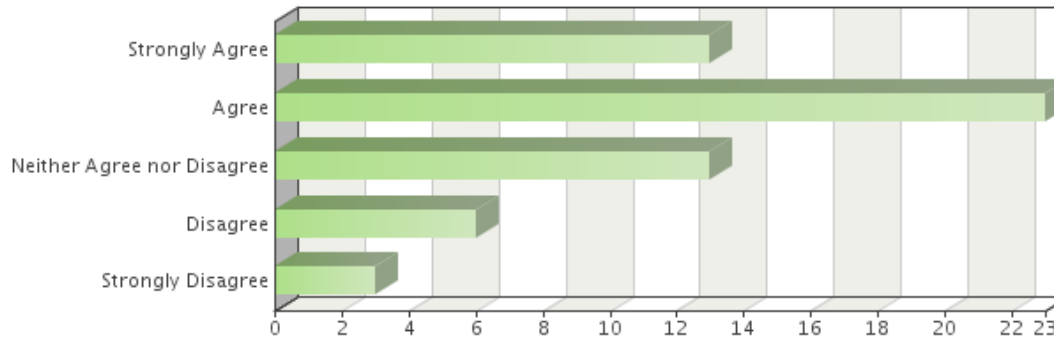The Advisor Institute Contributed to my professional development.

Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Strongly Agree	19	32.76%	32.76%
Agree	28	48.28%	48.28%
Neither Agree nor Disagree	6	10.34%	10.34%
Disagree	4	6.9%	6.9%
Strongly Disagree	1	1.72%	1.72%
Sum:	58	100%	100%
Not answered:	0	0%	-

Total answered: 58

Moving Beyond "The Core is in My Way" was informative.

Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Strongly Agree	13	22.41%	22.41%
Agree	23	39.66%	39.66%
Neither Agree nor Disagree	13	22.41%	22.41%
Disagree	6	10.34%	10.34%
Strongly Disagree	3	5.17%	5.17%
Sum:	58	100%	100%
Not answered:	0	0%	-

Total answered: 58

Advising Matters Agendas

ADVISING MATTERS

JUNE 2017—Topic: Continuous Professional Development

In cooperation with the Provost's Committee on Advising (PCA), we have now created a monthly professional development opportunity to enrich and inform called *Advising Matters*. This will replace the monthly "Advise-L" meetings we used to hold.

Reminders!

1. There will be 6 Advising Matters meetings each calendar year. Academic Affairs Advisors are required to attend a minimum of 4 out of the 6 meetings. The attendance requirement for Student Affairs Advisors has not been set yet.

2. You MUST sign up through Learning Central! Just type "Advising Matters" into the search bar. Here you can register for the course and read a description of what will be covered at the meeting. You will need to do this for each meeting you plan to attend.

   NOTE: There are only 25 seats left for the June 2017 meeting! SIGN UP NOW to secure your spot!!

If you're registered for the June Advising Matters Meeting, please remember to bring the following to the meeting:

- NAME TAG: If you don't have a nametag from your current department, feel free to recycle a name tag from an old job or a conference you've attended.

- PEN: This will be an interactive meeting that will require some writing.

JUNE 2017 Advising Matters Meeting

DATE: June 15, 2017

TIME: 1 pm—3 pm

LOCATION: Hodgin Hall, 3rd Floor, Bobo Room

Sign up on Learning Central!

Hodgin Hall, Bldg # 103 on UNM Campus Map

Questions? Please email Shannon Saavedra, Chair of the Advisor Training & Education Committee at shein@unm.edu.

STUDENT LEARNING STYLES MATTER

Presented by:
Dr. Susan Deese-Roberts

COME LEARN ABOUT HOW STUDENT LEARNING STYLES ARE RELATED TO...

CHOICE OF MAJOR
ATTENDANCE PATTERNS
ATTITUDE TOWARD GRADING
PREFERRED TEACHING STYLES
ATTITUDE TOWARD ADVISEMENT
MARKETING ADVISEMENT TO STUDENTS
ATTITUDE TOWARD UNM CORE & ELECTIVES

ADVISEMENT CENTER HIGHLIGHT: COLLEGE OF EDUCATION (COE) GET TO KNOW THE COE ADVISORS, PROGRAMS, FACILITIES, AND STUDENTS. LEARN ABOUT COE'S CENTER FOR STUDENT SUCCESS AND THEIR BEST PRACTICES.

