



**Instructional Council  
Policies and Procedures  
Manual  
2019 – 2020 Academic Year**

## A Welcome from the Dean of Instruction

I am happy to present the latest update to the Instructional Council Policies and Procedures Manual. This guide is designed to provide information related to academic affairs' activities at the Valencia Campus of the University of New Mexico.

The material here will be especially useful for instructional leaders at the college, such as division chairs, program managers, and program coordinators. Please consult this document to answer questions related to organization and structure, enrollment management, curriculum development, and faculty matters such as hiring, compensation and evaluation.

This manual is a living, dynamic document, which is updated on an annual basis. Thank you for your service to the Valencia Campus!

A handwritten signature in black ink, appearing to read "Laura".

Laura Musselwhite, Ph.D.  
Dean of Instruction and Chief Academic Officer  
Professor of History  
UNM-Valencia

# Table of Contents

<b>Instructional Council's Mission, Purpose and Composition .....</b>	<b>5</b>
<b>Academic Support Departments.....</b>	<b>8</b>
Academic Affairs Office .....	8
Technology Support.....	12
Library.....	15
Academic Affairs Instructional Technology/Teaching and Learning Center .....	19
Next Steps: Adult Education Center.....	22
Learning Commons.....	26
<b>Academic Departments/Divisions and Units .....</b>	<b>30</b>
Business and Industrial Technologies .....	30
Health Sciences .....	34
Humanities.....	37
Mathematics, Engineering, and Computer Science .....	39
Science and Wellness .....	41
Social Sciences.....	44
<b>Instructional Policies and Procedures.....</b>	<b>46</b>
Enrollment Management.....	46
Course Caps.....	47
Scheduling Procedures.....	47
Textbooks Ordering Policy and Procedures .....	48
Enrollment Procedures.....	49
Class Lists, Grade Reporting and Instructor-Initiated Student Drops .....	50
Canceling a Class .....	50
Disenrollment Policy and Procedures.....	51
Dual Credit Policy and Procedures.....	53
Qualifying Students.....	54
Qualifying Courses .....	54
Qualifying Faculty .....	55
Administration of Dual Credit Program .....	55
College Responsibilities .....	56
High School Responsibilities.....	57
Student and Parent Responsibilities.....	57
Faculty Responsibilities.....	58
Faculty Compensation .....	59
General Operational Guidelines .....	61
Policies and Guidelines for Offering Web-Based Courses .....	64
Catalog Preparation .....	70
Curriculum Development .....	70
UNM Curriculum Terminology Glossary .....	70
Curriculum Changes: Process, Forms and Instructions .....	72
New Program Preliminary Review Outline.....	73

Articulation Degree Approval and Transfer of Course Credit .....	77
Faculty Hiring, Compensating, Evaluating, Promoting and Hiring Standards .....	79
Types of Faculty .....	79
Hiring Continuing Faculty .....	80
Compensating Continuing Faculty .....	82
Evaluating Continuing Faculty .....	82
Hiring Adjunct Faculty .....	84
Compensating Adjunct Faculty .....	85
Evaluating Adjunct Faculty .....	85
Faculty Promotions .....	86
Tenure and Promotion .....	86
Lecturer Promotions .....	86
Teacher-Student Relations .....	91
UNM's Policy on Sexual Harassment .....	91
UNM-Valencia's Policy on Teacher-Student Relations .....	91
Duplicating Documents and Purchasing Materials .....	93
Duties and Responsibilities of Faculty Administrators .....	95
Definitions of Faculty Administrator Positions .....	95
Dean of Instruction .....	95
Division Chairs .....	98
Program Coordinators .....	102
Program Managers .....	104

# Instructional Council's Mission, Purpose and Composition

## Mission

The mission of the Instructional Council is to actively participate in fulfilling UNM-Valencia's Mission to "provide community residents with lifelong educational opportunities in order to better prepare them to actively participate in the world as productive, responsible and creative individuals."

As faculty and staff administrators, it is our aim to provide our students with the best possible opportunities to achieve their educational goals.

## Purpose

The Instructional Council is an advisory board to the Dean of Instruction in all matters that pertain to instruction. It is also a forum for the exchange of information. All major decisions in the instructional area are made by the Instructional Council in conjunction with the Faculty Assembly through the shared governance process.

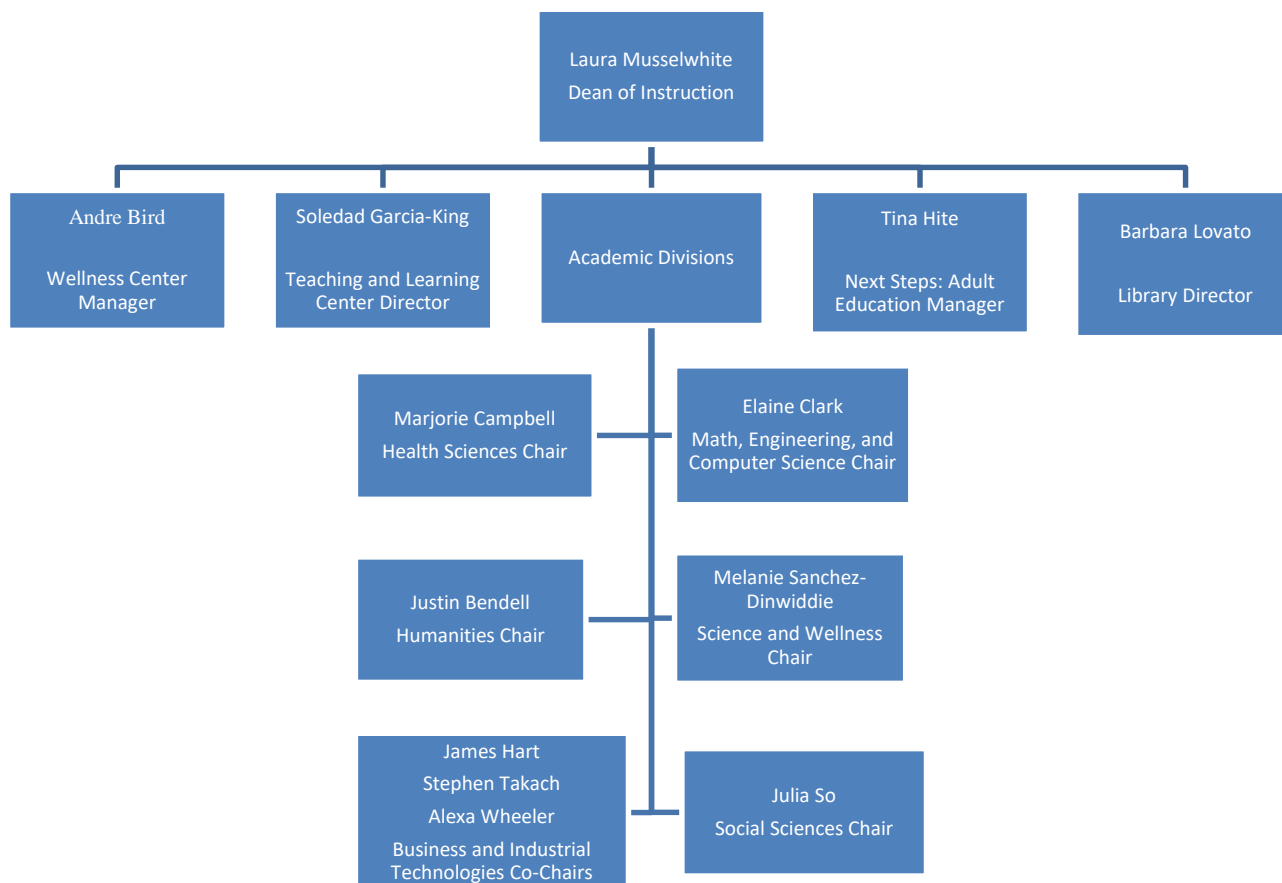
## Composition

The Instructional Council is composed of faculty administrators and staff managers, most of whom are supervisors within the instructional area. The following are the positions and current members of the Instructional Council:

- *John Abrams*, [jeabrams@unm.edu](mailto:jeabrams@unm.edu), LRC Tech Support, 925.8911, Manager, Technology Support
- **VACANT**, Project Director, Title III STEM Grant
- *Margaret Anaya*, [murtiaga@unm.edu](mailto:murtiaga@unm.edu), A112, 925.8602, Unit Administrator I, Academic Affairs Office
- *Justin Bendell*, [jbendell@unm.edu](mailto:jbendell@unm.edu), A142E, 925.8623, Chair, Humanities
- *Andre Bird*, [anbird@unm.edu](mailto:anbird@unm.edu), Wellness Center, 925.8833, Program Manager, Fitness and Wellness Education Center; Coordinator, Physical Education
- *Marjorie Campbell*, [marjic@unm.edu](mailto:marjic@unm.edu), S111A, 925.8872, Chair, Health Sciences; Director, Nursing Program
- *Robert Castillo*, [rcastillo45@unm.edu](mailto:rcastillo45@unm.edu), LRC141B, 925.8995, Academic Affairs Technical Analyst II
- *Elaine Clark*, [ewclark@unm.edu](mailto:ewclark@unm.edu), A142C, 925.8618, Chair, Mathematics, Engineering, and Computer Science Division; Coordinator, Distance Learning
- *Eileen Davis*, [eileend@unm.edu](mailto:eileend@unm.edu), SCC228, 925.8974, Program Specialist, Allied Health

- *Frances Duran*, [fduran@unm.edu](mailto:fduran@unm.edu), Student Services 103B, 925.8585, Registrar
- *Ben Flicker* [benflicker@unm.edu](mailto:benflicker@unm.edu); A132, 925.8726, Coordinator, Sciences
- *Soledad Garcia-King*, [sgking@unm.edu](mailto:sgking@unm.edu), LRC138, 925.8554, Director, Teaching and Learning Center
- *Patricia Gillikin*, [gillikin@unm.edu](mailto:gillikin@unm.edu), L137A, 925.8616, Coordinator, English and Writing Center Director
- *James Hart*, [hart56@unm.edu](mailto:hart56@unm.edu), B127A, 925.8706, Coordinator, Information Technology
- **VACANT**, President, Faculty Assembly
- *Tina Hite*, [tinan@unm.edu](mailto:tinan@unm.edu), C108A, 925.8920, Program Manager, Adult Education Center
- *Julia Lambright*, [julia123@unm.edu](mailto:julia123@unm.edu), B104B, 925.8712, Coordinator, Fine Arts
- *Barbara Lovato*, [bllovato@unm.edu](mailto:bllovato@unm.edu), L150, 925.8991, Director, Library
- *Laura Musselwhite*, [lmusselwhite@unm.edu](mailto:lmusselwhite@unm.edu), A114, 925.8601, Dean of Instruction
- *Ariel Ramirez*, [aramirez8@unm.edu](mailto:aramirez8@unm.edu), L172, 925.8912, Coordinator, Developmental Mathematics and the Math Center
- *Melanie Sanchez-Dinwiddie*, [melasanc@unm.edu](mailto:melasanc@unm.edu), H100A, 925.8875, Chair, Science and Wellness Division
- *Julia So*, [juliaso@unm.edu](mailto:juliaso@unm.edu), A105, 925.8567, Chair, Social Sciences Division
- *Stephen Takach*, [set@unm.edu](mailto:set@unm.edu), B152, 925.8730, Coordinator, Business Administration
- *Alexa Wheeler*, [alexa08@unm.edu](mailto:alexa08@unm.edu), A142B, 925.8702, Coordinator, Digital Media Arts

## Academic Affairs Structure:



## Meeting Times

The Instructional Council (IC) formally meets on the first Wednesday of each month from 1:30pm to 3:00pm during the fall and spring semesters. Meetings usually are held in the Dean of Instruction's Office. Meetings are open to "visitors," i.e., non-IC members, to include UNM-Valencia faculty, staff and students, as well as the public at-large. Visitors need not notify the Dean of Instruction or Academic Affairs Office prior to attending an IC meeting, but they should contact the dean ahead of a meeting if they wish to address the IC. The Dean of Instruction can be contacted as follows: 925.8601 (office) or [lmusselwhite@unm.edu](mailto:lmusselwhite@unm.edu).

# Academic Support Departments

## Academic Affairs Office

### Mission Statement

Our mission is to provide professional and courteous administrative assistance to all of our faculty and students, so that their experience at UNM-Valencia Campus is a positive and productive one.

### General Information

The Academic Affairs Office is located in the Arts and Sciences building. You may reach the Academic Affairs Office by calling 925.8600; the fax number is 925.8697.

The Academic Affairs Office performs the following functions:

- Process adjunct faculty hires
- Process teaching agreements and faculty contracts
- Process faculty approvals to teach courses
- Assign classrooms
- Create the schedule of classes (hardcopy, online and on UNM's student information system)
- Maintain budgets for most academic departments
- Process curriculum changes
- Provide assistance to students (e.g., messages for faculty, will receive portfolio and homework for instructors, class cancellation posting and other general student assistance as needed)
- Provide other services to faculty (please refer to "Services Provided" below)

### Academic Affairs Office Staff

The Academic Affairs Office staff consists of the following positions and general responsibilities and description of duties:

- ↳ Unit Administrator I, *Margaret Anaya*, [murtiaga@unm.edu](mailto:murtiaga@unm.edu), A112, 925.8602. The Unit Administrator reports directly to the Dean of Instruction and has the following responsibilities:
  - Manages all operations of the Academic Affairs Office and supervises Administrative Assistant II, and Administrative Assistant III staff as well as work studies
  - Processes adjunct faculty hires
  - Processes instructor overloads, adjunct pay, through faculty contracts
  - Maintains official faculty files



- Maintains tenure and promotion documents
- Creates the schedule of classes in Banner and maintains caps
- Primary contact for collection of syllabi and post to website
- Oversees student evaluation process
- Assists Dean of Instruction
- Contact for Banner instructor of record
- Serves as point of contact for faculty who require assistance with Banner access for instructor of record or computer access
- Coordinates budget process
- Prepares specialized reports as needed

↪ Administrative Assistant III, Debra Venable, [dvenable@unm.edu](mailto:dvenable@unm.edu), A109, 925.8606.  
The Administrative Assistant III reports directly to the Academic Affairs Office Unit Administrator and has the following responsibilities:

- Manages the dean's and the Academic Affairs Office's budget and assists most chairs by managing their academic department budgets
- Prepares purchase requests for faculty
- Prepares and processes travel vouchers
- Processes professional development forms
- Arranges meetings
- As needed, serves as backup receptionist and provides assistance to faculty and students
- Orders desk copies for instructors

↪ Administrative Assistant III, Catherine Miners, [csilver@unm.edu](mailto:csilver@unm.edu), S226, 925.8565.  
The Administrative Assistant reports directly to the Academic Affairs Office Unit Administrator and has the following responsibilities:

- Maintains facility master schedule, including event set-up and security reports
- Facilitates cultural events
- Maintains Eligible Training Provider List (ETPL) of workforce programs eligible for Workforce Investment Act (WIA) funding
- Provides backup telephone, customer service and clerical assistance

↪ Administrative Assistant II, Mariah Ibuado, [mibuado1013@unm.edu](mailto:mibuado1013@unm.edu), 925.8600.  
The Administrative Assistant II reports directly to the Academic Affairs Office Administrator and has the following responsibilities:

- Assists Office Administrator with preparation of teaching agreements, and other administrative matters as requested
- Assists Dean of Instruction as needed

- Assigns classrooms for all credit courses and labs
- Assigns cubicles for adjunct faculty
- Processes faculty approvals to teach courses
- Serves as main receptionist and provides assistance to faculty and students
- Schedules meetings
- Maintains inventory and records of surplus equipment
- Manages the distribution, collection and processing of student evaluations

In addition, the Academic Affairs Office has three work study students who serve as front desk receptionists and provide support to faculty, staff and students. Work study students report directly to the Academic Affairs Office Administrator.

## Office Hours

Office hours for fall and spring semesters are:

- ↗ Mondays – Thursdays: 7:00am to 7:00pm
- ↗ Fridays: 8:00am to 5:00pm

Summer semester hours are:

- ↗ Mondays – Thursdays: 7:00a to 5:30pm
- ↗ Fridays: 8:00am to 5:00pm

When classes are not in session, office hours are:

- ↗ Mondays – Fridays: 8:00a to 5:00pm

## Services Provided

A few of the services we offer include:

- ✓ Provide adjunct faculty a work area with desktop computer, phone and mail box
- ✓ Duplicating documents and fixing paper jams, scanning documents, assignment of copy codes
- ✓ Arranging for instructor evaluations (EvalKit)
- ✓ Ordering desk copies (i.e., instructor manuals)
- ✓ Accessing basic classroom supplies (markers, folders, etc.)
- ✓ Provide a place for students to drop off/pickup homework and portfolios and leave messages for instructors

- ✓ Arrange for class cancellations (the office staff will post cancellation notices on the classroom door and will make every effort to call students in the event an instructor cancels a class if possible)
- ✓ Assist students with questions, help them find their classrooms, post changes to classes

Some of the services we cannot provide (but will direct you to the appropriate department) include:

- ✗ Assistance with instructional equipment (please call the Teaching and Learning Center at 925.8554 or 925.8556)
- ✗ Document processing (you will need to create your own syllabi, study guides, tests, etc.)
- ✗ Entering attendance

### **Other Services/More Information**

Additional services and information, including the names of current office staff and work studies, may be found by visiting the Academic Affairs Office web site at <http://valencia.unm.edu/academics/index.html>.

# Technology Support Services

## Mission Statement

To provide design, installation, maintenance, and training support for information systems and technology in use at UNM Valencia Campus.

