

**University of New Mexico  
Academic Program Review Action Plan Template**

*(rev. 09-17-15)*

<b>Unit:</b>			HONORS COLLEGE
<b>Date of APR Site Visit:</b>			October 22-23, 2015
<b>This is the Unit's:</b>	<b>CheckOne</b>	<b>Date of Submission or Update</b>	
Initial Action Plan Submission	x	June 10, 2016	
<b>or</b>			
Annual Action Plan Update		[If applicable, insert date]	
<b>Submitted by</b>			
<b>Name:</b>	Ursula Shepherd		
<b>Title:</b>	Chair and Associate Dean		

The unit should prepare an initial action plan based upon the entire APR process. The unit's action plan should reflect both short-term and long-term action items that are aligned with the goals and mission of the unit, college/school, and university. The action items should be feasible with respect to the program/department/unit, college, and university resources; sustainable; and measurable. The action plan should address any shortcomings noted by the APR review team with respect to the APR Criterion, be reflective of any goals of the program based upon the unit's mission and strategic planning initiatives, and take into account the review team's recommendations or comments, where appropriate.

The initial action plan or the annual update to the action plan should be arranged according to UNM's current Academic Program Review Criteria (see attached document or refer to the APR Policy Manual found at [apr.unm.edu](http://apr.unm.edu)). Comments or a brief narrative explaining the action items or updates should be included at the end of each Criterion section.

Each action item should include:

1. A description of the action item and associated tasks written in measurable terms with appropriate measurable outcome(s)/metrics.
2. The person(s) responsible for this action
3. Resources needed for completing the action item (if there are budgetary requirements, please indicate the amount, funding source, and approvals for the funding source). If an action item requires significant external resources, a plan for how those resources will be obtained must be provided.
4. A timeline for implementation with the projected start date and target date for completion.
5. The current status of the item or task

For Annual Action Plan Updates, new action steps can be added, based upon the overall goals of the unit, college/school, and/or university. Additionally, action items that are no longer relevant or that have been completed can also be removed. When adding or removing action items, please provide a brief explanation in the comments/narrative section.

**Criterion 1 – Program Goals**

*In addition to action items associated with this Criterion please provide or update the following information:*

<b>Date of most recent version of Unit's Mission/Vision Statement:</b>	Sep-15
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<b>Date of most recent update to Unit's Program Goals:</b>	During faculty retreat-8/16
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Action Item	Associated Tasks	Individual(s) Responsible	Other Resources/Items	\$ Cost Amount (if applicable) and Source of Funding	Projected Start Date	Target Date for Completion	Current Status as of {insert date}
Mission statement and goals should be prominent in all materials	1. update web site	Luis Rocha			3/22/2016	9/1/2016	mission statement included 5/16;goals will be updated as of 9/16
	2.revise student handbook	Megan Jacobs			3/22/2016	8/1/2016	currently in process 5/16
	3.review brochures and rewrite if needed	Matthew Huelett			3/22/2016	8/1/2016	new brochure written and to be printed for fall 2017 5/16

<i>Criterion 1 Action Items Narrative/Additional Comments:</i>
<p>Sarita Cargas and Jason Moore are in charge of these action items and have been in touch with the above three individuals requesting they update the various texts cited above. Sarita is also emailing the university assessment director to clarify the difference between unit program goals and broad learning goals. Whatever the answer, these goals will be written with the consultation of the whole honors faculty at the August 2016 faculty retreat.</p>

**Criterion 2 - Teaching and Learning: Curriculum**

In addition to action items associated with this Criterion please provide or update the following information:

<p><b>Which undergraduate programs in the unit have reduced the number of credit hours required for the program, given the change to a UNM requirement of a minimum of 120 credit hours? Please provide the former and current number of credit hours and when the change occurred for each applicable program.</b></p>	<p>The Honors College changed from 128 to 120 at the time the university made the original request to reexamine this. This is an all undergraduate program, and so all our planning is based on 120 credit hours.</p>
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Action Item	Associated Tasks	Individual(s) Responsible	Other Resources/Items	\$ Cost Amount (if applicable) and Source of Funding	Projected Start Date	Target Date for Completion	Current Status as of (insert date)
<p>Honors College appears isolated; concerns that other units do not fully understand Honors College role on campus</p>	<p>(a) Continue to build the Honors Colloquium, engage high quality speakers, advertise to departments across campus, and build the audience for these seminars. (b) Develop an email list and send announcements about relevant events to this list regularly (especially the Honors Colloquium, but do not inundate with irrelevant announcements) -- this can be generated by circulating a sign-in sheet at events. (c) develop an affiliation process by which non-Honors faculty can be formally affiliated with Honors, this could include former Fellows, anybody who teaches for us, faculty who mentor MMUF fellows, etc.</p>	<p>(a) Colloquium coordinator, currently Marygold Walsh-Dilley. (b) Administrative staff (Luis Rocha?). (c) Associate Dean</p>			<p>(a) continuing each semester. (b) April 7 seminar and ongoing at each lecture. (c) Discuss at Faculty Retreat August 2016</p>	<p>(a) ongoing. (b) email list operational by September 2016 but efforts to build it will be ongoing; (c) Affiliation program effective January 2017.</p>	<p>(a) Bi-monthly seminars have drawn Honors faculty, students, and some (limited) guests from outside Honors; (b) No separate email list currently exists, currently not a practice to gather attendance as seminars; (c) Pending discussion at faculty retreat 9/16</p>
<p>Faculty reach out across campus to build relationships</p>	<p>(a) Each faculty member seeks formal affiliation with relevant department(s) on campus and participates in the events of other departments; (b) each faculty member seeks involvement in interdisciplinary groups and programs on campus (e.g. LAH concilium, working groups, etc.); (c) each faculty member presents their research in fora outside of Honors; (d) encourage such outreach by recognizing participation in committees, departmental events or service as part of the service load of faculty members in Honors.</p>	<p>a) All tenure-stream faculty; (b) All tenure stream faculty; (c) All tenure-stream faculty; (d) Associate Dean</p>			<p>(a) April 1, 2016 and ongoing. (b) April 1, 2016 and ongoing; (c) ongoing; (d) discuss at Faculty Retreat August 2016.</p>	<p>(a)-(c) ongoing; (d) September 2016 new policy in effect.</p>	<p>(a) many faculty already formally affiliated with other departments or are seeking formal affiliation; (b) many faculty members are already involved with groups and programs on campus; (c) many faculty do present work across campus; (d) already recognized as part of service and included in annual review forms.</p>

<p><i>Criterion 2 Action Items Narrative/Additional Comments:</i></p>
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**Criterion 4 – Students**

In addition to action items associated with this Criterion please provide or update the following information:

<p><b>Please provide a brief summary regarding the unit's efforts to improve/enhance recruitment of all students, advisement of all students, and four-year graduation rates for undergraduate students.</b></p>	<p>Recruitment efforts are coordinated with Enrollment Management, and qualified HS students are sent letters of invitation. Recruitment efforts are on-going and a special brochure has been developed. Graduation rates are followed and from an average of 100 students per year prior to becoming a college, the 2015-16 graduates numbered 147. Next year will be the 4th year for the first college class which was admitted in fall 2013 and should provide a good estimate of new graduation rates under the new college system.</p>
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Action Item	Associated Tasks	Individual(s) Responsible	Other Resources/Items	\$ Cost Amount (if applicable) and Source of Funding	Projected Start Date	Target Date for Completion	Current Status as of (insert date)
Transfer policy and articulation agreements /credits not clear; policy for admitting continuing UNM students not clear	Update website to include the # of credits which can be accepted from other other schools	Educational Support Coordinator			6/4/2016	6/20/16	Policy for admitting students is included in website, and peer advisors and office staff are trained to answer this question as well. Number of credits that can be accepted will be added.
Concern that students are not receiving adequate academic and Honors advising	Provide annual training for peer advisors in Honors. Review and Evaluate Peer Advisors. Meet with Academic Advisors across Campus	Dean And Chair			Has been on-going	On-going	Reviews of student peer advisors are conducted through senior exit surveys and regular meetings are scheduled for training and updates with the Chair and the peer advisors. Senior exit interviews and surveys consistently report that students find this system extremely helpful and MORE available and student centered than the formal academic advising that they use in their major colleges.
Poor coordination of advisement between Honors College and other units	Continue to petition to hire an advisor and other staff as needed. Train student peer advisors to use LoboAchieve to coordinate with Academic advisors, and develop a strong relationship with key individuals in academic advising. Conduct an open house, inviting academic advisors to come to Honors and meet with student peer advisors, Chair and staff.	a.) Dean And Associate Dean; b) LoboAchieve specialists; and c) Academic advisors, Associate Dean/ Chair and student peer advisors need to get to know each other and understand the abilities of each; d) Education specialist/program coordinator will will organize event in fall 2016.	currently use advisor in UC for required advising issues	35,000-no sources at present			Dean and Associate Dean meet with Academic advisors and student peer advisors have been trained on LoboAchieve as of 5/16. Final set-up of LoboAchieve still not completed as of this date. Associate Dean and dean regularly interact with academic advisors in problem cases as of this time. Please see below for further information.
Honors College struggles with tracking the success rate and retention rates; recommend that assessment coordinator track student success	Data entry, education specialist and Dean and Chair will meet to establish baseline data to be interpreted. Senior exit interviews, alumni surveys, and on-going data collection will continue and increase.		Current data are available to Honors for these issues, and we have on-going senior exit interviews and surveys as well as periodic alumni surveys to confirm results of the exit surveys.	no special costs at this time	6/10/16	on-going	Much of this information is available and has been collected over the years. At this time, the people named are preparing to meet to establish the exact data and reporting needed. The Dean will also participate, and new reports should be available by Dec 2016.

*Criterion 4 Action Items Narrative/Additional Comments:*

The Honors College advisement issue is one that has been greatly misunderstood across campus and by one member of the outside review team. Because UNM organizes academic advisors according to a student's major, and because the Honors College has had only 2 majors to date (both with a second major), there is no academic advisor housed in, or directly related to Honors College. Student peer advisors have long been used to inform students of the requirements for completing the three options in the college, and the college has partnered with advising in university college to handle academic advising issues for any majors we do have. Faculty, staff and student peer advisors are all aware that students are to receive academic advisement in their home college, and always refer students to those advisors. While the system is somewhat unusual, it has worked quite well. Students who have a special difficulty, or who need resolution of a problem can and do meet with the Associate Dean for resolution.





**Criterion 5 – Faculty**

In addition to action items associated with this Criterion please provide or update the following information:

<p><b>What are the Unit's broad goals for supporting and encouraging research, scholarly, and productivity activities for the faculty?</b></p>	<p>The college is very committed to faculty scholarly activity and seek both funds and venues for faculty engagement.</p>
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<p><b>Provide a brief summary of major accomplishments or awards for research/scholarly/productivity activities of the Unit's faculty over the past year (if this information has been provided through another report, please attach a copy or provide a link to the supporting information).</b></p>	<p>This information was covered in the original report and will not be added here.</p>
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Action Item	Associated Tasks	Individual(s) Responsible	Other Resources/Items	\$ Cost Amount (if applicable) and Source of Funding	Projected Start Date	Target Date for Completion	Current Status as of {insert date}
Understaffed	petition for funds to hire sufficient faculty and staff	Dean and Associate Dean/Chair		Under current budget limits, probably not possible			no change likely here
Honors faculty must attend both discipline-based and Honors conferences; travel funds and funds for outside speakers need to be increased	Petition for funds to improve travel budget, and speaker budget	Dean and Associate Dean/Chair		No sources identified. An additional 30k would be most helpful in supporting faculty travel for conferences. Additional outside speaker funds of 5k would also be helpful.			It is unlikely that there will be increases to cover these suggestions.
Seminar Series on Thursday afternoons in Honors. Faculty get a chance to share their work with potential future collaborators: students and faculty.	Run research seminars: invite speakers, arrange advertising, set schedule	Marygold Walsh-Dilley (prev. Troy Lovata)			1/1/2015	none, the series is ongoing	The series is currently running in its second semester.
Research bulletin board: advertise and share publications of Honors faculty and students in the forum.	Solicit contributions. Put papers etc. on the bulletin board.	Marygold Walsh-Dilley			1/1/2016	ongoing	Marygold is currently assembling and soliciting contributions.