Brought to you by the Advisor Training & Education Committee:
Shannon Saavedra - Chair, JJ Conn, Sarah E. Dominguez, Diana Martinez-Campos, Catherine Montoya, Kelley Parker, and Garett Watts
Questions?
Email Shannon at shein@unm.edu

ADVISING MATTERS OCTOBER 19, 2017 1:00 PM - 3:00 PM TRAVELSTEAD HALL

Register on Learning Central!

Don't forget to wear a nametag

Bring a pen and paper to take notes

Sp Adobe Spark

ADVISING MATTERS

SAVE THE DATE!!! December meeting has changed!

We will be meeting December 14th!

Advising Matters typically meets the third Thursday of the month but there will not be a November meeting due to registration and December's will be the second Thursday due to Winter Break.

Promoting Health

Please join us at the School of Architecture and Planning as we highlight their program and discuss strategies to promote Health and Wellbeing in the work place.

The space within becomes the reality of the building."

-Frank Lloyd Wright

George Pearl Hall
School of Architecture and Planning, UNM

Register on Learning Central!

THURSDAY, FEBRUARY 15TH

ADVISING MATTERS

TRAVELSTEAD OPEN CLASSROOM
1:00 PM - 3:00 PM

Join us for a presentation on Time Management from the Center for Academic Program Support (CAPS)!

We'll learn about personal time management skills and about the resources CAPS offers to students.

Center Highlight:
College Enrichment & Outreach Programs (CEOP)

If you would like to watch via zoom, please use this link to join: https://taosunm.zoom.us/j/724912630

❒ Learn Course (*UA - Professional Staff Academic Advisors*)

o 14 modules which include a mixture of case studies, reflection responses, and quizzes. This part of training should take a minimum of 40 hours. (Supervisors have access to the course to review modules/etc, but will not have access to the new advisors submissions until the new advisor submits their completed portfolio to their supervisor).

- Module #1 FERPA (Case study reflection, quiz)
- Module #2 Intersectionality Encompassing all Identities (webinar, reflection paper)
- Module #3 Introduction to UNM (video, assignment, quiz)
- Module #4 Theories & Approaches (case study, quiz)
- Module #5 Advising Profession (webinar, reflection paper, quiz)
- Module #6 UNM Policies and Procedures (webinar, quiz)
- Module #7 Freshmen & Placement (assignment, quiz)
- Module #8 Students not making progress (3 assignments, quiz)
- Module #9 Students with Individualized Support (reflection paper, quiz)
- Module #10 Graduation (webinar, reflection paper, quiz)
- Module #11 Majors at UNM (2 assignments)
- Module #12 Advising Notes (reflection paper)
- Module #13 LoboTrax/TES (no assignment/quiz)
- Module #14 Using the Catalog (assignment)

Spotlight on A&S Advisement Center

March 15th
1pm—3pm
at the Kiva

Understanding Your Benefits!

UNM Human Resources will be joining us to discuss employee benefits at the University. Have you wondered about being "vested," ERB and/or 403? Life Insurance? Medical? Dental? Vision?

It's spring break! Come join us and learn about your benefits. There is a lot you probably don't know!

Register on Learning Central!

Advising Matters
AM

Appendix – Goal D

HUMAN RESOURCES

COMPENSATION PROJECT REQUEST

Section I. Requester Details

Requester: Laura Valdez Title: Director, University Advisement Phone: (505) 277-7000

Dept: Office of Advising Strategies Date: 11/21/17 Email: lvaldez@unm.edu

Section II. Nature of Request

Describe the nature of the issue, situation or opportunity:

In 2016, then Associate Provost, Greg Heileman, engaged Sonia Gipson Rankin, Interim Director, University Advisement, to evaluate the undergraduate advisement structure across the University. This is due to a concern raised in the 2009 Higher Learning Commission (HLC) accreditation review* that, "Academic advising has historically been underfunded and indifferently managed at UNM...resulting in unsatisfactory student-advisor ratios." In response, Ms. Gipson Rankin created a task force composed of representatives from selected academic and non-academic (Student Affairs) units to evaluate the issue. As a result, it was found that departments have inconsistently managed the classifications used for advisement and that the role of an advisor varies significantly from one organization to the next. For this reason, the task of evaluating student-to-advisor ratios is very difficult. Although numbers have been established by the Task Force, more efforts are needed to ensure classifications are used appropriately to support these ratios and to ensure that there is data integrity in the ratios reported to the Higher Learning Commission for the upcoming 2019 review.