## General Information

TSS is responsible for provisioning, repair, and maintenance of all UNM Valencia-owned desktops, laptops, tablets, servers, printers, and network equipment. It serves as a single point of contact for service requests pertaining to software, hardware, and connectivity issues. We assist with the UNM Valencia web presence and with departmental web pages.

## Technology Support Services Staff

- ✉ Manager of Information Services, [John Abrams, jeabrams@unm.edu](mailto:jeabrams@unm.edu), Learning Resources Center. The Manager of Information Services reports directly to the Director of Campus Resources and has the following responsibilities:
  - Oversees all computer systems and network architecture at UNM-Valencia
  - Manages network accounts and access control
  - Oversees Campus web presence
  - Supervises staff
  - Reviews and approves all systems and software purchases
  - Manages departmental budget
  
- ✉ Systems/Network Analyst II, *Phillip Jacobus*, [pjacobus@unm.edu](mailto:pjacobus@unm.edu), Learning Resources Center. The Systems Analyst reports directly to the Manager of Information Services and has the following responsibilities:
  - Provides network infrastructure support
  - Manages systems and servers
  - Manages network accounts and access control
  - Provides computer systems support (when needed)

↳ Technical Support Analyst II, *Mary McCarthy*, [mkmcc@unm.edu](mailto:mkmcc@unm.edu), Learning Resources Center. The Technical Support Analyst reports directly to the Manager of Information Services and has the following responsibilities:

- Provides administrative assistance to TSS
- Assists with management of the department budget
- Prepares purchase requests for the department
- Maintains software licensure and media inventory
- Assists in maintaining system maintenance records
- Provides computer systems support (when needed)

↳ User Support Analyst II, *James LaCour*, [jlacour2@unm.edu](mailto:jlacour2@unm.edu), Learning Resources Center. The User Support Analyst II reports directly to the Technical Support Analyst II and has the following responsibilities:

- Provides support for service calls
- Manages the activities of the Student Admin Support Techs
- Is the lead office and classroom systems support technician
- Provides compatibility and integration testing for installed systems and software

## **Services Provided**

Technology Support Services provides the following services to faculty, staff and students:

↳ User Support

- Perform general problem solving and assistance on diverse software applications and hardware systems for departmental users
- Provide individual and/or group instruction and training to staff, students, and/or faculty on computer hardware and software
- Write and maintain user instructions for UNM Valencia managed technology
- Perform routine hardware and software maintenance and assist in proper upkeep and utilization of technology
- Review, evaluate, and make recommendations on proposals for hardware or software acquisitions
- Maintain applicable records including user lists, user accounts and security, and equipment inventory
- Supervise or provide functional direction to staff and/or student employees

- Maintain knowledge of current technological developments/trends in area of expertise
- Serve as team lead on technology projects

#### ↳ Systems/Network Analysis

- Administration of a complex network consisting of 1200 or more devices, utilizing diverse networking protocols and operating systems
- Evaluates and/or recommends purchases of computers, network hardware, peripheral equipment, and software
- Installs, configures, and maintains information technology systems including workstations, file servers, Ethernet networks, network cabling, and other related equipment, devices, and systems
- Performs and/or oversees software and application development, installation, and upgrades; maintains site licenses for department/organization
- Plans and implements network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, and file system integrity, and adding and deleting users
- Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties
- Develops and conducts various training and instruction for system users on specific operating systems, applications, and programming languages in use in the department/organization
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems
- Investigates, plans, implements, tests, and debugs operating system software
- Analyzes and evaluates present or proposed business procedures or problems to define data processing needs
- Prepares detailed flow charts and diagrams outlining systems capabilities and processes
- Supervise and/or lead lower graded staff and/or student employees
- Performs problem resolution and provides on-call support for computer/network systems

### More Information

The main support page for TSS is <http://valencia.unm.edu/campus-resources/technology-support/index.html>. This page holds most of the information on steps to contact TSS as well as servicing requests for assistance or for more information. Phone: 925.8911

# Library

## Vision Statement:

UNM Valencia Campus Library will be the destination of choice for all the information needs of its students, faculty, staff, and community users.

## Mission Statement:

The mission of the UNM-Valencia Campus Library is to utilize its human resources, technology and physical facilities to engage, educate and empower its students, faculty, staff, and community users by providing responsive library services and collections aligned with the organizational values and culture of the UNM-Valencia Campus along with physical and virtual learning environments that invite study, discovery, and creation and facilitate both independent and collaborative work.

## General Information

The campus Library's web presence can be found at:

<http://valencia.unm.edu/library>. The Library provides access to hundreds of databases with thousands of full-text articles, as well as ebooks and streaming videos. In its physical collection, the Library has over 45,000 books, magazines, newspapers and maps and over 3,500 films. Through the online catalog (LIBROS), students can get information about not only what is housed at the Valencia library but also about the holdings of libraries worldwide. Twenty-three computers as well as two black and white and one color printer are available for use. Other services provided by the Library include Interlibrary Loan, Course Reserves, group and individual Library Instruction sessions and tours.

## Library Staff and Faculty

↳ Library Director, *Barbara Lovato*, [bllovato@unm.edu](mailto:bllovato@unm.edu), L150, 925.8991.

The Library Director reports directly to the Dean of Instruction and has the following responsibilities:

- Supervises all Library processes to include:
  - Managing Library accounts
  - Collection development
  - Cataloging
  - Interlibrary Loan
  - Course reserves
  - Circulation
  - Reference services

- Social media activities
  - Department statistics and reports
  - Supervises Library faculty, staff and work study student employees
  - Represents the Valencia Campus Library at community and campus meetings and events
- ✚ Public Services Librarian, *Kat Gullahorn*, [krig@unm.edu](mailto:krig@unm.edu), L148, 925.8993. The Public Services Librarian reports directly to the Library Director and has the following responsibilities:
- Provides Library and information literacy instruction
  - Provides general reference services
  - Creates and maintains the Library's web pages
  - Develops and coordinates Library's promotional activities (for example: brochures, handouts, bulletin boards, social media activities and tours)
  - Assists in collection development
  - Represents the Valencia Campus Library at meetings and events if the Library Director is unable to attend
  - Assists with Interlibrary Loan and Cataloging
- ✚ Library Information Specialist, *Cory Meyer*, [cjmeyer@unm.edu](mailto:cjmeyer@unm.edu), L149, 925.8992. The Library Information Specialist reports directly to the Library Director and has the following responsibilities:
- Maintains overdue/delinquent files
  - Maintains serials collection including check-in files and claims
  - Prepares periodicals to be sent to binder
  - Maintains New Mexico State documents
  - Maintains physical patron files
  - Maintains course reserves
  - Assists with Interlibrary Loans, Cataloging and Reference Services
  - Supervises work study student employees
  - Repairs books

In addition, the Library relies on four work study student employees to assist with various Library processes.

### **Services Provided**

- ✚ Library Instruction classes
- ✚ Library tours
- ✚ Course reserves



- ↳ Circulation of library materials
- ↳ Interlibrary Loan
- ↳ Black and white and color printing
- ↳ Microform reader/printers
- ↳ Public computers with internet connectivity
- ↳ Access to thousands of online full text periodical articles
- ↳ Access to UNM's shared online catalog (LIBROS)
- ↳ Access to hundreds of educational streaming videos
- ↳ Community borrowing privileges
- ↳ Access to the Tome' area archive collection
- ↳ Access to archives of campus documents such as; campus budgets, schedules, catalogs, committee minutes, and accreditation reports
- ↳ Access to New Mexico government documents
- ↳ Maps and aerial photographs of the Valencia County area
- ↳ Access to a physical collection of over 3,500 films and over 45,000 books, magazines and newspapers.
- ↳ One group study room and spaces for individual and group study throughout the library.
- ↳ UNM LoboCard IDs
- ↳ Printing "Add Funds" machine

## **Hours of Operation**

Regular Library hours (Fall and Spring semesters) are:

- ↳ Monday through Thursday, 8:00am – 8:30pm
- ↳ On the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month, 8:00am – 5:00pm
- ↳ On the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month, 10:30am – 5:00pm
- ↳ The Library is closed on Saturdays and Sundays

Intersession Library hours are:

- ↳ Monday through Thursday, 8:00am – 5:00pm
- ↳ On the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month, 8:00am – 5:00pm
- ↳ On the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month, 10:30am – 5:00pm
- ↳ The Library is closed on Saturdays and Sundays

### **Library Computer Lab (LRC 143)**

The Library has a twenty-three work station computer lab used to teach Library instruction. This lab may also be reserved for use by other classes as needed and based on availability.

## Academic Affairs Instructional Technology

The Academic Affairs area has its own Technical Analyst II position, for which the duties are specifically focused on instructional technology support. This Technical Analyst II position reports directly to the Dean of Instruction.

↳ Technical Analyst II, Robert Castillo, [rcastillo45@unm.edu](mailto:rcastillo45@unm.edu), B126, 925.8556. The Technical Analyst II reports directly to the Dean of Instruction and has the following responsibilities:

- Plans instructional technology updates and upgrades
- Provides assistance to faculty with instructional technology equipment on an on-call basis
- Teaches faculty and staff the use of new and emerging technologies
- Manages and assists with Media Site (Classroom Capture) services and provides training for classroom capture

## Teaching and Learning Center

### Mission

The Teaching and Learning Center (TLC) seeks to enhance teaching and learning, improve student and faculty success and stimulate instructional effectiveness. The Center hosts a variety of faculty workshops and seminars and offers a wide range of instructional resources.

The TLC will provide opportunities for faculty to support, publicize, and demonstrate the use of best practices and innovative approaches to teaching and learning by establishing formal and informal communications forums. The TLC will publicize all training opportunities, workshops, and sessions in its calendar of events and activities.

### General Information

The TLC, which is located in the Business and Technology building, provides information and training in instructional technology and other programs with an end to improving teaching and learning at UNM-Valencia. The Center also has a large collection of web-based resources on many pedagogical areas, classroom management, and learning and teaching activities.

## Teaching and Learning Center Staff

- ✧ Director, Soledad Garcia-King, [sgking@unm.edu](mailto:sgking@unm.edu), B119, 925.8554. The TLC Director reports directly to the Dean of Instruction. Responsibilities include:
  - Supervises all operations and programs in the TLC
  - Supervises all TLC staff
  - Acquires new technology and software to insure that the campus stays current with online and classroom technology needs
  - Provides and/or supervises workshops and training for faculty
- ✧ IT Support Tech II, David Buoziis, [dbuoziis@unm.edu](mailto:dbuoziis@unm.edu), LRC 141A, 925.8551. The IT Support Tech II reports directly to the Technical Analyst II and has the following responsibilities:
  - Installs, troubleshoots and maintains instructional technology equipment
  - Provides assistance to faculty with instructional technology equipment on an on-call basis
  - Supervises laptop and tablet checkouts to faculty
  - Provides AV support to the campus
- ✧ In addition, a student employee works in the TLC with equipment maintenance and faculty assistance.

## Programs and Services

- ✧ Management and Maintenance of Instructional Technology Equipment: The Instructional Technologist supervises and approves the purchases, installation and maintenance of all instructional technology equipment at UNM-Valencia.
- ✧ Workshops: Workshops are offered in a wide range of areas including computers, audio visual equipment, online and hybrid instruction, pedagogy, and classroom management. Brown bag lunch seminars will be held covering a variety of topics.
- ✧ Other Workshops, Classes and Seminars: Each term the TLC will provide workshops, classes and seminars to help the faculty and staff learn new skills and concepts so that they may better support student learning. Classes will include computer software applications, instructional media development, electronic communication skills and teaching methods.
- ✧ Individual Consultations to Faculty and Staff: Faculty can receive assistance developing strategies to improve student learning. Resources, mentors, and information will be provided. All consultations will be confidential.
- ✧ Instructional Technology Tutorials: The Center will provide tutorials for faculty and staff that need help with computer applications and technology.

- ↳ Assistance with Instructional Equipment, Office and Classroom PCs: TLC staff will provide on-call faculty assistance with instructional equipment and PCs in the office and the classroom.
- ↳ Classroom Capture: The TLC is your point of contact for all classroom lecture capture/MediaSite inquiries. You can request your classes to be scheduled for Classroom Capture by emailing Robert Castillo at [rcastillo45@unm.edu](mailto:rcastillo45@unm.edu).
- ↳ Point-of-Contact for Instructional Software: The TLC will serve as the “router” for all instructional software requests (please see instructions below).

### **Teaching and Learning Center General Procedures**

- ↳ To request technical support for a Presentation System: Call 925.8555 and ask for assistance
- ↳ To request installation of software on A/V PC's or in labs or to request any other assistance from the Teaching and Learning Center: Call 925.8556 or 8555.

The following guidelines and instructions apply to instructional software installations:

- The software purchase must be funded in advance of purchase.
- The proposed software installation must first be approved by the Technology Support Manager, John Abrams ([jeabrams@unm.edu](mailto:jeabrams@unm.edu)).
- Technology Support must be informed of instructional software installations by the following dates:
  - June 15<sup>th</sup> (or last working day prior to) for the fall semester
  - November 15<sup>th</sup> (or last working day prior to) for the spring semester
  - May 1<sup>st</sup> (or last working day prior to) for the summer semester

Please note that if Technology Support is not notified of software requests by the given date, the software will not be installed in time for the start of classes and may not be installed until the next period.

# Next Steps: Adult Education Center

**Mission:** Illuminating Paths – Elevating Expectations

**Vision:** Empowering adult learners to achieve their dreams and aspirations.

## Purpose

The Next Steps: Adult Education Center helps adults improve skills to transition effectively into post-secondary education and the workforce as well as skills to be more effective in their communities. Services include:

- ✧ Career exploration and career planning
- ✧ Improving reading, writing and math skills, including services for speakers of other languages
- ✧ Enhancing knowledge of civic activities and community participation
- ✧ Completing secondary education which may include preparing for the HiSET® or GED® exams in either Spanish or English
- ✧ Improving skills or prepare for WorkKeys® exams
- ✧ Enhancing employability skills
- ✧ Preparing for post-secondary education
- ✧ Accelerating entrance into career pathways through Integrated Basic Education and Skills Training (I-BEST)

## General Information

The Next Steps: Adult Education Center provides instruction in basic skills to support transition to college and careers throughout Valencia, Socorro and Torrance Counties. All courses include basic computer training as it applies to education and career preparation. Blended learning (students meet once or twice per week and complete instruction online) is available at all sites. Individualized tutoring is also available.

## Faculty and Administrative Structure

Next Steps: Adult Education has faculty and staff as follows:

✧ Next Steps: Adult Education Center Program Manager, Tina Hite, [tinan@unm.edu](mailto:tinan@unm.edu), C108A, 925.8920. The Next Steps: Adult Education Center Program Manager reports directly to the Dean of Instruction, and has the following responsibilities:

- Research and design of effective strategies for program improvement
- Manage multiple grants related to college and career readiness
- Supervision and training of staff and faculty

Continuing Instructors (report directly to the Next Steps: Adult Education Center Program Manager)

↳ Training Specialist, *Michael Carriere*, [fallout@unm.edu](mailto:fallout@unm.edu), C110C, 925.8922. The Training Specialist has the following responsibilities in addition to classroom instruction:

- Lead curriculum development based on current research and best practices
- Assist with professional development and coordination of program faculty
- Communicate program and instructional needs to the manager and faculty

↳ Training Specialist, *Allison Lucero*, [alliluc@unm.edu](mailto:alliluc@unm.edu), C110C, 925.8924. The Training Specialist has the following responsibilities:

- Hire, train and supervise workstudy/student employee tutors
- Coordinate new student orientations and assessment
- Develop and teach Learning and Career Skills introductory course
- Teach blended and distance courses for Socorro

↳ Training Specialist, *Claudia Lopez*, [cdlopez192@unm.edu](mailto:cdlopez192@unm.edu), C110B, 925.8928. The Training Specialist has the following responsibilities:

- Teach classes in Spanish to prepare for high school equivalency exams; includes topics in civic participation and English language acquisition
- Teach blended learning classes at various sites in Valencia County
- Work with employers to develop appropriate curriculum for workplace literacy and/or integrated education and training

Part-Time Faculty and Facilitators – C110, 925.8900. Next Steps: Adult Education Center Part-Time Faculty and Facilitators are hired each semester and report directly to the Adult Education Center Program Manager. They have the following responsibilities:

Instructors

- Teach and assess intensive classes following program reporting policies and procedures

### Facilitators

- Facilitate computer-based instruction and present workshops in effective strategies for higher education and employment

### Staff (report directly to the Next Steps: Adult Education Center Program Manager)

↳ Program Coordinator, *Elizabeth Wilkinson*, C108C, 925.8900. The Program Coordinator has the following responsibilities:

- Fiscal oversight of multiple grants
- Maintain state-mandated database for student records
- Monitor compliance with program, state, and federal policies
- Data collection from various sources and assists with reporting, including visual representation of data

↳ Administrative Assistant II, *Dolores Flores de Larranaga*, [mdflores@unm.edu](mailto:mdflores@unm.edu), C108B, 925.8921. The Administrative Assistant II has the following responsibilities:

- Maintain equipment inventory and check-out system
- Assist with data entry and filing system
- Assist with entry of fiscal records
- Assist with English language learners entering the program

### **Other Services/Enrolling in the Next Steps: Adult Education Center**

General steps for enrolling in the program:

1. Complete pre-registration form at <http://nextsteps.unm.edu>.
2. Attend Introduction to the Next Steps: Adult Education Center, a new student orientation session.
3. Assess skills in math, reading and language, as appropriate.
4. New students are placed into Learning and Career Skills (LCS) where they are assigned computer-based instruction and attend workshops in college and career skills. Each student completes a career plan by the end of the course.
5. Upon satisfactory completion of LCS, students may enroll in leveled intensive five-week courses.