<p><i>Criterion 5 Action Items Narrative/Additional Comments:</i></p> <p>The Honors College continues to provide some funds for faculty travel, and has an Honors College Research Institute that is intended to provide some funds for faculty/student scholarly efforts. As a small, interdisciplinary college with limited funding, we experience limits, but faculty are deeply engaged in their scholarship and the publication rate and success for the unit demonstrate the success. The mission of the unit is undergraduate education, so there are no grad students to provide additional research manpower. Hence, tenure is based on a 30% research split, rather than the more normal 40%.</p>
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**Criterion 6 – Resources and Planning**

*In addition to action items associated with this Criterion please provide or update the following information:*

<p><b>Provide a brief summary of any significant changes in the Unit’s budget or resources and the resource opportunities and/or challenges experienced by the Unit over the past year.</b></p>	<p>As with the rest of UNM, the Honors College continues to experience budget cuts, both from I &amp; G and from foundation accounts. These cuts do impact the unit, though to date the College has been able to maintain excellent education delivery to students.</p>
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Action Item	Associated Tasks	Individual(s) Responsible	Other Resources/Items	\$ Cost Amount (if applicable) and Source of Funding	Projected Start Date	Target Date for Completion	Current Status as of {insert date}
Not aware of resource planning	regular and on-going resource planning occurs between Dean and Chair/Associate Dean	Dean and Chair/Associate Dean			These are and have been on-going	On-going	Regular meetings are conducted.
Transition from a program to a college requires extra funding, resources, space and institutional support. Development support is not adequate	Hire a marketing person and a development person internally--seek funds for these positions.	Dean and Chair/Associate Dean - -Top administrative support required.		130,000 for these two positions--no funding available	None planned		These are important support positions, but no funds are currently identified, so no movement on these.
One dean oversees two colleges--this is not acceptable	Hire a full-time dean	Provost level decision		150-180,000	fall 2016	end of spring 2017	Reorganization is now underway 6/2016.
Unit does not appear to have external support	Seek and secure research funding; interact with foundation for corporate funding; invite research office to present for funding opportunities	a.) all faculty; b.) faculty, chair and dean; c.) chair		funding could come from grants with overhead allocated to unit.	On-going, invitation for research office in fall 2016	On-going	Moore and Walsh-Dilley and Cargas have all identified NSF grants. Moore has applied for, W-D and Cargas are creating proposal drafts as of 6/16

Criterion 6 Action Items Narrative/Additional Comments:
<p>The retirement of the Associate Dean has provided the opportunity to move ahead with the recruitment and hiring of a full-time Dean. A proposal has been drawn and accepted which will allow for this important change. The one dean-two college model has been the major negative identified in the APR and will be resolved over this year if the accepted proposal is implemented. This is the single strongest concern identified, and it is a mark of the leadership of Dean Krause that in this difficult budgetary time, a way to initiate this change has been found.</p>

**Criterion 7 – Facilities**

In addition to action items associated with this Criterion please provide or update the following information:

<p><b>Provide a brief summary for any changes to facilities or facility planning over the past year (e.g. changes in space utilization, remodeling, new construction).</b></p>	<p>No work has been done here as there is no known source of funding to accomplish any changes.</p>
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	Associated Tasks	Individual(s) Responsible	Other Resources/Items	\$ Cost Amount (if applicable) and Source of Funding	Projected Start Date	Target Date for Completion	Current Status as of (insert date)
Space, location and visibility of program will be of concern soon	Continue planning with 20/20 strategic plan for new space.	Dean and Associate Dean /Chair		No estimates			Space will be sufficient IF student numbers do not increase. See note below.
Office space for staff and faculty are adequate for present, but only if no growth	secure funding and develop plans for increased growth; or determine a no growth policy for present			No estimates for increased office space			
Currently adequate library services, computer infrastructure and information infrastructure; but these will need to be addressed.	Develop a list of required improvements, and seek funding for these.	staff and faculty create a list and set priorities.					
Need for improved lab conditions for faculty	make list of needs at present time	Holden, Moore, Jacobs		Costs not estimated	3/2016	8/2016	List has been made 5/16
Need for open work spaces: places where small groups can meet semi-privately or privately to design, discuss, and produce.	Without extra space, this seems unlikely to be possible. However, efforts are underway to make more use of the public/group spaces in Hokona Hall. Meeting with residence life required.	Dean and Chair and Hokona Hall faculty advisor oversee and plan further use of these spaces.					

<p><i>Criterion 7 Action Items Narrative/Additional Comments:</i></p>
<p>The central location of the current Honors College is a strong positive for the college. Its position on the ground floor is less positive. However, the idea that was expressed in the 20/20 strategic plan to locate the college in Hokona Hall is not a good alternative. The college is not a residential college, and more than 80% of our students live off campus. Students, even majors, are not likely to take more than 36 units of their degrees in the college, and the university can only benefit from keeping the college "front and center" and increasing its visibility, not diminishing it further. At the present time, space is limited and requires attention, and plans do need to be made to expand and improve.</p>

**Criterion 8 – Program Comparisons**

*In addition to action items associated with this Criterion please provide or update the following information:*

<p><b>Please provide any relevant information regarding program rankings or program status related to other peer institutions for the year.</b></p>	<p>The former Honors Program enjoyed exceptional national regard. As the first school to tenure faculty, and still one of a select group, the UNM college enjoys high regard. As an interdisciplinary, rather than discipline-based college, we are now striving to cement our standing among Research 1 institutions, and among those few interdisciplinary colleges. The strong curriculum, based in firm pedagogical principles will only continue to raise our rankings. Finally, and importantly, the Dean has worked to provide data and arguments to have our college rankings appear in the national literature on programs. Currently, UNM Honors College awaits the results of these efforts.</p>
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Action Item	Associated Tasks	Individual(s) Responsible	Other Resources/Items	\$ Cost Amount (if applicable) and Source of Funding	Projected Start Date	Target Date for Completion	Current Status as of (insert date)
Promote a positive perception of Honors across campus	See Criterion 2 for solutions to this as provided by Honors College faculty and staff.						See Criterion 2 for efforts and timelines
Upper administration needs to develop efforts to brand and enhance the image of HC on campus and state-wide	Marketing honors, redesigning brand;	UNM Marketing, Provost and President		Some set-aside funds should be held for branding the college as the whole university undergoes this campaign.	To date, Honors has not been included at any level in these efforts		
Honors College needs more support for day-to-day operations	Complete current hires; Identify additional support needs; seek funds for these needs	Dean, Honors staff; faculty; and university-wide administration			On-going	replacement faculty hire complete now. New Dean hire complete in spring 2017.	Faculty hire complete; admin asst hire in process; dean hire and reorg about to begin as of 6/16. Funding not currently available or identified.

<p><i>Criterion 8 Action Items Narrative/Additional Comments:</i></p>
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**Criterion 9 – Future Directions***In addition to action items associated with this Criterion please provide or update the following information:*

<b>Date of most recent version of strategic plan for Unit:</b>	Task force report (2012) would have acted as last strategic plan.
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Action Item	Associated Tasks	Individual(s) Responsible	Other Resources/Items	\$ Cost Amount (if applicable) and Source of Funding	Projected Start Date	Target Date for Completion	Current Status as of {insert date}

*Criterion 9 Action Items Narrative/Additional Comments:*

There were no action items for this criterion, most likely because the college has been in the midst of the transition from program to college, and has been undergoing changes called for in the task force report completed in 2012. Undoubtedly, with the selection of a new dean, it will be time to draft a new strategic plan.