Now that a greater understanding has been gained on the extent of the issue, **this request is to engage HR Compensation in an evaluation of the classifications used for undergraduate advisement.** This includes classifications providing direct academic advisement (defined as positions which assist students in navigating their academic plan to a successful and timely graduation) and those classifications providing integrated advisement (defined as positions in Student Affairs, Enrollment, and Extended Learning). This request does **not include** an evaluation of graduate advisement (including Law School students), international student advisement, Branch campuses, or Athletics.

The goal of this study is to clarify roles, provide direction on appropriate use of classifications, and to make updates to classifications where it is appropriate to do so. During the initial phase of this project, concerns were raised regarding advisor retention and compensation. This may be a consideration in this study; however, the primary goal is to clarify roles in order to ensure there is a clear and accurate picture of student ratios for accreditation purposes.

What are the top three (3) desired business outcomes of engaging in this project?

1. To ensure that all individuals performing undergraduate academic advisement and undergraduate integrated advisement are classified appropriately. Additionally, to ensure that classifications used in the administrative office, the Office for Advising Strategies, are appropriate to their respective business function.

2. To issue guidance to departments in the appropriate use of advisement classifications. This may include a matrix or other deliverable which helps outline the different roles and when it is appropriate to use one classification over another.

3. To update the job descriptions to capture the current needs, duties and responsibilities of advisement positions. This needs to capture the new focus on underclassmen advisement (meaning, renewed focus on advisement for freshmen and sophomores, as well as continuing support to juniors and seniors). Previously, positions advised both graduate and undergraduate; however, since the shift in focus, the job descriptions have not been updated.

Describe the key success factors that will be used to measure the success of this project (if known).

A defined model to help guide the appropriate classifications for various organizations. The goal is to have a process in place that ensures current and future advisors are appropriately classified. For example, how large must an organization be to warrant adding a Coord, Student Advisement to the organization? When should an organization have a Coordinator versus a Manager? Etc.

This model should be represented in some sort of summary that can be used for: 1) reporting advising practices to the HLC and 2) providing guidance to University departments.

What are the assumptions/constraints to this project?

Constraints: No dedicated funds for increasing salaries (should classifications/grades change). **Assumptions:** This plan makes the assumption that departments will be open and willing to have their positions reviewed, as well as responsive to the guidance that will be issued about classifications. This plan also assumes we will have access to enrollment data to support the student-ratios for the proposed classification matrix.

Section III. Desired Timeline

When would you like the final deliverable to be completed? (approximately) 8/1/18 ☐ Unknown

Please list the desired time line for key milestones (if known):

Milestone	Desired Delivery
Develop and deliver survey to collect job duties and responsibilities (responses needed by 2/28/18)	1/22/18
Touch base with departments to clarify survey responses and discuss next steps	4/16/18
Identify the most efficient organizational structure (depending on size of organization/student pop)	5/31/18
Update job descriptions	5/31/18
Create and finalize guidance on classifications, to include training	7/31/18

What important considerations should be taken into account for project scheduling? (if any)

Need to have the data compiled and ready to go prior to meeting with the departments (Milestone 2). Need to be mindful of busy times for the departments as well.

Section IV. Budget

What is the overall estimated budget to implement this project? (if known) ☑ Unknown

What will be the source of funds?

Unknown

What budgetary approvals are needed and from whom?

Unknown

Funds dedicated to specific activities (if applicable/known):

Unknown

Advisement Survey Findings 4/24/2018

Survey Summary

Academic	Integrated	Other
Academic Advisor, Grade 9	Student Program Advisor, Grade 9	Student Success Specialist, Grade 12
Sr Academic Advisor, Grade 11	Sr Student Program Advisor, Grade 10	Sr Student Success Splst, Grade 13
Coord, Program Advisement, Grade 12	Student Programs Specialist, Grade 12	
Coord, Student Advisement, Grade 13		
Mgr, Academic Advisement, Grade 14		