6. Student progress is reviewed at the end of every five-week session and next steps are determined.
7. College Transition workshops are offered for students preparing to enter post-secondary education. Information about college, budget and financial aid is presented. Office of Workforce Solutions assists eligible students with resources to complete short-term training.

**More Information**

More information is available on the web at <http://nextsteps.unm.edu> or by calling 505.925.8900.

# **The Learning Commons (tutorial services)**

## **Mission**

*The Learning Commons is committed to the development of independent learners who assume responsibility for their education.*

*The mission of the Learning Commons is to contribute to the retention of students by facilitating student learning and to assist students in their academic achievement by the development of self-efficacy through forming attributes that sustain learning.*

## **General Information**

The Learning Commons (tutorial services) is a collaboration of the STEM Center, Math Center, Writing Center, and open Learning Center, providing tutoring, supplemental instruction (SI), study areas, on-line tutoring and computer labs for individuals and/or groups. Students registered for UNM-Valencia courses are automatically registered for services so need only login to use Learning Commons' services. Students may drop-in or make appointments for services. Instructors and/or students may request lab or test reviews (math, sciences, grammar) and workshops in a variety of topics (calculator, study strategies, math topics/concepts and grammar). Tutoring is provided for college courses.

SI workshops are offered for a variety of math and science courses with well-developed materials that will promote and develop learning strategies, a deeper understanding of concepts, and promote critical thinking skills

Online tutoring provides individual or group access to students. No special equipment is required, but a headset with a microphone is useful. This service can be especially beneficial for working students or students taking online classes.

Since many UNM-Valencia students transfer to Main Campus and/or Central New Mexico Community College, services are also extended to these students with Valencia Campus students receiving priority. Students enrolled at a different campus must fill out a short form, which is then entered into the data system to be eligible for services. All students must login to use Learning Commons labs and services.

At the beginning of each semester tutors provide a short presentation to let students know that tutoring is available and free, and to explain the procedure for making appointments and scheduling study groups or review sessions.

## Learning Commons Staff

- ↳ Title III STEM Project Director, *VACANT*. The Project Director has oversight over various elements of the grant, including the Learning Commons.
- ↳ Education Specialist and Senior STEM Tutor, *Shalaine Buck*, [sbuck07@unm.edu](mailto:sbuck07@unm.edu), L108, 925.8515. The Education Specialist reports directly to the Title III STEM Project Director, and has the following responsibilities:
  - Provides general oversight of the tutorial program and activities
  - Supervises and trains student tutors
- ↳ Student Tutors: The student tutors report directly to the Education Specialist and have the following responsibilities:
  - Provide one-to-one and group tutoring, supplemental instruction, develop and conduct workshops and reviews
  - Provide one-to-one and group tutoring supplemental instruction, develop and conduct workshops and reviews
  - Assist students in the computer labs
  - Check out equipment such as laptops, tablets, calculators and headphones

## Services Provided

The Learning Commons provides the following services for students:

- ↳ Peer and professional tutors trained to recognize and accommodate diverse learning styles
- ↳ Supplemental Instruction (SI) workshops for traditionally difficult academic subjects
- ↳ Tutors who provide support to students in computer applications
- ↳ Access to state-of-the-art technology and software
- ↳ Workshops and seminars on study skills, goal setting, learning strategies, and time management
- ↳ On-line tutoring
- ↳ Course specific study groups and reviews

## Computer Laboratories

Computer labs in the Learning Commons are as follows:

- ↳ L129: 19 workstations (open lab/Writing Lab – no instruction)
- ↳ L105: 20 workstations and tablets available for checkout (Math Center)

## STEM Resource Center

The STEM Resource Center exists specifically to provide support to students in the following courses; Math 101, Math 102, Math 103, Math 1215, Math 1220 and Chemistry 1215. Our goal at the STEM Center is to support all students interested in pursuing STEM degrees. Staff and faculty at the STEM Center strive to help students improve study skills and learn how to integrate course material while working together to become independent learners in a friendly and relaxed environment.

The STEM Center provides the following services for students:

- ✧ Laptop and calculator checkout for use in the STEM Center
- ✧ Individual and small group tutoring sessions (drop in or by appointment) with tutors and STEM faculty for assistance with science, technology, engineering, and math courses
- ✧ Supplemental instruction (SI) for STEM courses
- ✧ Access to a quiet room, laptops, calculators and a smart board
- ✧ Workshops and seminars on STEM related topics

Please call 925.8515 for center hours or to schedule an individual tutoring appointment or study group session.

## Related Centers

Also falling under the umbrella of the Learning Commons are the Math Center and the Writing Center.

- ✧ Math Center Coordinator, *Ariel Ramirez*, [aramirez8@unm.edu](mailto:aramirez8@unm.edu), L172, 925-8912.  
The Math Center is located within the Learning Commons in the Learning Resources Center building. Students can receive tutoring for developmental and some credit-level math courses here.
- ✧ Writing Center Coordinator, *Patricia Gillikin*, [gillikin@unm.edu](mailto:gillikin@unm.edu), L137A, 925.8616.  
The Writing Center is located across from the Teaching and Learning Center in the Learning Resources Center building. Students can receive guidance on all elements of writing and written course assignments here.

## More Information

Detailed information including resources, tutor requirements and certification and schedules, orientation to and procedures for utilizing Learning Commons services can be found on the website, <http://valencia.unm.edu/campus-resources/the-learning-center/index.html> . Links to additional resources are also available.

# **Academic Divisions and Programs**

## **Business and Industrial Technologies (BIT)**

### **Mission Statement**

The mission of the Business and Industrial Technologies Division is to provide students with the highest level of professional instruction. By offering career technical and academic programs students can gain successful employment in business and industry or transfer for further study to a four-year university.

As a division we strive for continual growth by consistently upgrading our facilities and developing new and progressive programs. Through the curriculum of our foundation courses students will gain confidence, develop creative problem solving and team building skills.

### **General Information**

The Business and Industrial Technologies Division is committed to helping students succeed and provide superior career programs that will prepare them to succeed in the 21<sup>st</sup> century workforce. We are committed to partnering with the community and working with K-12 educators to establish career pathways in conjunction with dual credit. The staff and faculty recognize and respond positively to the necessity of change and will continue to explore unique ways to deliver instruction whether that is through traditional, online, hybrid, weekend, evening, or short courses.

Our programs offer practical experiences that provide students with knowledge, skills and abilities that today's employer's want and need.

The Division of Business and Industrial Technologies offers associate degrees and certificate programs: 3-D Printing, Architectural Drafting Technology, Automotive Technology, Business Administration, Digital Media Arts, Film Technology, Game Design and Simulation, Information Technology, Manufacturing, and Welding.

## Faculty and Administrative Structure

The Business and Industrial Technologies Division has continuing faculty and staff as follows:

### Faculty Administrators

- ✧ Information Technology Coordinator and Research Lecturer I in Information Technology, *James Hart*, [hart56@unm.edu](mailto:hart56@unm.edu), B127A, 925.8706. Mr. Hart reports directly to the Dean of Instruction.
- ✧ Business Administration Coordinator and Lecturer III in Business Administration, *Stephen Takach*, [set@unm.edu](mailto:set@unm.edu), B152, 925.8730. Dr. Takach reports directly to the Dean of Instruction.
- ✧ Digital Media Arts Coordinator and Senior Lecturer III in Fine Arts, *Alexa Wheeler*, [alexa08@unm.edu](mailto:alexa08@unm.edu), A142B, 925.8702. Ms. Wheeler reports directly to the Dean of Instruction.

Continuing Faculty: (unless otherwise stated, continuing faculty report directly to the appropriate area coordinator or the Dean of Instruction)

- ✧ Lecturer II in Automotive Technology, *Anthony Chavez*, [janthonychavez@unm.edu](mailto:janthonychavez@unm.edu). (Office at Valencia High School)
- ✧ Lecturer III in Information Technology, *Soledad Garcia-King*, [sgking@unm.edu](mailto:sgking@unm.edu), LRC138, 925.8554.
- ✧ Lecturer I in Game Design, *Jonathan Morrison*, [jonmorri@unm.edu](mailto:jonmorri@unm.edu), B110, 925.8722.

Adjunct Faculty: several adjunct faculty teach courses in the Business and Industrial Technologies Division on a semester-by-semester basis and report directly to the division chair.

Student Employees (assist with the maintenance of labs and provide assistance to other students):

- ✧ Duplicating documents
- ✧ Assists students with questions, help them find their classrooms
- ✧ Assist students with computer software problems
- ✧ Provide a place for students to drop off/pickup homework and portfolios and leave messages for instructors
- ✧ Check out presentation room keys
- ✧ Unlock classrooms for faculty members
- ✧ Document and Report computer hardware and software failure to the Computer Help Desk

- ↳ Distribute basic classroom supplies (markers, erasers, etc.)

### **Certificate and Degree Programs**

Certificates are available in the following fields of study:

3-D Printing  
Architectural Drafting Technology  
Automotive Technology  
Business Administration  
Digital Media Arts  
Film Technology  
Game Design and Simulation  
Information Technology  
Networking and Linux  
PC Operating Systems and Repair  
VMware  
Welding

Associate of Arts degrees are available in the following field of study:

Business Administration

Associate of Applied Science degrees are available in the following fields of study

Architectural Drafting Technology  
Digital Media Arts  
Game Design and Simulation  
Information Technology  
Manufacturing and Industrial Technology

### **Computer Laboratories**

Computer labs in the Business and Technology Building are as follows:

- ↳ B110: 20 workstations plus instructor work station (Game lab)
- ↳ B111: 20 workstations plus instructor work station (DMA/Film lab)
- ↳ B117: 20 workstations plus instructor work station (Open lab)
- ↳ B118: 15 workstations plus instructor work station (CAD lab)
- ↳ B123: 10 IT construction work stations (IT lab)
- ↳ B123A: 19 workstations plus instructor work station (IT lab)
- ↳ B124: 30 workstations plus instructor work station (IT lab)
- ↳ B127: 27 workstations plus instructor work station

Business and Industrial Technologies Division courses have priority with scheduling for these labs. Faculty teaching non-technology courses may reserve a lab on a regularly scheduled or temporary basis by contacting the Academic Affairs Office Administrator (925.8602).

### **More Information**

For more information about the programs in the Business and Industrial Technologies Division please visit the division's web site at

<http://valencia.unm.edu/academics/divisions/business-technology-fine-art/index.html> .



# Health Sciences

## General Information

The Health Sciences Division at UNM-Valencia represents a broad array of health-related programs, including the associate degree in Nursing, Allied Health programs, and the American Heart Association Training Center, which offers AHA CPR and First Aid curriculum.

American Heart Association Training Center offers AHA CPR and First Aid curriculum. Employers may be established as training sites. Call 925.8970 for information.

## Overall Divisional Structure

Health Sciences Division Chair, Nursing Program Director, and Lecturer II in Nursing, Marjorie Campbell, [marjic@unm.edu](mailto:marjic@unm.edu), NEC 111A, 925.8872. Ms. Campbell reports directly to the Dean of Instruction. The Nursing Program faculty and staff report directly to the Division Chair. The Allied Health Program Specialist also reports directly to the Division Chair. The Allied Health faculty and staff report directly to the Program Specialist.

## Allied Health Certificate and Degree Programs

Certificates are available in the following areas of study:

Emergency Medical Services (basic and intermediate)

Medical Assistant

Nursing Assistant

Personal Care Attendant

Phlebotomy

Associate of Science degrees are available in the following areas of study:

Emergency Medical Services

Health Information Technology

## Allied Health Staff

↳ Program Specialist, Allied Health, Eileen Davis, [eileend@unm.edu](mailto:eileend@unm.edu), S228, 925.8974. The Program Specialist reports directly to the Division Chair and has the following responsibilities:

- Coordinates daily activities for the Allied Health programs and the American Heart Association Training Center
- Works with the Job Developer/Career Coach identified by the New Mexico Department of Workforce Solutions (DWS) who is present on

campus to track employment and wage data and to facilitate student progress

- Coordinates instructional activities for Allied Health certificate and degree programs

✍ Program Coordinator, Allied Health, Tim Gutierrez, S226, [tgutierrez62@unm.edu](mailto:tgutierrez62@unm.edu), 925.8973. The Education Support Coordinator reports directly to the Program Specialist and has the following responsibilities:

- Assists with the organization and upkeep of classroom lab equipment and supplies related to the facilitation of Allied Health
- Responsible for classroom lab set-up
- Maintains lab equipment
- Organizes and monitors use of lab supplies and materials
- Guides and assists students in the use of laboratory methods and techniques specific to the equipment
- Provides technical/operational support to faculty in a health sciences laboratory setting
- Assists the program specialist with other duties related to the program, i.e., organizes student files, maintains a database, processes required paperwork for student certifications and related grant requirements
- Purchases lab materials and equipment and maintains inventory
- Assists with coordination of American Heart Association Training Center
- May teach Healthcare Provider and Heartsaver CPR as needed

## **Faculty**

✍ Adjunct Faculty: several adjunct faculty teach courses for Allied Health on a semester-by-semester basis and report directly to the program specialist.

## **Nursing Program**

### **Mission Statement**

The mission of UNM-Valencia Associate Degree in Nursing program is to produce responsible, culturally competent and professional registered nurses.

### **Vision and Intent**

✍ Vision: *The UNM-Valencia Associate Degree in Nursing program will develop professional nurses with abilities to promote, restore, and maintain health for individuals, families and groups within our rural community.*

✍ Intent: *The intent of the UNM-Valencia Associate Degree in Nursing program is to provide theoretical based nursing education in preparation of nursing success.*

## Faculty and Administrative Structure

The Nursing Program has faculty and staff as follows:

- ↳ Nursing Program Director and Lecturer II in Nursing, *Marjorie Campbell*, [marjic@unm.edu](mailto:marjic@unm.edu), NEC 111A, 925.8872. Ms. Campbell reports directly to the Dean of Instruction.

### Continuing Faculty (report directly to Nursing Program Director)

- ↳ Lecturer II in Nursing, *Sheral Cain*, [cains@unm.edu](mailto:cains@unm.edu), NEC112A, 925.8973.
- ↳ Lecturer II in Nursing, *Michelle Kellywood*, [myazzie6@unm.edu](mailto:myazzie6@unm.edu), NEC110, 925.8519.
- ↳ Lecturer II in Nursing, *Heidy Roberts*, [robertsh@unm.edu](mailto:robertsh@unm.edu), NEC110, 925.8645.

### Staff (report directly to Nursing Program Director)

- ↳ Administrative Assistant II, *VACANT*, NEC office, 925.8870. The Nursing Administrative Assistant II coordinates daily activities, administers and maintains program files and records, and supervises student employees for the Nursing program.
- ↳ Administrative Assistant III, *Kathryn Trujillo*, [katrujil48@unm.edu](mailto:katrujil48@unm.edu), NEC office, 925-8870. The Nursing Administrative Assistant III assists in nursing lab setup, orders supplies, facilitates the clinical placements, maintains the student and faculty files, assists in budget reconciliation, and serves as a community liaison for the nursing program.

Adjunct Faculty (report directly to Nursing Program Director) - Adjunct faculty provide clinical instruction in the Nursing Program and teach pre-requisite courses.

## Degree Programs

Associate of Science degrees are available in the following area of study:

Nursing

For more information on this program please visit

<http://valencia.unm.edu/academics/divisions/nursing/index.html>

# Humanities (HUMS)

## Mission Statement

The UNM-Valencia Humanities Division offers the first two years of academic preparation in the foundational studies of the humanistic disciplines, the development and self-expression of English composition, literature, creative and technical writing skills.

Our broad objectives include an appreciation for a life-long love of learning, acquiring critical thinking skills and earning core requirements for transfer to a four-year institution.

## General Information

The Humanities (HUMS) Division offers certificate and associate degrees in traditional liberal arts curriculum. Students graduating with Art Studio, Liberal Arts or Integrative Studies degrees will be academically prepared to continue their upper division studies at a research institution. Academic preparation of the highest quality for continued study at the bachelor's level, and eventual placement in the career of the student's choice are the primary objectives of the HUMS Division.

## Faculty and Administrative Structure

The HUMS Division has continuing faculty as follows:

- ✦ HUMS Division Chair and Assistant Professor of English, *Justin Bendell*, [jbendell@unm.edu](mailto:jbendell@unm.edu), A142E, 925.8623. Mr. Bendell reports directly to the Dean of Instruction.
- ✦ English Coordinator and Professor of English, *Patricia Gillikin*, [gillikin@unm.edu](mailto:gillikin@unm.edu), L137A, 925.8616. Dr. Gillikin reports directly to the division chair.
- ✦ Fine Arts Coordinator and Visiting Lecturer in Fine Arts, *Julia Lambright*, [julia123@unm.edu](mailto:julia123@unm.edu), B104B, 925.8712. Ms. Lambright reports directly to the division chair.

Continuing Faculty: (unless otherwise stated, continuing faculty report directly to the division chair)

- ✦ Professor of English, *Jami Huntsinger*, [jamilynn@unm.edu](mailto:jamilynn@unm.edu), A115, 925.8622.
- ✦ Assistant Professor of English, *Ana June*, [anajune@unm.edu](mailto:anajune@unm.edu), LRC122, 925.8906.
- ✦ Associate Professor of English, *Heather Wood*, [hdwood@unm.edu](mailto:hdwood@unm.edu), A142B, 925.8514.

Adjunct Faculty (adjunct faculty teach courses in the HUMS Division on a semester-by-semester basis and report directly to the division chair)

## **Degree Programs**

Certificates are available in the following field of study:

Art Studio

Associate of Arts degrees are available in the following fields of study:

Art Studio

Integrative Studies

Liberal Arts

## **More Information**

For additional information about any programs in the Humanities Division please visit the division website at <http://valencia.unm.edu/academics/divisions/communications,-humanities,-education,-and-social-sciences-chess.html> or contact Justin Bendell, Division Chair, at 925.8623 or [jbendell@unm.edu](mailto:jbendell@unm.edu).

# Mathematics, Engineering, and Computer Science (MECS)

## Mission Statement

*The Mathematics, Engineering, and Computer Science Division at the University of New Mexico Valencia Campus is committed to providing quality education to students in Engineering, Mathematics, and Computer Science. The faculty strives to maintain high standards in engineering and mathematics courses and provides additional instruction to help all students succeed.*

## General Information

The Mathematics, Engineering, and Computer Science (MECS) Division provides courses leading to an Associate of Science degree in Mathematics or Pre-Engineering.

The MECS Division at Valencia Campus offers lower- division mathematics courses as included in both our Course Catalog and the Course Catalog of the University of New Mexico. Students can complete their University of New Mexico course requirements at our campus from developmental mathematics through statistics and on to business/biological and engineering calculus.

The nature of our classes is conducive to development of deep levels of understanding in our students due to small class size, reformed mathematics education pedagogy, and the dedication of instructors. Through professional development activities, including department, local, state and national meetings, we provide our faculty with the opportunity to stay abreast of the most recent advances in mathematics pedagogy. In addition, we also provide our instructors and our students with the most recent technological equipment in order to make implementation of new pedagogies possible.

## Faculty and Administrative Structure

The MECS Division has faculty and staff as follows:

- ✉ MECS Division Chair and Associate Professor of Mathematics, Elaine Clark, [ewclark@unm.edu](mailto:ewclark@unm.edu), A142C, 925.8618. Ms. Clark reports directly to the Dean of Instruction.
- ✉ Developmental Mathematics Coordinator and Lecturer III in Mathematics, Ariel Ramirez, [aramirez8@unm.edu](mailto:aramirez8@unm.edu), L172, 925-8912. Dr. Ramirez reports directly to the division chair.

Continuing Faculty: (continuing faculty in the division report directly to the division chair)

- ↳ Assistant Professor of Mathematics, Greg Barnett, [mbali@unm.edu](mailto:mbali@unm.edu), LRC107, 925.8620.
- ↳ Visiting Lecturer II in Mathematics, Ian Burch, [ianburch@unm.edu](mailto:ianburch@unm.edu), A123B, 925.8607
- ↳ Assistant Professor of Mathematics, Andisheh Dadashi, [andisheh@unm.edu](mailto:andisheh@unm.edu), A105, 925.8644
- ↳ Assistant Professor of Engineering, Nancy Engler, [nengler@unm.edu](mailto:nengler@unm.edu), A123A, 925.8642.

## **Degree Programs**

Associate of Science degrees are available in the following areas of study:

Mathematics

Pre-Engineering

## **STEM Resource Center**

The STEM Resource Center exists specifically to provide support to students in the following courses; Math 101, Math 102, Math 103, Math 120, Math 121 and Chemistry 121. Our goal at the STEM Center is to support all students interested in pursuing STEM degrees. Staff and faculty at the STEM Center strive to help students improve study skills and learn how to integrate course material while working together to become independent learners in a friendly and relaxed environment.

The STEM Center provides the following services for students:

- ↳ Laptop and calculator checkout for use in the STEM Center
- ↳ Individual and small group tutoring sessions (drop in or by appointment) with tutors and STEM faculty for assistance with science, technology, engineering, and math courses
- ↳ Supplemental instruction (SI) for STEM courses
- ↳ Access to a quiet room, laptops, calculators and a smart board
- ↳ Workshops and seminars on STEM related topics

Please call 925.8515 for center hours or to schedule an individual tutoring appointment or study group session.

## **More Information**

For more information about the division, please contact the division chair at 925.8618.

# Science and Wellness (SW)

## Mission Statement

*The Science and Wellness Division at the University of New Mexico Valencia Campus is committed to providing quality education to students in Astronomy, Biology, Chemistry, Earth and Planetary Science, Health Education, Natural Science, Nutrition, Physical Education, and Physics. The faculty strives to maintain high standards in science, health education, and physical education courses and provides additional instruction to help all students succeed.*

## General Information

The Science and Wellness (SW) Division provides courses leading to an Associate of Science degree in General Science or Health Education. Students majoring in General Science can tailor their courses to fit a science or health science program. The majority of our students taking classes in the sciences are interesting in the health field (nursing, dental hygiene, pharmacy, radiation, physical therapy).

The nature of our classes is conducive to development of deep levels of understanding in our students due to small class size and the dedication of instructors. Through professional development activities, including department, local, state and national meetings, we provide our faculty with the opportunity to stay abreast of the most recent advances in pedagogy. In addition, we also provide our instructors and our students with the most recent technological equipment in order to make implementation of new pedagogies possible.

## Faculty and Administrative Structure

The SW Division has faculty and staff as follows:

- ✦ Division Chair and Associate Professor of Biology, *Melanie Sanchez-Dinwiddie, Ph.D.*, [melasanc@unm.edu](mailto:melasanc@unm.edu), H100A, 925.8875. Dr. Sanchez-Dinwiddie reports directly to the Dean of Instruction.

Continuing Faculty: (continuing faculty in the division report directly to the division chair)

- ✦ Regents' Professor of Biology, *Miriam Chávez*, [mjchavez@unm.edu](mailto:mjchavez@unm.edu), H100B, 925.8613.
- ✦ Assistant Professor of Biology, *Benjamin Flicker*, [benflicker@unm.edu](mailto:benflicker@unm.edu), A132, 925.8726.
- ✦ Lecturer II in Sciences, *Victor French*, [yfrench@unm.edu](mailto:yfrench@unm.edu), LRC125, 925.8568.



- ↳ Assistant Professor of Chemistry, Jerry Godbout, [jgodbout@unm.edu](mailto:jgodbout@unm.edu), A134, 925.8611.
- ↳ Assistant Professor of Earth and Planetary Sciences, Kevin Hobbs, [khobbs84@unm.edu](mailto:khobbs84@unm.edu), A132A, 925.8873.
- ↳ Associate Professor of Mathematics and Physics, Clifton Murray, [wcmurray@unm.edu](mailto:wcmurray@unm.edu), A126, 925.8727.
- ↳ Assistant Professor of Chemistry, Tracy Terry, [tjterry@unm.edu](mailto:tjterry@unm.edu), A102A, 925.8646.

Staff (reports directly to the division chair):

- ↳ Science Laboratory Teaching Assistant, Arlett Moreno., [amoreno@salud.unm.edu](mailto:amoreno@salud.unm.edu), A128B, 925.8617. The Science Laboratory Teaching Assistant has the following duties:
  - To assist faculty in the engineering and science department with the preparation (before and after) labs.
  - To order and maintain supplies and inventory of chemicals and equipment.

## **Science Laboratories**

Lab portion of science courses are offered in any one of several lab courses at UNM-Valencia as follows:

- ↳ Physics and Astronomy Labs: A-126
- ↳ Chemistry: A128
- ↳ Biology: A135
- ↳ Allied Health Lab (Biology and Chemistry Classes): H110
- ↳ Anatomy and Physiology Lab with cadaver room: H113
- ↳ Earth and Planetary Science Lab: H108

## **Degree Programs**

Associate of Science degrees are available in the following areas of study:

General Science

Health Education

## **STEM Resource Center**

The STEM Resource Center exists specifically to provide support to students in the following courses; Math 101, Math 102, Math 103, Math 120, Math 121 and Chemistry 121. Our goal at the STEM Center is to support all students interested in pursuing STEM degrees. Staff and faculty at the STEM Center strive to help students improve study skills and learn how to integrate course material while working together to become independent learners in a friendly and relaxed environment.

The STEM Center provides the following services for students:

- ✧ Laptop and calculator checkout for use in the STEM Center
- ✧ Individual and small group tutoring sessions (drop in or by appointment) with tutors and STEM faculty for assistance with science, technology, engineering, and math courses
- ✧ Supplemental instruction (SI) for STEM courses
- ✧ Access to a quiet room, laptops, calculators and a smart board
- ✧ Workshops and seminars on STEM related topics

Please call 925.8515 for center hours or to schedule an individual tutoring appointment or study group session.

### **More Information**

For more information about the division, please contact the division chair at 925.8875.

# Social Sciences (SS)

## Mission Statement

The UNM-Valencia Social Sciences Division offers the first two years of academic preparation in the foundational studies of the social sciences, including education.

Our broad objectives include an appreciation for a life-long love of learning, acquiring critical thinking skills and earning core requirements for transfer to a four-year institution.

## General Information

The Social Sciences (SS) Division offers certificates and associate degrees in Criminology, Early Childhood Multicultural Education, Elementary Education, and Secondary Education. Students who graduate with these degrees will be academically prepared to continue their upper division studies at a research institution. Academic preparation of the highest quality for continued study at the bachelor's level, and eventual placement in the career of the student's choice are the primary objectives of the SS Division.

## Faculty and Administrative Structure

The SS Division has continuing faculty as follows:

- ↳ SS Division Chair and Associate Professor of Sociology, Julia So, [juliaso@unm.edu](mailto:juliaso@unm.edu), A142A, 925.8567. Dr. So reports directly to the Dean of Instruction.

Continuing Faculty: (unless otherwise stated, continuing faculty report directly to the division chair)

- ↳ Assistant Professor of Psychology, Cheryl Bryan, [cbryan@unm.edu](mailto:cbryan@unm.edu), A111, 925.8643
- ↳ Lecturer II in Education, Teresa Goodhue, [tgoodhue@unm.edu](mailto:tgoodhue@unm.edu), A142D, 925.8904.
- ↳ Assistant Professor of History, Scott Kamen, [skamen@unm.edu](mailto:skamen@unm.edu), A107, 925.8625.

Adjunct Faculty (adjunct faculty teach courses in the SS Division on a semester-by-semester basis and report directly to the division chair)

## **Degree Programs**

Certificates are available in the following field of study:

Early Childhood Multicultural Education

Elementary Education

Associate of Arts degrees are available in the following fields of study:

Criminology

Early Childhood Multicultural Education

Elementary Education

Secondary Education

## **More Information**

For additional information about any programs in the Social Sciences Division please contact Dr. Julia So, Division Chair, at 925.8567 or [juliaso@unm.edu](mailto:juliaso@unm.edu).

# Instructional Policies and Procedures

## Enrollment Management

### Guiding Principles

Enrollment management at UNM-Valencia will closely align with the campus' mission to provide a quality education for a lifetime of success.

The following guiding principles provide a framework aimed at fulfilling the campus' mission with an end to effectively managing enrollments at UNM-Valencia:

- ✦ The prime objective of our schedules of classes is to afford students the opportunity to enroll in courses necessary for college readiness, program completion, employment preparation and advancement, and which will broaden their understanding of the world and appreciation for the arts and literature.
- ✦ The schedule of classes must meet the terms of the campus' budget for teaching salaries.
- ✦ Priority for course offerings begins with those specifically required for program completion (including developmental studies), then UNM Core Curriculum requirements (particularly those of special interest to students), and finally enrichment courses and electives.
- ✦ Courses will be offered at times that better reflect students' availability and in sufficient sections to accommodate students' curricular requirements.
- ✦ Courses required for program completion but with historically low enrollment will be offered on a cyclical basis so as to maximize enrollments.
- ✦ Course caps will be determined using a variety of criteria to include pedagogical needs, enrollment management, budget considerations, room size, attendance records, and other criteria as deemed necessary.
- ✦ In the formulation of schedules of classes particular attention will be paid to relevant data (e.g., enrollment trends, closed class enrollment attempts—"hits," degree and certificate program participation, student and community surveys).
- ✦ In preparation for a new academic year, course caps, scheduling and enrollment policies and procedures are to be reviewed each spring semester by the division chairs and the dean of instruction with input from Student Services. The dean will then approve changes.

## Course Caps Policy

- ✧ Generally, courses are capped at room size (consideration given to number of seats or workstations), with a maximum of 40 students.
- ✧ Developmental English and mathematics courses are capped at 25 students.
- ✧ College-level English writing courses are capped at 25 students.
- ✧ College-level Mathematics courses are capped at 30 students.
- ✧ Studio art courses are capped at 16 students.
- ✧ Career Technical Education lab courses are capped at 18 students.
- ✧ Science lecture courses with an accompanying required laboratory will be capped as follows:
  - When only one laboratory section is available the course is capped at 24.
  - When two laboratory sections are available the course is capped up to 48.
  - When three laboratory sections are available two lecture courses are capped at 36.
- ✧ Online and hybrid courses are capped at the face-to-face course maximums, up to 30 students.

## Scheduling Procedures

- ✧ The schedule of classes is developed in its entirety by division chairs and approved for publication by the Dean of Instruction.
- ✧ The process for formulating schedules of classes must be determined with sufficient time so as to provide the written publication to students at least one week in advance of the first day of registration. A web version of the schedule of classes will be made available at least three weeks in advance of the first day of registration.
- ✧ The dean will provide division chairs with data in preparation for developing the schedule of classes. This data will include:
  - Adjunct and continuing faculty overloads budget for each department
  - Enrollment data from previous semesters, grouped and sorted by course, days/times, and instructor
  - Close-out reports, showing number of students attempting to enroll in closed classes
  - Attendance reports from previous semesters

- ↳ The dean will consult with Student Services during the development of the schedule of classes in regards all aspects of course offerings (e.g., courses to be offered, times, days, starting dates, duration of course offerings, etc.).
- ↳ The dean will consult with the Business and Finance Office during the budget process, after a final draft of the schedule is complete, in order to determine the cost of the proposed offerings. If the cost of offering the proposed schedule exceeds current budget amounts, then either the instructional budget is increased to meet the new demands and/or courses are cut from the schedule to bring it within reasonable expenditures to accommodate unexpected or planned growth.
- ↳ Faculty are assigned to teach courses as follows:
  - Continuing faculty: Continuing (i.e., tenured, tenure-track or non-tenured “contract” faculty) faculty are given first choice of courses.
  - Adjunct faculty: Adjunct faculty are assigned to courses through a competitive process each semester.

## Textbooks Ordering Policy and Procedures

Faculty are responsible for ordering textbooks for their classes through the Bookstore website at the Faculty Adoptions page (<http://bookstore.valencia.unm.edu/Home>). Desk copies may be ordered through the Academic Affairs office. When ordering textbooks, faculty members will need to create an account at the site above, and input their materials for each course. Division chairs will provide a deadline for each semester.

1. Information needed at the adoptions website is as follows:
  - a. course and section number
  - b. ISBN
  - c. exact title
  - d. author
  - e. edition
  - f. publisher
  - g. estimated enrollments
  - h. whether the title is required or optional

Note: It is very important that this information be entered by the semester deadline. Timeliness of this information directly affects the ability of the Bookstore to buy-back texts from student at the end of the semester and to successfully order and receive books from the publishers. Late orders to publishers can often lead to books not arriving in time for the start of class.

2. If a textbook order is not placed by the due date, the Bookstore will:

- a. order the default textbook, if the course was offered during the previous fall or spring semester; or
  - b. request a textbook order from the Division Chair or Dean of Instruction, if the course was not offered during the previous fall or spring semester or is newly offered.
3. Faculty who are appointed to teach a course after the textbook order deadline will use either the default textbook or the one ordered by the Division Chair.
4. Instructors should list any supplies or other materials needed for the course that would normally be provided by the Bookstore, including any recommended titles on their course syllabi.

## Enrollment Procedures

- ✎ The Dean of Instruction will schedule meetings in advance with chairs, coordinators, and Student Services during the registration period to solicit input in regards course cancellations and creation of new sections. With regards to class cancellations, as a general “rule of thumb,” a class should have a minimum of 10 students.

Exceptions need to be made in consultation with the Dean of Instruction.

- ✎ Independent study courses may be offered to students who meet the following criteria:
  - The regularly scheduled course was cancelled.
  - The student will be graduating prior to the next semester for which the course is scheduled to be offered.
- ✎ New students must participate in a New Student Orientation during which they are registered according to Accuplacer or ACT placement scores. Students needing developmental English are also placed into a First Year Experience course.
- ✎ Faculty, chairs, the dean, and Student Services will not accept petitions for admission to a closed class. Students who need to take a class that is closed may sign up for a waitlist with assistance from faculty advisors or Student Services.
- ✎ Instructors will record attendance.
- ✎ Instructors should drop students who miss the first week of class sessions and who do not notify the instructor beforehand. The goal of this course of action is to make it possible for other, waitlisted, students to enroll in a class as early as possible. The schedule of classes will advertise this possible corrective action in a prominent location and will include the Academic Affairs’ office phone number for students to leave their instructors a message should they anticipate having to miss their first class session.



## Class Lists, Grade Reporting and Instructor-Initiated Student Drops

All UNM faculty are responsible for accessing an online system for:

1. Generating their own class lists
2. Reporting grades
3. If the instructor chooses, dropping students from their classes—for valid reasons, of course (e.g., poor attendance, discipline issues)

All three of these processes are available at <http://my.unm.edu>. For more detailed information on how to access class lists, record grades, and drop students please refer to the New Faculty Orientation Manual.

### Canceling a Class

The UNM-Valencia Faculty Handbook addresses the issue of class cancellations in III.6. “Faculty Attendance and Emergency Dismissal of Classes.” This policy reads as follows:

*It is expected that instructors will meet their students at every assigned class time for the entire class period. However, should emergencies, such as an illness, an accident, or a family crisis, prevent attendance, instructors should contact their chair or the Dean of Instruction directly as soon as possible so that the students can be notified of the canceled class.*

*Non-emergency absences are permissible only with the Dean of instruction’s approval at least one week prior to the non-emergency absence. Faculty Absence Report forms are available in the Dean of Instruction’s office.*

*Occasional emergencies, ranging from inclement weather (listen to radio stations) to bomb scares, may force the college administration to dismiss classes for some or all of a teaching day. Individual instructors must not dismiss classes in such emergencies without prior approval from the administration. These canceled classes will not usually have to be made up unless their total numbers become excessive.*

**For emergency cancellations:** Please contact your chair or the Academic Affairs Office (925.8600) as soon as possible. Every effort will be made to notify your students and a cancellation sign will be posted on the classroom door. Once you return to campus you will need to fill out the Instructor Absence form. Please ask the front desk for forms.

**For planned cancellations:** Please be sure to get approval ahead of time from your chair or the dean and fill out the Instructor Absence form as part of the approval process. You should make every effort to find a colleague who can fill in for you (your chair will assist you with this).

# Disenrollment Policy and Procedures

## Goals

The three goals of this policy and procedures are as follows:

1. Improve the efficiency of reporting absences for all students (regardless of payment status), primarily during the first two weeks of classes
2. Inform students of their responsibilities with regards to payment of tuition and fees and attendance, and the consequences of their failures in this respect
3. Provide guidelines for both faculty and Student Services to follow with regards to taking attendance and disenrolling students

## Statement of Policy

Students who have outstanding balances in excess of \$50 by the end of the day on Friday of the week before the week classes start will be disenrolled from all courses in which they are enrolled. Students who fail to attend all sessions of a closed class by the end of the first week of classes (regardless of payment status) without notifying and receiving approval from the instructor, will be dropped from the course on the following business day.

## Procedures

The following procedures, focused on recording and reporting attendance and disenrolling students, are as follows:

1. Faculty will provide details of UNM-Valencia's Attendance and Disenrollment Policy as well as their own attendance policy in their syllabi (please refer to #10 below).
2. UNM-Valencia's Attendance and Disenrollment Policy will be included in the Catalog and prominently displayed in the schedule of classes.
3. Faculty will record attendance beginning on the first day of classes and throughout the semester.
4. During the first two weeks of classes, faculty will report absences as soon after the end of each class as possible.
5. At the end of the first two weeks of the semester faculty are encouraged to disenroll students who have not attended classes at all, with the exception of those who previously contacted the instructor and received permission (as noted by the instructor). Short-term courses, especially those of an intensive nature (e.g., CNA, PCA) may require that the student be dropped after the first class session.

6. Students who have outstanding balances in excess of \$50 by the end of the day on Friday of the second week of the semester will be disenrolled from all courses in which they are enrolled. Student Services will make every effort to contact students prior to disenrollment. Please note that this policy may change.
7. Additionally, students who have not attended any class session by the end of the second week of a sixteen-week course will be disenrolled from that course. Courses representing other parts of term will have different deadlines.
8. Throughout the semester faculty may disenroll students from their courses, within reason, and as per their attendance policy as addressed in their syllabi. Valid reasons for disenrolling students include:
  - a. Four or more absences
  - b. Failing grade beyond chance of recovery
  - c. Disruptive behavior or other conduct in violation of UNM's Student Code of Conduct

However, faculty should do everything possible to ensure student success before resorting to disenrolling a student. These student success measures include:

- a. Tracking students who appear to be at risk (e.g., missing two classes, late with assignments, low grades on tests)
- b. Personally notifying students by way of email, memos, or, preferably, by requesting their presence at a one-on-one conference
- c. Recommending tutoring for students with poor study habits

# Dual Credit Policies and Procedures

## Introduction and Definitions

SB 943 (Laws 2007, Chapter 227) created a dual credit program in state statute. Postsecondary institutions and Local Education Agencies (LEAs) must refer to 6.30.7 New Mexico Administrative Code (NMAC) for rules regarding dual credit program implementation.

According to the Statewide Dual Credit Master Agreement, *Dual credit* is a program "...that allows high school students to enroll in college-level courses offered by a post-secondary institution that may be academic or career-technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a post-secondary degree or certificate." The entire Master Agreement can be found on the NM Public Education Department website under "dual credit program."

The legislation, which became effective in 2008, requires that dual credit courses be articulated between the school district and the college and approved by the Higher Education Department (HED) and Public Education Department (PED).

*Concurrent enrollment* also offers college credit to high school students but does not require that the college course be aligned with a corresponding high school course. Consequently, the student is not guaranteed that the high school will accept the college credit towards high school graduation requirements. Unlike dual credit, concurrent enrollment is an option available to private and home schooled students

Dual credit courses are offered through UNM-Valencia in three different ways as follows:

1. The student enrolls in regularly scheduled UNM-Valencia courses, either at the UNM-Valencia campus, the high school campus, at other off-campus sites, or online.
2. The student enrolls in a web-based UNM-Valencia course with the high school teacher providing supplemental instruction. Students will correspond with their professors through Blackboard Learn (a web-based classroom management system) and email using a computer at home or in a high school lab. In addition, the professor will visit with students and lecture at the high school class periodically throughout the semester.

3. For career-technical courses only, the student enrolls in a high school course approved and designated as a college-level course.

### **Qualifying Students**

To qualify for dual credit courses, a high school student must:

1. Be enrolled in a public school, locally or state chartered school, state-supported school, or Bureau of Indian Education (BIE)-funded high school for one half or more of the minimum course requirements approved by PED for high school students.
2. Be at least fourteen years old and in 9<sup>th</sup> grade or higher.
3. Complete the UNM-Valencia Campus Dual Credit admission application and the Statewide Dual Credit Request forms provided by UNM-Valencia.
4. Provide an official high school transcript.

#### *FOR ACADEMIC COURSES:*

- a. Students must have a minimum 2.5 GPA.
- b. Achieve a minimum qualifying score on the ACT, SAT, or COMPASS tests (this applies to English and mathematics courses and courses that require college-level English or mathematics prerequisites).

#### *FOR CAREER-TECHNICAL COURSES:*

- a. Students must have a minimum 2.0 GPA.

### **Qualifying Courses**

According to the Statewide Dual Credit Master Agreement, college courses that are academic or career technical and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit. Remedial, developmental and physical education activity courses are not eligible for dual credit. Dual credit courses may be taken as elective or core course high school credits. Core course means a course required for high school graduation as defined in 22-13-1.1 NMSA.

In addition, only courses that have been articulated for dual credit between UNM-Valencia and the public school district may be applied to this program. Guidelines are as follows:

1. It is the high school's responsibility to ensure that a dual credit student receives high school credit for a dual credit course.
2. The following are the procedures for the articulation and approval process:

- a. For each course to be articulated, the high school will prepare and submit a package of information to the college that will include the high school teacher's credentials (curriculum vitae and transcripts), textbook, and syllabus.
  - b. The dual credit coordinator at the college will submit the package of information to the division chair who will examine the materials and, in consultation with a faculty member in the field, make a determination as to the viability of the high school course for purposes of dual credit.
  - c. The professor offering a dual credit course will meet with the high school teacher to coordinate details of the course delivery.
  - d. The dean will make a final decision.
3. The "Listing of Authorized Dual Credit Courses and Location of Delivery" form [Appendix in Statewide Dual Credit Master Agreement] will be completed, signed by the appropriate school and college officials, and submitted to the HED and PED for final processing and approval.

### **Qualifying Faculty**

All faculty of record must meet minimum requirements as detailed in UNM Valencia's Instructional Council Policies and Procedures Manual and the Higher Learning Commission (HLC) Faculty Credentialing Guidelines

[http://download.hlcommission.org/FacultyGuidelines\\_2016\\_OPB.pdf](http://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf)

Regardless of whether a high school instructor or a college instructor, the person responsible for instruction shall meet these guidelines. UNM Valencia ensures that all high school teachers submit their college transcripts, CV, and class syllabus to the Dual Credit Manager at the college. Credentials are reviewed by the Division Chair who approves or disapproves the high school teachers' credentials, in writing. These credentials are kept on file by the Dual Credit Manager. If a high school teachers does not meet minimum qualification per HLC standards, the dual credit class is instead assigned to a UNM Valencia faculty member who teaches the college materials online in collaboration with the high school teacher who must ensure that students are provided the resources to complete the online college course assignments and exams. The UNM Valencia faculty member also assigns and posts the grades and is the teacher of record for the course.

### **Administration of Dual Credit Program**

The dual credit program is administered through Community Education Services at UNM-Valencia. The Community Education Manager also serves in the role of coordinating the dual credit program and will be referred to as the *dual credit*

*coordinator* or simply *coordinator* in this document. The coordinator reports to the Director of Student Affairs and works in cooperation with the Dean of Instruction, faculty, Student Services personnel involved with testing, advisement, recruitment and registration activities, and with Academic Affairs support staff in the Dean's Office.

The coordinator is responsible for all activities of the program to include:

1. Initiating contact with area high schools for establishing dual credit courses.
2. Supervising the course articulation process.
3. Supervising the collection of completed application forms and enrollment into the college course.
4. Collaborating with Student Services, promoting the dual credit program and recruiting students.

### **College Responsibilities**

UNM-Valencia will be responsible for the following:

1. Identifying the point person for the dual credit program (i.e., the dual credit coordinator).
2. Providing applications to eligible students and collecting and processing enrollment forms for matriculating new UNM students and enrolling them in the college course.
3. Ensuring college placement tests for students enrolled in courses where it is required.
4. Promoting the program to high school students and recruiting students into dual credit courses.
5. Waiving tuition and general fees (but not course fees for courses offered at the UNM-Valencia Campus) for dual credit courses.
6. Provide notification in advance of the last day to drop without a grade (the Friday of the third week in the semester).
7. Completing and submitting "Listing of Authorized Dual Credit Courses and Location of Delivery" form [Appendix in Statewide Dual Credit Master Agreement] to the school district that is responsible for submitting to the New Mexico Public Education Department (PED).
8. Provide access to advisement by way of frequent visits by the UNM-Valencia dual credit advisor to the high schools or through online advisement.
9. Provide information and orientation in collaboration with the high schools to the student and parent/guardian regarding the responsibilities of dual credit enrollment.

10. Advise students, teachers and parents of FERPA rules (as described on the Statewide Dual Credit Request Form).
11. Arrange for college textbooks for high school students, and encourage college faculty to make every effort to adopt textbooks for at least three years.

### **High School Responsibilities**

The high school will be responsible for the following:

1. Providing opportunities for college staff and faculty to address students for recruitment and promotion purposes, and facilitating meeting times between college faculty and high school faculty and students.
2. Providing students with access to the required college course textbook and, as needed, supplemental course materials.
3. Providing students access to computers with high-speed internet access.
4. Participating in the resolution of potential conflicts between college faculty, high school teachers and/or students and their parents.
5. Completing their respective portions of the "Listing of Authorized Dual Credit Courses and Location of Delivery" form [Appendix in Statewide Dual Credit Master Agreement] and submitting it to the PED.
6. Identifying the point person for the dual credit program (i.e., the high school dual credit coordinator).
7. Determine the required academic standing for students eligible to participate in the dual credit program.
8. Notify the college if a student's official schedule of classes is in conflict with the school-endorsed registration.
9. Furnish an official high school transcript to the college, along with the completed UNM dual credit admissions form and the Statewide Dual Credit Request form, with all required signatures (student, parent and authorized high school representative).

### **Student and Parent Responsibilities**

Students and/or parents will be responsible for the following:

1. Completing and submitting all necessary matriculation and enrollment forms by due dates.
2. Having access to a computer, high-speed internet (for Blackboard Learn), electronic mail, and any programs necessary for completing the course (either at home, at the high school, or at another location).
3. Communicating with the college instructor once each week or as required.
4. Completing all necessary course requirements in a timely manner.



5. Meeting with the college advisor at least once per semester.
6. Complying with college and high school student code of conduct and other institutional policies.
7. Paying course fees and purchasing books for courses offered at the UNM-Valencia Campus according to arrangements made by or through the high school. UNM-Valencia will not collect fees from students, but will invoice the school district for required fees.
8. Independently satisfy both high school and college calendar requirements.

### **Faculty Responsibilities**

High school teachers cooperating with a college instructor in dual credit courses are expected to:

1. Respond promptly to email, phone calls or other mediums of communication from college faculty and UNM-Valencia Community Education staff.
2. Distribute and/or proctor supplemental materials and return them promptly to the college instructor.
3. Allow dual credit students to meet with the college instructor and advisor as necessary, and with Community Education staff for registration purposes at the beginning of each semester.
4. Report student progress to college faculty as requested.
5. Assist dual credit students with college coursework to include revision of work to be submitted for grading, reminders to submit materials by due dates, providing class time for students to access computer labs in order to complete coursework, etc.

College instructors are responsible for the following duties:

1. Consult with the high school teacher and determine the supplementary instructional materials and level of assessment needed to ensure that the course meets UNM curriculum standards.
2. Preparation of course materials (instruction and assessment) via Blackboard Learn, preferably, or other instructional management delivery system, if applicable.
3. Collaborate with the high school teacher to ensure that participating students stay on task.
4. Communicate with students by way of Blackboard Learn, email, and visit with students at the high school site regularly throughout the semester.
5. Grade student work and issue students a grade at the end of the college semester.

6. Respond promptly to email, phone calls or other mediums of communication.
7. Track progress of dual credit students and provide reports as needed to the high school teacher (if applicable).
8. Inform students of course requirements in the syllabus.

## **Faculty Compensation**

### **High School Teachers**

When a high school teacher works with a college instructor in dual credit courses where the college instructor is the primary instructor for the course, the high school teacher will be paid for each high school section that has been designated as dual credit and for which they have students enrolled, according to the following pay scale:

High school teachers will be paid extra compensation by their school district based on information submitted by UNM-Valencia to the high school and school district administration for each academic year. Information will include a list of teachers, courses taught for both Fall and Spring semesters, and amount to be paid, and it will be submitted to the District by March 31 each year. The District will invoice UNM-Valencia no later than May 31. Teachers will be paid for each high school section that has been designated as dual credit and for which they have students enrolled, according to the following pay scale.

#### Career-Technical Courses:

- a) \$100 per high school section if no other obligations are required other than participating in the articulation process and reporting grades to the college instructor.
- b) \$200 per high school section if, 1) the syllabus is provided by the college; the college instructor-of-record makes multiple classroom visits throughout the semester to engage with the students and the teacher for planning and assessment; 3) the college instructor, in consultation with the teacher, determines and posts the grades.
- c) \$300 if the teacher, 1) has been qualified by UNM to teach the course without an instructor-of-record; 2) participates in the articulation process and/or follows the UNM-Valencia Program of Study Sheets for course(s) that are part of a certificate or degree program; 3) is required to comply with federal and/or industry mandated regulations; and, 4) reports the final grades to a UNM faculty member at the end of the semester to be posted.
- d) High School teachers who are employed by UNM-Valencia, or whose salary is partially covered by UNM-Valencia, do not qualify for stipends.

Academic Courses: \$300 per high school sections where online instruction is required.

## College Faculty

When a college instructor works with a high school teacher in dual credit courses where the high school teacher is the primary instructor for the course, the college instructor will be paid contingent on the amount of work necessary to deliver the instruction, according to the following guidelines:

1. If the college instructor has no obligations other than participating in the articulation process and entering grades issued by the high school instructor (this is the case with most career-technical dual credit courses), the college instructor will receive a \$100 stipend per college section, per semester. Established guidelines for class caps will be followed for dual credit courses.
2. College instructors will be paid \$200 per college section if, 1) they provide the syllabus; they make multiple classroom visits throughout the semester to engage with the class and the teacher for planning and assessment; and, 3) in consultation with the teacher, they determine and post the grades.
3. If the college instructor carries out instruction consistent with a typical course (traditional, hybrid or online), the instructor will be compensated according to the following guidelines:
  - A. College instructor carries out 67-100% of instruction (i.e. prepares at least two-thirds of the course materials and assignments and conducts at least two thirds of course assessments) -- full pay for the number of credits the class usually carries.
  - B. College instructor carries out 34-66% of instruction (i.e. prepares at least one-third of the course materials and assignments but less than two-thirds, and conducts at least one-third of course assessments but less than two-thirds) –
    - Paid for 2.5 cr. hrs. if it is usually a 4 cr. hr. course
    - Paid for 2 cr. hrs. if it is usually a 3 cr. hr. course
    - Paid for 1 cr. hr. if it is usually a 2 cr. hr. course
  - C. College instructor carries out 0-33% of instruction (i.e. prepares some of the course materials and assignments but less than one-third of them, and conducts some of the course assessments but less than one-third of them) –
    - Paid 1.5 cr. hrs. if it is usually a 4 cr. hr. course
    - Paid 1 cr. hr. if it is usually a 3 cr. hr. course
    - Paid 0.5 cr. hr. if it is usually at 2 cr. hr. course.

\*The fraction of instruction provided by the college faculty will be determined by what is presented in the syllabus and what portion the college faculty actually grades. Final determination of faculty pay levels will be approved by the division chair.

4. If the instructor is full-time, contractual faculty, the course may be part of the instructor's full-time load or may be an overload, in which case it would be paid according to the current adjunct faculty pay scale.
5. If the number of students enrolled in a class exceeds the normal class cap, the instructor will be paid according to the Faculty Handbook policy for an additional section if the number of students that exceeds the cap is at least 12.

### **General Operational Guidelines**

The effective operation of the dual credit program is of vital importance to the students' current and future education, first and foremost, the overall social and economic welfare of the community, and the reputation of the college and the public schools. Consequently, care must be taken to ensure that this program is carried out according to state regulations, UNM and local school board policies and with an attitude of excellence in every respect. To this end, the following operational guidelines apply:

1. During the preparation of the summer and fall schedules of classes (February and March) and again during the preparation of the spring semester schedule of classes (September and October) the dual credit "team" (dual credit coordinator and Student Services personnel in recruitment and enrollment management), should meet with high school "team" (principals, counselors and other school personnel involved in the program), to review the list of approved dual credit classes and determine if new courses should be considered for dual credit.
2. If the high school teacher, textbook, or syllabus has changed since the last time a course was offered, the course/s will need to be re-articulated.
3. Along with the articulation process, college faculty should be identified as soon as possible, and the expected degree of work required of the faculty member (and salary schedule-see "Faculty Compensation") should be determined.
4. According to the Statewide Dual Credit Master Agreement, "unless otherwise approved by the cabinet secretaries of higher education and the public education departments, successful completion of three (3) credit hours of postsecondary instruction shall result in the awarding of one high school unit ... "
5. High school courses that are offered throughout the academic year are preferable for purposes of dual credit, but single-semester courses are also acceptable, albeit with a greater degree of urgency with regards to

preparation if they are offered in the fall. The following guidelines will apply:

- a. For high school courses offered throughout the academic year, the fall semester is a time of preparation for:
    - i. Presenting the program to students in qualified and selected courses.
    - ii. Testing students if required.
    - iii. Matriculating qualifying students at UNM and issuing them their UNM Banner ID and email address (same as Blackboard Learn login ID).
    - iv. Enrolling students in the college course at the very start of the enrollment period.
    - v. Meetings between college faculty and high school teachers and students.
  - b. For high school courses offered on a semester basis, or throughout the academic year but that articulate with two sequenced college-level courses, the same guidelines listed above also apply, but with a much shortened preparation period. To maximize the use of time the following guidelines should be applied:
    - i. Preparations (as previously described) should be made during the previous semester.
    - ii. If at all possible, meetings between college and high school faculty should take place either in the summer months; when high school faculty report for duty; or during the first week of classes.
    - iii. Students should be presented with the program during the first week of classes.
    - iv. If testing is required, it is preferable that students be tested at the end of the Spring semester for the following school year; or at the latest, during the first two weeks of the new school year.
    - v. Qualifying students should be matriculated and enrolled no later than the third week of the high school semester, which generally coincides with the first or second week of college classes).
6. College faculty should visit their students regularly throughout the semester. These visits should be planned in advance and included in the syllabus.
  7. Students may drop the course at any point in the semester or may be dropped by the college instructor for reasons of non-participation, non-communication, or other reasons as stated in the college instructor's

syllabus. Students who transfer out of the high school class will be dropped from the college class.

8. Students can only be enrolled for the duration of one semester. In effect, students must complete whatever UNM course they're enrolled in before the end of the same semester.
9. At the end of the semester, students will be issued a grade by the college instructor. If students miss the "deadline to drop without a grade - Friday of the third week of class for 16-week courses, or the Friday of the second week of class for 8-week courses, they may request to be dropped, or they may be dropped by the instructor, and they will receive a grade of "W".
10. Any disputes between a student, high school teacher, and/or the college instructor will be handled first by the college instructor; then by the dual credit coordinator; and, if the matter is not resolved at that level, by the dean or the high school principal. Under normal conditions, parents would not be involved in such disputes. However since high school students are minors, parents wishing to intervene should directly speak with the dual credit coordinator or the dean, but not the college instructor.
11. Issues outside the scope of this policy may be addressed by the HED/PED Dual Credit Council.

**Effective Date for Policy and Procedures:** This policy and its related procedures will be put into effect for the start of the 2017 fall semester.

# Policies and Guidelines for Offering Web-Based Courses

## Introduction and Definitions

UNM-Valencia's mission is: *A quality education – a lifetime of success*. To fulfill our mission in part, one of our major strategic areas is to *expand access to students, by extending our reach and reducing barriers to enrollment*. To reach this goal we will continue to expand our online offerings.

For the purposes of these policies and procedures, the following definitions for online, hybrid, and web-enhanced courses will be used (from UNM [Course Type Glossary](#)).

- **Online:** An online course is one in which learners access primary content and instruction using a variety of tools from UNM's official learning management system, including email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Depending on the teaching style of the instructor and the course content, instruction can take place synchronously (all participants in the course log in at the same time) or asynchronously (participants log in and participate as their schedule permits), or some combination of the above. Synchronous meetings held online or in person must have meeting time(s) clearly stated in the schedule of classes and should not constitute a major portion of the instructional time. According to New Mexico Higher Education Department (HED) requirements, at least 75% of the course occurs online, while 25% or less employs other delivery methods, including face-to-face contact. UNM faculty have the discretion to require face-to-face exams as needed (see proctoring methods for some choices to use). UNM's accrediting agency, the Higher Learning Commission of NCA, stresses the importance of a dynamic and interactive learning environment—between students and between students and faculty—regardless of the setting in which it occurs. Email, telephone office hours, chat rooms, and web-based threaded discussions are some of the technologies that help facilitate interaction. UNM online courses are not open-ended and have set start and end dates. Most follow 8- and 16-week formats with learning activities scheduled on a weekly basis.
- **Hybrid:** A hybrid course is a blend of face-to-face instruction with online learning using UNM's official learning management system. Hybrid courses

move about half of course learning online and, as a result, reduce the amount of classroom seat time. The online portion of the instruction is delivered to the learner using a variety of tools including email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Class meeting time is reduced but the material covered is equivalent to a normal full-time class delivery for the same number of credits. The course is expected to meet at regular times in a face-to-face classroom as clearly stated in the schedule of classes. A hybrid course is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another. The online component should not be an “add-on” or duplicate of what is taught face-to-face, and the face-to-face component should be an integral part of the course.

- Web-Enhanced: A web-enhanced course is a traditional face-to-face course that uses UNM’s official Learning Management System or another online platform for communication, posting assignments, and other teaching materials. The online components are not pedagogically integrated for learning online.

For programs and courses UNM-Valencia will adhere to the standards set forth and published by the Higher Learning Commission and QM (QualityMatters.org) as presented below:

- [Best Practices for Electronically Offered Degree and Certificate Programs](http://www.aaup.org/NR/rdonlyres/BBA85B72-20E9-4F62-B8B5-CDFF03CD8A53/0/WICHEDOC.PDF) (at <http://www.aaup.org/NR/rdonlyres/BBA85B72-20E9-4F62-B8B5-CDFF03CD8A53/0/WICHEDOC.PDF>),
- [Guidelines for the Evaluation of Distance Education \(On-line Learning\)](http://download.hlcommission.org/C-RAC Distance Ed Guidelines 7 31 2009.pdf) (at <http://download.hlcommission.org/C-RAC Distance Ed Guidelines 7 31 2009.pdf>), and
- QM Higher Education Rubric for Online and Blended Courses (current edition)

Provided below are the policies concerning qualifications of faculty teaching online or hybrid courses, policies and procedures faculty should follow when creating new courses for the online environment, and processes used for periodic and continual review of online courses and programs.



## Faculty Qualifications, Support, and Certification

- The UNM-Valencia Faculty Online Teaching and Review Committee (FOTRC) will, in consultation with the Dean, Division Chair, and/or Program Coordinator, review and approve online teaching qualifications of all faculty teaching online or hybrid courses. This will preferably be done *before* a faculty member is regularly scheduled to teach a course. In the case of extenuating circumstances, such as emergency hires or last-minute changes in schedule, a faculty member not yet approved by the FOTRC may be assigned to an online or hybrid course but will need to be approved before being regularly scheduled to teach the course.
- The minimum qualifications for faculty to teach online or hybrid/ courses is the completion of the equivalent of at least 3 credit hours of a training program that includes best practices in design and delivery in the online environment, as well as information on conducting a course in the UNM approved learning management system. The new faculty member must submit a verifiable description of the course/program (syllabus and/or catalog description) if is not already a program/course known and approved by the FOTRC.
- The FOTRC will offer a fully online 3-credit-hour course through UNM-Valencia in appropriate semesters/sessions that will meet this training requirement.
- Continued professional development in online teaching is encouraged
- The FOTRC in coordination with the Teaching and Learning Center (T&LC) will provide ongoing training and mentorship for faculty in the use of online tools and best practices for teaching in the online environment.

## Course Development

Any course offered at UNM Valencia may be designed as an online or hybrid course, as deemed appropriate by the Division Chair and Dean of Instruction. A Valencia Campus certified online instructor submits the appropriate application with signatures to the FOTRC for approval. Online and hybrid courses are expected to be designed using the current edition of the QM Higher Education Standards for Course Design.

- Faculty who design a new online or hybrid course may work with a member of the FOTRC to ensure quality design of the course. If the faculty member has never before designed a course for the online environment, the faculty member is strongly urged to complete the in-house training course for faculty

new to online or, if the faculty member has already completed that course, they can sign up for Designing Your Online Course or Designing Your Blended Course workshop offered through Quality Matters.

- After completion of the newly developed course the shell will be archived.

## Course Review

- The FOTRC will conduct 3 types of design reviews of online and hybrid courses:
  - Initial review within the first year using Specific Review Standards 2.1 and 2.2 from the QM Higher Education Standards for Course Design. This initial review will be conducted by 2 individuals from the FOTRC.
  - Internal review after course has been taught 4 times using the *required* Specific Review Standards from the QM Higher Education Standards for Course Design. This internal review will be conducted by a 3-person team headed by a FOTRC committee member.
  - QM Review for QM Certification (optional).
- The *results* of course design peer reviews (initial, internal or QM certified) should not be used for evaluation of faculty for merit or promotion. An instructor serving as the Course Representative, however, should receive recognition in their overall evaluation for participating as a Course Representative.

### **Due Process for Courses Not Meeting Standards During Initial/Internal Review**

Condition	Action and Timeline	Additional Actions
Course reviewed does not meet Specific Review Standards 2.1 and 2.2 from the QM Higher Education Standards for Course Design	Instructor works with Division Chair to establish appropriate learning outcomes. Additional assistance regarding other QM standards may be requested from T&LC and FOTRC. Revisions must be completed within one semester from the review	After revision, course will be reviewed again by a FOTRC representative. That online course will not be offered until the re-submission has successfully met standards.
Course reviewed does not meet 85% of standards used in review.	Instructor revises aspects of course for standards that were marked as not met and submits a Course Review Amendment Form. Master Reviewer/Team Chair reviews the course revisions, marks as met/not met, and returns Course Review Amendment Form to	FOTRC, Dean, Division chair notified of successful review after changes have been made.

	instructor. Revisions must be completed within one semester from the review	
Course reviewed meets both QM 2.1, QM 2.2, and 85% or more of the other standards used in the review	No changes required, but instructor is encouraged to look at any QM standard that was not met for possible course improvements.	FOTRC, Dean, Division chair notified of successful review.

## **Evaluation and Assessment of Online and Hybrid/Blended Courses**

Hybrid and online courses are subject to the same evaluation procedures and criteria as face-to-face courses in terms of core course assessments, program assessment, supervisor or peer observations, and student course evaluations. Hybrid and online courses are subject to course/program review conducted by the UNM-Valencia Curriculum Committee and core course assessments required by the Teaching and Learning Assessment Committee. Online instructors are expected to follow the same procedures, conduct data collection, and meet other criteria required of those teaching a face-to-face section of the course. Upon request, the FOTRC can provide a rubric for evaluating course delivery (student-student, student-instructor, and student-content interactions), which differs from the QM rubric (QM rubric evaluates course design not delivery). Students evaluating hybrid and online courses will use the currently approved student evaluation instrument.

## **Student Assessment and Authentication**

Faculty members are expected to exercise due diligence in authenticating that the student receiving a grade for a course is in fact the person who completed the work for the course. At the very least, the instructor, in concert with university provided tools, must have in place authentication procedures for major exams or other assignments that count a major portion of the course grade. For example, the instructor may require students to take final exams in person in an officially proctored setting, or an instructor may require a student to download a program on their home computer that will authenticate who is taking an online exam or assignment.

Other strategies to address student authentication issues may include the following:

- Multiple, varied assessments changed each semester rather than one single exam
- Greater weight on written discussion and assignments
- Unique timed tests for each student drawn from test banks
- Increasing student awareness of appropriate conduct
- Plagiarism detection software (SafeAssign)
- Browser lock-downs (may require software/equipment purchase)

- Proctors - real-time monitoring or face to face at a designated location (remote proctoring may require equipment purchase)
- Student Affirmation Statement in Course

Students in online and hybrid classes are expected to follow the same policies on cheating as students in face-to-face classes. Unacceptable behavior includes academic dishonesty which is defined as including, but not limited to, dishonesty in quizzes, tests, or assignments: claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the university; and nondisclosure or misrepresentation in filling out applications or other university records.

The instructor may also need to specifically address policies regarding language, service agreements regarding use and access to software, proper netiquette, and specific examples of disruptive online behavior. Helpful links may be found on [the Valencia Online Learning page for Faculty](#).

## Accessibility

During the design of an online or hybrid/blended course attention will be given to student accessibility issues. The course design should follow Sections [504](#) and [508](#) of the Federal Electronic and Information Technology Accessibility and Compliance Act and state guidelines (see <http://www.dol.gov/oasam/regs/statutes/sec504.htm>, <http://www.section508.gov/>, and <https://webnew.ped.state.nm.us/wp-content/uploads/2018/03/Section504.pdf> ).

## Copyright Law

Faculty teaching online and blended classes are expected to provide course materials following U.S. copyright law, fair use guidelines, or the Teach Act. Materials that are open educational materials should be indicated as such in the syllabus. Informational links on these issues are found below.

- UNM [Copyright Matters](#)
- [U.S. Copyright Office](#)
- [“Fair Use”](#)
- [Essential Copyright](#)
- [Copyright Terms and Public Domain](#)

# Catalog Preparation

Currently UNM-Valencia prepares biannual catalogs during the last academic year of a catalog's life. The Dean of Instruction is responsible for the contents and the preparation of the UNM-Valencia Catalog and the Public Information Officer is responsible for its online publication.

In order to make the Catalog available to students by the start of the new academic year, it is imperative that division chairs and coordinators complete all curriculum development (please refer to next section "Curriculum Development" for details) by the November 1<sup>st</sup> of the academic year. This allows time for all approvals (from UNM Valencia and UNM Main) to be completed by the end of spring semester, in time for a new catalog to become effective in the fall.

## Curriculum Development

For purposes of this manual, "Curriculum Development" refers to the formal creation, deletion, or change to a course or a degree or certificate program. This section begins with a definition of terms and then provides specific instructions including access to relevant for making curriculum changes.

## UNM Curriculum Terminology Glossary

The Curriculum Terminology Glossary lists terms used by UNM to describe how degree programs are organized:

- ✦ Certificate: A prescribed course of study approved through the University's curriculum approval process. A completed certificate appears on a student's transcript; however, a diploma is not issued. Some departments may offer certificates that are not reviewed through the University's curriculum approval process and thus are not transcriptable. Certificates at UNM branches are formal awards approved by the Office of the Associate Provost for Academic Affairs.
- ✦ CIP Code: The Classification of Instructional Programs (CIP) is used nationally to assure comparability of information among institutions of higher education. It allows the classification of instructional programs into broad academic categories.
- ✦ Concentration: An approved set of courses within a major that define a specialty area or specific field of study. Unless specified by the unit offering the major, a concentration is not required.

- ✧ Degree: A credential that the University confers upon a student who has satisfactorily completed a required program of study. Degree requirements are established by the University, colleges, and departments, and are approved by University faculty, administration, and the Board of Regents. UNM is authorized to award associates, baccalaureate, masters, 1<sup>st</sup> professional, and doctoral degrees.
- ✧ Degree Title: The complete approved label of a degree program consisting of the degree designation and the degree major (e.g., Associate of Arts in Business Administration, Associate of Science in General Science, Associate of Applied Science in Information Technology, Bachelor of Arts in History; Bachelor of Science in Chemistry). Some programs require the name of the major as part of the degree designation (e.g., Master of Architecture–MARCH, Master of Business Administration–MBA, Master of Science in Nursing–MSN).
- ✧ Diploma: An official document naming a degree that has been conferred by the University.
- ✧ Emphasis: An approved subset of courses within a concentration. Emphases do not appear on a diploma or transcript. Unless specified by the unit offering the major and concentration, an emphasis is not required. Emphases go through the curriculum approval process. (Only emphases that have gone through the curriculum approval process will appear in the UNM Catalog.)
- ✧ Major: That part of a degree program consisting of a specified number of hours from a defined group of courses in a primary discipline or field. A completed major is shown on both a student's diploma and transcript. A new major (by each degree level) must go through the curriculum approval process. Changes to an existing major must be accomplished in accordance with UNM's Curriculum Workflow. Only formally-approved majors will appear in the UNM Catalog.
- ✧ Minor: That part of a degree program in an approved secondary discipline or field outside the major. A minor requires fewer hours than a major. A completed minor is shown on a student's transcript, but not on the diploma. A minor is awarded only if approved by both the major and minor department and/or college.
- ✧ Professional Development Certificate: A professional development certificate indicates completion of a set of credit or non-credit courses designed to provide participants an opportunity to develop or improve specific job-related knowledge and skills. Professional development certificates are issued

by the unit offering the course/s rather than by the Office of the Registrar and do not appear on university transcripts.

- ✦ Program Level: Program levels at UNM include the following: Certificate, Associate, Baccalaureate, 1st Professional, Graduate Certificate, Master's, and Doctorate.
- ✦ Program of Study: An approved course of study leading to a transcribed certificate or degree.
- ✦ Transcript: A document that details the entire permanent academic record of a student at the University. An official transcript is a certified copy, for which a small fee is charged. An unofficial copy is available at no charge.

## **Curriculum Changes: Process, Forms and Instructions**

Curriculum changes (the creation, deletion or change of/to a new or existing course or degree or certificate) may be initiated by any faculty member who teaches in the division for which the curriculum change is being requested, the division chair or the Dean of Instruction. As a matter of collegiality and protocol, it is assumed that the instructor initiating a curriculum change has discussed the matter with his/her chair and, if applicable, coordinator, prior to proceeding with the change.

The steps in the process are as follows:

1. Complete the appropriate curriculum change form:
  - a. Form A: Use this form for making a change (e.g., course title, description credit hours) to an existing course.
  - b. Form B: Use this form for creating a new course.
  - c. Form C: Use this form to create a new degree or certificate or to make changes to an existing degree or certificate (e.g., required courses).

Forms A, B and C can be accessed at <http://registrar.unm.edu>. From the menu on the left, select Faculty and Staff Resources. From there you can select Curriculum Forms and Resources or Curriculum Workflow. If you select Curriculum Forms and Resources, it will describe the forms and provide you with helpful additional resources. When you are ready to complete the forms electronically, select Curriculum Workflow. Log in and then select the form that you would like to initiate.

2. Once you have completed the form, save it and print a copy, but do not send yet. Have your chair review the form and then your chair can schedule a meeting with the UNM-Valencia Curriculum Committee.

3. The chair of UNM-Valencia's Curriculum Committee will make copies of the form and will distribute them to Curriculum Committee members. The chair will then bring up the recommended changes for discussion and possible approval at the next Curriculum Committee meeting. (Curriculum Committee rules require that curriculum forms be distributed to Curriculum Committee members at least one week prior to the recommended changes being brought up for discussion.)
4. The instructor who initiated the recommended changes or his/her chair needs to be present when the Curriculum Committee meets to discuss the proposal.
5. The Curriculum Committee will deliberate the proposed changes and will vote to accept the proposal as-is, accept it with required changes, ask the initiator to make changes and resubmit the form, or reject it outright.

The remaining steps apply only to curriculum changes which have been accepted by UNM-Valencia's Curriculum Committee:

- Once the UNM-Valencia Curriculum Committee has approved the form, then you can go back into Curriculum Workflow and make recommended changes and then submit the form.

Curriculum changes of a vocational/technical nature (vocational/technical courses and associates of applied science/certificate programs) require only the approval of the Associate Provost. Curriculum changes of an academic nature (academic courses offered at the branches and associates of arts/sciences) require approval by the Faculty Senate Curricula Committee and the Faculty Senate (in some cases they are also sent to the corresponding college's Curriculum Committee and Undergraduate Committee). Consequently, you should factor in that curriculum changes to academic courses and programs may take six to nine months for processing.

## **New Program Preliminary Review and Proposal Outline**

In order to evaluate the feasibility of any new associate degree program, the following information must be reviewed by the Office of the Provost *before* beginning the development of a full proposal. The preliminary step will present the case for development of a full proposal and will be used to ensure appropriate administrative support at both the institutional and state level. The Office of the Provost will review the information with consultation from the Instructional Dean,



Chancellor, and others as appropriate. Only a brief treatment is expected at this stage.

Following the Provost's review, faculty must submit a Form C proposing an associate degree program, and a fully developed degree program proposal that follows the requirements set by the New Mexico Higher Education Department (HED) as outlined below. At that point the Office of the Provost will provide the HED with a "notification of intent" to develop the proposal. If the proposal is finally approved by all the required signatory groups, including the UNM Board of Regents, the Office of the Provost will submit the proposal in its entirety to the HED for their approval and implementation.

**Elements to include in Preliminary Review and Full Proposal** (for full proposal only, one to two pages):

1. Program Description
  - a. What is the program and why should we offer it? Include the program's major goals.
  - b. How does the program fit within the Branch's mission?
  - c. How does the program fit within the UNM mission and strategic plan?
  - d. How does the program fit with related offerings at other UNM branch campuses?
  - e. If it is a vocational program, describe plans to involve potential employers in its development.
  - f. If it is a transfer program, describe its intended articulation to UNM four-year programs. Does it contemplate articulation with institutions other than UNM? (For full proposal, provide any relevant articulation/transfer documentation such as articulation agreements.)
  - g. Assuming timely approval, what is the program development and implementation timeline?
2. Evidence of Need
  - a. Indicate how you plan to recruit students.
  - b. How does the program fit with similar and related offerings in the state and region? (Show it does not duplicate existing programs in the market.)
  - c. Provide evidence of demand for program graduates.
    - i. (For full proposal, an in-depth needs assessment is required. Department of Labor statistics or surveys of likely employers are potential mechanisms for this.)

- ii. (For full proposal, a discussion of the program's relationship to workforce development is also required.)
- 3. Program Content and Quality
  - a. Describe the curriculum. Discuss any new courses and the impact of the curriculum on existing courses, including courses in other departments. (Draft catalog copy will be required for full proposal.)
  - b. What are the expected student learning outcomes for the program? (What will the students know and what will they be able to do when they complete this program?)
  - c. What instructional model(s) will be used to deliver the program?
  - d. If applicable, describe any accreditation issues, including the following:
    - i. Will separate accreditation be sought for the program? If so, describe the process and the expenses involved.
    - ii. How does the program affect any existing accreditation and licensure requirements?
- 4. Evaluation and Assessment
  - a. How will the program's learning outcomes be measured?
  - b. What other measures to evaluate program effectiveness are contemplated?
  - c. A plan for learning outcomes assessment at the course and program level will be required for the full proposal.
- 5. Required Resources
  - a. How many faculty are necessary for program delivery and what are their qualifications?
  - b. How will this program affect the workload of current faculty and support staff?
  - c. Will additional faculty or staff be required? What is the cost?
  - d. What faculty and staff development services will be needed?
  - e. What technology, media, equipment and instructional supplies are needed to support the program's intended outcomes? Are these resources available? What is the estimated cost?
  - f. Are there any needs for additional or renovated space?
  - g. What student support services are likely to be needed and to what extent (tutoring, library, ITS, advising, etc.)? What is the estimated cost?

- h. What student support will be needed (scholarships, student employment, work study, internships, etc.)?
  - i. Provide a rationale for any course fees or other expenses (in addition to tuition) that students will be expected to cover.
- 6. Projected Enrollment and Costs
  - a. Provide a three-year projection of enrollments and program costs.
    - i. (For full proposal, a detailed table of enrollment projections is required.)
    - ii. (For full proposal, a detailed program budget is required.)
  - b. If applicable, describe anticipated sources of new revenue required for the program.
- 7. Additional Information
  - a. Provide any additional information needed to make the case for development of a full proposal. (For full proposal, provide any additional information to support the request for the proposed degree program.)
- 8. Attachments (for full proposal only)
  - a. Department of Labor documentation, if applicable
  - b. Formal Needs Assessment
  - c. List of similar programs (state and regional)
  - d. List of potential employers
  - e. List of advisory committee or board members, if applicable. Minutes of advisory committee or board meetings, if applicable
  - f. Letters of support from external partners or stakeholders
  - g. If applicable, letters of support from related UNM programs from other campuses
- 9. Additional Attachments for submission to HED (supplied by Provost's Office)
  - a. Minutes from the Board of Regents meeting, noting approval

## **Articulation: Degree Approval, and Transfer of Course Credit**

The following policy is from Section F70 of the UNM Faculty Handbook:

Policy Rationale: Branch community college degree offerings are approved by the University of New Mexico (UNM), and many of their courses carry transfer credit toward UNM baccalaureate degrees. The policies that govern the articulation of degree programs, the determination of course credit, and the approval of credentialing standards for UNM branch community colleges are presented below.

### **A. Degree, Certificate, and Credential Approval**

1. All associate degree programs are authorized to be offered at branch community colleges, upon approval by the appropriate college and department or program on the UNM main campus.
2. Branch community colleges are authorized to develop and offer programs leading to all associate degrees, as well as provide certificates and workforce credentials, provided the programs go through the required approval process for such programs at the UNM main campus. The transferability to the main campus of credit for courses in these programs will be determined in accordance with the policy statements B.1 and B.2 below.

### **B. Transfer of Course Credit**

UNM main campus will accept baccalaureate credits and branch community colleges will accept transferable course, certificate, and workforce credential credits, earned by students at any UNM branch community college, in accordance with the following policy:

1. Lower-division courses within the New Mexico common course numbering system offered at UNM branch community colleges will be transferable anywhere within the UNM System. These courses will have consistent learning outcomes and competencies. Existing courses at the UNM main campus or a UNM branch community college may be adopted by another branch community college without going through curriculum workflow, as long as the branch community college has obtained permission to use the appropriate course prefix (if not already in use at that branch), and the course is 200 level or below.
2. Proposed new lower division courses must follow the same approval process as any other course offered at UNM main campus and, if designed for transfer credit, must be approved by the appropriate department or program and/or college.

### C. Approval of Credentialing Standards for Course Delivery

Branch community college faculty shall be qualified to deliver courses under the current UNM accrediting body's credentialing guidelines. Branch community colleges shall maintain adequate records to verify that appropriate accreditation credentialing guidelines are met.

Higher Learning Commission Faculty Qualifications, from policy CRRT.B.10.020 (Assumed Practices)

Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Instructors teaching courses not designed for transfer, or in terminal certificate or applied associate's degree programs, may possess a bachelor's degree.

# Faculty Hiring, Evaluating, Promoting and Teaching Approvals

## Types of Faculty

The UNM Faculty Handbook describes four different types of faculty appointments in Section B3 as follows:

### 3.1 TYPES OF FACULTY APPOINTMENTS

*(a) Faculty appointments may be probationary, tenured, continuing non-tenure-track, or temporary. Prior to awarding of tenure, tenure-track faculty appointments are probationary appointments; following the award of tenure, such appointments are tenured. All faculty members holding probationary appointments at the rank of assistant professor or above are eligible for consideration for tenure. (For a definition and discussion of tenure, see Sec. 4.7.1 and Appendix I.) Non-tenure-track appointments do not lead to tenure. However, the presumption with continuing non-tenure-track appointments is that they will be continued if the faculty member is not duly notified to the contrary. Non-tenure-track appointments where there is not a presumption of continuation are temporary.*

The term “probationary” is synonymous with “tenure-track.” These are faculty who, if successful, will achieve tenure in a period of six years or, in exceptional cases, less. Tenure-track and tenured faculty generally have professorial ranks (Assistant Professor, Associate Professor and Full Professor). For more details on tenure and promotion please refer to the UNM-Valencia Faculty Handbook.

The term “continuing non-tenure track” refers to faculty who are issued annual contracts but who have “expectation” that their contracts will be renewed for the subsequent year. These faculty generally carry the rank of Lecturer (I, II or III, depending on degree and other criteria—for more details on tenure and promotion please refer to the UNM-Valencia Faculty Handbook). A non-renewal of a contract requires a letter from the Dean of Instruction (delivered no later than March 31<sup>st</sup> if on their first year of appointment or December 15<sup>th</sup> for subsequent years of appointment) explicitly stating the faculty’s contract will not be renewed for the following academic year.

For purposes of this document we will refer to the faculty described above as “continuing” faculty.

Temporary faculty are generally designated as “adjunct” or “part-time” (we sometimes appoint a temporary faculty on a one-year contract to fill in for a continuing faculty vacancy during a search process). Adjunct faculty are hired on a semester-by-semester basis on a competitive process.

## Hiring Continuing Faculty

Continuing faculty are hired through a one-time competitive process. The steps in this process are as follows (please note that these steps flow sequentially; a “misstep” could result in a failure to hire a continuing faculty):

1. Ensure that funding is available. Continuing faculty salaries are negotiable, but generally start in the \$44,000 range (higher if the field is highly competitive, or if the candidate has exceptional education and experience, or for certain twelve-month contract positions). In addition, benefits have to be factored in, which raises the cost by about 27%. Available money is the single greatest impediment to creating new positions.
2. Get approvals. If the hire is a replacement for a vacated position, it is generally expected, but not necessarily so, that the position will be filled. Under normal circumstances the chair will notify the Dean of Instruction of an upcoming vacancy. In turn, the Dean of Instruction will notify the chair whether or not the position will be refilled. If the hire is new, then the chair would be made aware as a result of approval of funds.

The next step in the approval process is to write up a description for the position and, through UNM-Valencia’s Human Resources office, send the necessary forms to Faculty Affairs and Services for approval.

3. Search committee appointed: A search committee, appointed by the Dean of Instruction, will be convened to perform the following functions (this is generally referred to as the committee’s “charge” from the Dean of Instruction):
  - a. Develop minimum and desired qualifications for the position and report the qualifications to the Dean of Instruction for approval
  - b. Recruit a diverse and highly qualified pool of applicants
  - c. Screen application materials to identify *bona fide* applicants and then evaluate these applicants according to the selection criteria
  - d. Select up to ten (generally) semifinalists and recommend three to five (generally) candidates to the Dean of Instruction for interviews

- e. Participate in the interviews of candidates for the position according to UNM policy and UNM-Valencia practice

The division chair generally, but not necessarily, serves as the search committee's chair. UNM-Valencia's Human Resources representative attends committee meetings to serve as a resource and to ensure that all related UNM policies and procedures are adhered to. The rating matrix and interview questions must be approved by Faculty Affairs and Services before they can be applied.

4. Offer letter is given to selected candidate: The Dean of Instruction will negotiate a salary with the successful candidate and will give him/her an offer letter. The offer letter consists mainly of template language but specifies the following in detail:
  - a. Appointment rank – Assistant (usually) or Associate (rarely) Professor, for tenure-track appointments, or Lecturer I/II/III for non-tenure track appointments
  - b. Date that the appointment begins – this date would generally be the Monday of the week before classes start in the fall semester, or, for a 12-month contract, July 1<sup>st</sup>
  - c. Annual salary and, if applicable, administrative stipends, moving expenses, etc.
  - d. General description of duties and expectations – credit hours/year, areas he/she will be teaching, administrative duties (if any), other teaching-related duties (e.g., informing students concerning course requirements, participating in assessment activities, taking attendance, maintaining good student records, preparing and grading class assignments and exams, advising students on their academic progress, participating in college committees, curriculum development, professional development and community service, keeping office hours a week, etc.
  - e. If applicable, information on tenure and promotion
5. Search committee materials are sent to Faculty Affairs and Services for approval.
6. Faculty is acclimated to teaching at UNM-Valencia: Office is assigned, email access is acquired, orientations on a variety of processes and policies are made available, etc.



## Compensating Continuing Faculty

Salaries for continuing faculty are negotiated based on a variety of factors to include degree, experience (quantity and quality), market considerations, nine-month vs. twelve-month appointment, administrative component (if any), and, of course, budgetary limitations. The hiring ad will indicate a broad salary range for a particular position.

Continuing faculty will be compensated for overloads assignments on the same basis as that of adjunct faculty salaries. Other variations, which may apply to adjuncts, include:

- ✦ Practicum courses (e.g., CAD, IT or OBT 295, ECME field experience courses) and independent study courses (i.e., courses where the student is expected to study the material on his/her own with minimal assistance from the faculty member—NOTE, this is not the same as an online or hybrid course, which is compensated on the same basis as related courses): 10% of overload/adjunct salary (based on degree held) per student per credit hour (each student counts as 0.01 FTE irrespective of credit hours).
- ✦ Regularly scheduled courses with low enrollments may be compensated at the rate of 10% of overload/adjunct salary (based on degree held) per student per credit hour as an alternative to cancellation. For this to take effect the instructor must agree to teach the course for the full contact hours.
- ✦ Large classes may be compensated at higher rates and/or be considered at a higher FTE. Classes which normally have a cap of forty, but which are expanded to accommodate up to eighty students, may be classified as a double load (i.e., six credit hours instead of three)
- ✦ Science labs (e.g., BIOL, CHEM, EPS and PHYC) will be classified as a three credit hour load either as part of the instructor's normal load or as an overload.
- ✦ Independent study labs (e.g., Spanish language labs) may be compensated at \$10 per student (each student counts as 0.01 FTE).

## Evaluating Continuing Faculty

Continuing faculty whose primary function is to teach are evaluated on a calendar year basis using the Faculty Annual Performance Review Form. This form serves as the rating criteria for determining merit pay salary increases and, along with the chair's and dean's summary evaluations, serves as the performance evaluation for a

given calendar year. The summary evaluations from the chairs and the dean serve as both normative and formative evaluations of the instructor's performance in the prescribed areas teaching, service, professional development and personal characteristics. If necessary, the summary evaluations will prescribe steps for improving performance.

At the start of each fall semester the Dean of Instruction distributes a Faculty Evaluation Calendar detailing the sequence of events and deadlines for completing various portions of the form. A typical calendar would read as follows:

Timeline	Action
Last Friday in April	Chair (or dean, for chairs) and peer classroom evaluations completed (both these evaluations must be signed by the evaluator).
3 <sup>rd</sup> Friday in September	Faculty evaluation form (and supporting list of activities) sent directly to chair by faculty as email attachments (no signatures required at this time). Original chair and peer classroom evaluations sent to dean as a hardcopy (see first item above).
3 <sup>rd</sup> Friday in October	Chairs send their faculty members' completed evaluation forms (and supporting list of activities) to the dean. Individual meetings with faculty members where forms are signed should have taken place by now.
First Friday in November	Chair's Summary Evaluation completed
First Friday in December	Dean's Summary Evaluation completed

Faculty on tenure track are also evaluated on two occasions during their probationary period:

1. During the 3<sup>rd</sup> year of their appointment (Code 3 Review)
2. During the 6<sup>th</sup> year of their appointment (Code 6 Review). The Code 6 review is the tenure decision review and, in most cases, the review which leads to promotion to the rank of Associate Professor.

For more detailed information on Faculty Evaluations and the tenure and promotion process, please refer to the UNM-Valencia Faculty Handbook.

## **Hiring Adjunct Faculty**

Adjunct faculty are hired on a semester-by-semester basis in a competitive process.

- ✧ Adjunct faculty must first submit their application through UNM Jobs at the following web site: <https://unmjobs.unm.edu/>. The application will be electronically submitted to Human Resources at UNM-Valencia as well as Division Chairs. Anyone may search faculty job postings for the Valencia Campus by using the search engine located at the bottom of the UNM Jobs page. Additional assistance can be provided by the Human Resources department at 925.8530 or Margaret Anaya at 925.8602.

Adjunct faculty who meet the criteria listed above may then be hired and assigned courses to teach as follows:

- ✧ Chairs will prepare a rating matrix that will list all adjunct faculty who have submitted their application through UNM Jobs and meet minimum and preferred qualification for the position applying for.
- ✧ Chairs will select the candidates who meet minimum qualifications (refer to “Obtaining Teaching Approvals for Faculty” below), availability for days and times of classes being offered, and rate highest on hiring matrix.

Minimum Qualifications: The rating matrix will include minimum qualifications for a particular course. For most academic courses, minimum qualifications are: a master’s degree (with eighteen credit hours in the discipline) and teaching experience in the discipline or related area at the post-secondary level or equivalent.

Desirable Qualifications: The following is a list of desired qualifications applicable in whole or in part to determining the most qualified adjunct faculty for teaching at UNM-Valencia:

- ✧ Successful teaching experience in the discipline or directly related area at a community college or equivalent institution
- ✧ Up-to-date pedagogical knowledge of field and of current classroom techniques for discipline
- ✧ Master’s degree or terminal degree in the discipline area
- ✧ Experience working in a multicultural setting with non-traditional students

- ↳ Ability to interact in a collegial and professional manner
- ↳ Ability to successfully communicate, both orally and in writing

Faculty who intend to teach a transferable course that they have not previously taught must make available to the Unit Administrator the following:

- ↳ A copy of the instructor's curriculum vitae
- ↳ Official transcripts
- ↳ A syllabus for the new course

## **Compensating Adjunct Faculty**

Adjunct faculty are compensated on a per credit hour basis as follows:

- ↳ \$750 for a bachelor's degree (or less)
- ↳ \$800 for a master's degree
- ↳ \$850 for a doctoral or terminal degree (e.g., MFA, JD)

*\*these amounts effective as of Spring semester 2019*

For independent study, practicums, partially paid courses, and independent study labs adjunct faculty will be compensated on the same basis as that of continuing faculty.

## **Evaluating Adjunct Faculty**

Adjunct faculty are evaluated every other semester that they teach at UNM-Valencia by the department chair or their designee using the Part-Time Faculty Evaluation Report. The purpose of this instrument is to maintain a record of teaching performance and other required duties. Whereas teaching at UNM-Valencia cannot be used as leverage over teaching experience at other institutions, a solid record of teaching excellence at UNM-Valencia may be used in a rating matrix.

## Faculty Promotions

Continuing faculty are eligible for promotion under two separate systems depending on their type of appointment.

### Tenure and Promotion

Faculty with tenure or on probationary status are subject to policies as stated in Section B of the University of New Mexico Faculty Handbook. Under normal circumstances, the process proceeds as follows:

1. Faculty are first appointed to the rank of Assistant Professor.
2. After a six-year probationary period (with a mid-probationary review at the end of the third year), faculty are evaluated and recommended to the Provost for tenure and advancement to the rank of Associate Professor by the Tenure and Promotion Committee, their Chair, the Dean of Instruction, and the Chancellor. Faculty who are advanced to the rank of Associate Professor will receive a \$4,000 salary increase.
3. After a period of another four years (again, this is under normal circumstances), faculty may be evaluated for further progress and recommended to the Provost for advancement to the rank of Professor by the Tenure and Promotion Committee, their Chair, the Dean of Instruction, and the Chancellor. Faculty who are advanced to the rank of Professor will receive an additional \$5,000 salary increase.

### Lecturer Promotion Policy

Lecturer Track positions, being separate from and ineligible for Tenure, still require capacity for upward mobility in order to stay competitive and in order to encourage persistence in our Lecturer Track faculty. The following policy and procedure provide similar upward movement as at [UNM Main Campus](#), as outlined in UNM Faculty Handbook policy [C190](#).

### Lecturer Track Advancement/Promotion Table

Lecturer III (based primarily upon degree earned)	Terminal degree acquired	5 years of experience* with terminal degree	11 years of experience with terminal degree
Lecturer II (based primarily upon degree earned)	Master's degree acquired	5 years of experience with master's degree	11 years of experience with master's degree
Lecturer I (based primarily upon degree earned)	Entry level Lecturer--beginning wages	5 years of experience with bachelor's degree	11 years of experience with bachelor's degree
	"Lecturer" (entry level)	"Senior Lecturer" (5 years of experience)	"Principal Lecturer" (11 years of experience)

\*experience may be obtained at previous institutions

#### ***Lecturer I, II, and III***

Lecturer Level (I, II, and III) would refer to the level of degree that a Lecturer Track faculty member has at entry, or has attained since entry, at UNM-Valencia. As a general guideline, Lecturer I would be baccalaureate level, Lecturer II would refer to master's level, and Lecturer III would refer to doctoral or terminal degree level (these can be primarily instruction or primarily non-instruction-based Lecturer positions). This axis of advancement is primarily to reflect educational advancement and UNM-Valencia's dedication to further the education of not just our students, but our faculty.

#### **Advancement from Lecturer I to Lecturer II:**

If a faculty member has a bachelor's degree upon entry and then attains a master's degree\*, they are eligible for advancement to Lecturer II.

#### **Advancement from Lecturer II to Lecturer III:**

If a faculty member with a master's degree (upon entry or gained while working at UNM-Valencia) attains a doctoral or terminal degree, they are eligible for advancement to Lecturer III.

\*MFA and MLS as being a terminal degrees, would qualify a faculty member for Lecturer III and will be handled on an individual basis

#### ***Lecturer, Senior Lecturer, and Principal Lecturer***

Entry level faculty on this track will be entering as Lecturers (I, II, or III dependent upon degree and contract). Lecturers at any level can, by putting time in **and showing excellence in their professional capacity**, move up to Senior, and then Principal Lecturers. (This is not dependent upon degree or Lecturer I, II, or III status.)

#### **Promotion from Lecturer to Senior Lecturer**

Once a faculty member (working consistently at .5FTE minimum) has attained five years of service, they become eligible for promotion to Senior Lecturer. Time alone does not guarantee this movement; other considerations (excellence in professional capacity as mentioned above) will be made, but the time of service is a prerequisite for movement along this axis. Senior Lecturers become eligible (with available funding) for a renewable two-year term appointment ([section B4 of policy C190](#)).

#### **Promotion from Senior Lecturer to Principal Lecturer**

Once a faculty member (working consistently at .5FTE minimum) has attained eleven years of service, they become eligible for promotion to Principal Lecturer. Time alone does not guarantee this movement; other considerations (excellence in professional capacity as mentioned above) will be made, but the time of service is a prerequisite for movement along this axis. Principal Lecturers become eligible (with available funding) for a renewable three-year term appointment ([section B5 of policy C190](#)).

#### ***Promotional Committee and Process***

A new standing committee for Lecturer track promotions would be required and added to the current list of Standing Committees of Faculty Assembly at UNM-Valencia. Mirroring the make-up of the Tenure and Promotion Committee, the Lecturer Promotion Committee would be comprised of the Lecturer track faculty at UNM-Valencia.

After a Lecturer meets the time prerequisite for advancement to Senior or Principal Lecturer, he or she must seek approval from the supervisor. If the supervisor recommends the faculty member to seek advancement, then the candidate will need to prepare a dossier with specific required materials for their committee to review. A guide for the candidate's construction of their dossier will be provided to the candidate.

The Lecturer Promotion Committee will look at the applicant's dossier, review and evaluate the material and artifacts presented with provided rubrics, and make a

recommendation to the applicant's immediate supervisor for either promotion or continued service at the same rank.

### **Supervisor's Recommendation:**

The candidate's supervisor will provide a written statement (cc: to the Committee) to be sent to the Dean of Instruction and Chancellor of UNM-Valencia for approval.

### **Results:**

The Dean of Instruction and the Chancellor of UNM-Valencia will make the final recommendation on the candidate's promotion to the office of the Provost. They will issue a letter to the candidate (cc: supervisor and Committee) informing them of the decision, and in the case of a negative decision, the reasoning behind it.

### **Reapplication:**

A candidate who does not attain a promotion can reapply after a two-year period.

### *Compensation for Promotions along the Lecture Track*

**Lecturer Track Raise Table**

Lecturer III (based primarily upon degree earned)	\$4,000 raise with degree earned	\$3,000 raise with time at terminal degree level, or earning terminal degree at Senior Lecturer level	\$4,000 raise with time at terminal degree level, or earning terminal degree at Principal Lecturer level
Lecturer II (based primarily upon degree earned)	\$3,000 raise with degree earned	\$3,000 raise with time at master's level, or earning master's degree at Senior Lecturer level	\$4,000 raise with time at master's level, or earning master's degree at Principal Lecturer level
Lecturer I (based primarily upon degree earned)	Base pay	\$3,000 raise with time at Valencia	\$4,000 raise with time at Valencia
	"Lecturer" (entry level)	"Senior Lecturer" (5 years of experience)	"Principal Lecturer" (11 years of experience)

The above compensation table shows the current proposal for compensation along the two axes of advancement. A Lecturer track member of the faculty can move



along either axis depending upon the requirements that they meet. This allows for flexibility, but also requires a great deal of time and effort on the part of the faculty member in question.

*Example:* Izzy Able was hired with a bachelor's degree and has worked at Valencia for five years. Izzy is a member in good standing and has contributed time and effort to the campus. Izzy's supervisor encourages the idea for movement to Senior Lecturer; after the dossier process and subsequent paperwork, Izzy's promotion is approved (\$3,000 raise). Izzy soon decides to pursue a Master's degree, and after three years (work extended the time a little) attains a Master's degree and applies for Lecturer II status (\$3,000 raise). So, after eight years, Izzy would be a Senior Lecturer II.

# **Teacher-Student Relations**

## **UNM's Policy on Sexual Harassment**

Sexual Harassment is antithetical to academic values and to a work environment free from coercion. Sexual harassment violates University policy and will result in serious disciplinary action. Courts have determined that someone who feels threatened or coerced and/or unwillingly submits to sexual behaviors retains the right to bring charges of sexual harassment.

Consensual Intimate Relationships Between Teachers and Students Pursuant to UNM's Policy on Sexual Harassment:

## **UNM-Valencia's Policy on Teacher-Student Relations**

The integrity of the teacher-student relationship is the foundation of the University's educational mission. This relationship invests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the students and the potential for coercion. In all their relationships with students, members of the faculty are expected to be aware of this imbalance and avoid conflict of interest, favoritism, or bias. Further, these conflicts or biases jeopardize the integrity of the educational process and may lead to an inhospitable learning environment for other students; therefore, faculty/supervisors should not engage in consensual intimate relationships with their current students. Even when both parties initially have consented, the development of a consensual intimate relationship renders both the teacher and the institution vulnerable to allegations of sexual harassment in light of the significant power differential that exists between teachers and students.

In particular, teachers must not directly supervise any student with whom they have a consensual intimate relationship. When such a conflict of interest exists, immediate, effective steps must be taken by the teacher to ensure unbiased evaluation or supervision of the student. These steps include the following:

- ✦ If such a student does enroll in the course, immediately notify the Dean of Instruction, in writing, and remove him/herself from academic or professional decisions concerning the student. The Dean of Instruction, in consultation with the teacher, will then assign another teacher to grade and/or supervise the student or, if possible, place the student in another section with a different instructor.

- ✎ The Dean of Instruction or his/her designee will schedule and attend all meetings between the two teachers to discuss course content and grading requirements.

Violations of or failure to correct violations of this policy will be grounds for disciplinary action.

For purposes of this policy, “direct supervision” includes the following activities (on or off campus): course teaching, examining, grading, and advising for a formal project (such as a thesis or research), supervising required research or other academic activities, and recommending, in an institutional capacity, for employment, fellowships or awards. “Teachers” include tenure-track faculty, lecturers, adjunct instructors, and professional tutors as well as graduate students and all others serving as teachers or in similar institutional roles. “Students” refers to those enrolled in any and all programs of the University.

To reiterate, by involving students in intimate relationships, teachers may take advantage of students’ vulnerable position and risk betraying the trust that is essential to a positive learning environment. Even the suggestion by a teacher that a student enter into an intimate relationship can damage the student. Students typically experience such invitations as coercive and feel obligated to accept the invitation out of fear or feel that they are in jeopardy if they refuse. Such feelings on the part of the student are incompatible with the trust in a teacher that is necessary to the learning process.

Teachers and students with questions concerning specific cases covered by this policy are encouraged to consult with their department chair or the college dean. Administrators who are put on notice of conduct possibly in violation of this policy are required to take appropriate action. In addition, students and faculty with concerns about possible sexual harassment can also contact UNM-Valencia’s Office of Human Resources (925.8531) or UNM’s Office of Equal Opportunity (277.5251).

## Duplicating Documents and Purchasing Materials

Duplication should be used only when absolutely necessary (e.g., tests, quizzes, classroom exercises). Faculty are encouraged to seek means to disseminate information to students without duplicating. In order of recommended priority, please consider the following options:

1. Selling materials through the Bookstore. Obviously, this requires that materials to be duplicated be prepared well in advance of the start of the semester as the materials have to be cleared for copyright issues and, if applicable, permission from the intellectual owner will have to be secured before they can be duplicated. Time frame is two (original materials) to eight weeks (copyrighted material) before the start of classes.
2. Putting instructional materials on reserve at the Library. Faculty should place hardcopies of required materials in reserve in the Library. Students will be directed to the Library by their instructors to make copies of the required materials using the Library's public copiers at the students' expense.
3. Converting materials to electronic format. This process requires putting course materials on the instructor's web site or copying it to an electronic medium. The Teaching and Learning Center will gladly assist with either of these methods, but they need to be notified a few days in advance.

Note: A potential drawback for this option is that it almost always guarantees that the students will just come to the Library, Learning Commons (Tutorial), or a Business and Technology lab and print off what they need, thus incurring heavy printing costs on these areas. Printing in the Library will be possible only on non-networked printers (i.e., the student will have to bring the information to be printed on a CD or flash memory device). The Learning Commons (Tutorial) and computer labs may soon follow suit.

Duplicating, when absolutely necessary, will be handled as follows:

1. Location: In general, duplicating should be carried out in the building where your academic division is located. However, the student workers in the Academic Affairs office can also duplicate for any faculty member.
2. Monitoring of funds: Duplicating funds will be monitored closely and periodically (especially when funds start running low) and reported to the division chair. When available funds reach a low level, the division's duplicating account will be frozen and no more duplicating will be possible until the start of the next fiscal year.

3. Limitations on duplicating: It will be left up to each division chair to determine further procedures for duplicating. Division faculty will be notified by their chair of such procedures.
4. Termination of duplicating: Divisions whose duplicating funds are depleted will no longer be able to duplicate on any campus printer.

## **Purchasing**

Office supplies and other small items can be purchased at the Bookstore with prior approval from your chair. The following procedures will apply to making purchases at the Bookstore:

1. Purchase cards will be required to purchase items at the Bookstore (Cards will be available in the Academic Affairs Office in the Arts and Sciences and Business and Technology buildings on a checkout/return basis only.)  
Division chairs and coordinators and office staff may check out the cards at any time; other division faculty will need authorization from their chair to check out a card.
2. When a division's materials and supplies funds reach low levels (< \$100), no further Bookstore (or other) purchases will be possible for that division.

Bigger items (i.e., \$100 or more – software, equipment, etc.) which have to be ordered require available funding, approval from the division chair, and a purchase requisition. Faculty who need a purchase requisition should contact Debra Venable (925.8606), for Arts and Sciences building divisions, or Susan Jackson (925.8711), for Business and Technology building divisions.

# Duties and Responsibilities of Faculty Administrators

Faculty administrators are faculty members who hold administrative/supervisory positions over academic divisions or units within divisions. Three levels of faculty administrators exist at UNM-Valencia: Dean of Instruction, Division Chairs and Managers, and Program Coordinators and Managers.

## Definition of Faculty Administrative Positions

In the proposed administrative structure there are several titles. A general description for each of these follows:

- ↳ Dean of Instruction: The Dean of Instruction serves as the Chief Academic Officer for the institution.
- ↳ Division Chair: Division Chairs at UNM-Valencia are very similar to academic chairs at our main campus and are subject to the same governing policies. The primary difference between a division and a department chair is that the former oversees multiple departments and disciplines. The job description, duties and responsibilities are detailed below.
- ↳ Program Coordinator: Program Coordinators assist their respective division chair by assuming various curriculum-related responsibilities for specific programs under the supervision of their chair. Except in specific instances as delegated by the division chair, program coordinators are not responsible for supervising division faculty or staff.
- ↳ Program Manager: Program Managers assist their respective division chair or manager with supervision of a major area or program within the division. As such, these are generally twelve-month position. As is the case with coordinators, program managers are responsible for curriculum development, but are also responsible for supervising faculty and staff in their respective areas of responsibilities.

## Dean of Instruction

The following are more specific duties and responsibilities for this position:

1. Qualifications:
  - a. Demonstrated teaching excellence
  - b. Proven record of service as a faculty administrator

2. Supervisor:
  - a. Chancellor
3. Scope of Responsibility:
  - a. Academic, vocational, developmental/transitional, and adult basic education instruction
  - b. Library
  - c. Teaching and Learning Center
4. Selection Process:
  - a. Recommendations for both the initial appointment and reappointments to terms of office are to be made by the Chancellor after consultation with division chairs, faculty and instructional staff.
  - b. The consultation with chairs, faculty and instructional staff shall include the taking of a vote by secret ballot.
  - c. Reappointment must also be guided by the stated willingness of the Dean of Instruction to continue in that position, the results of the evaluation in the fourth year, and the willingness of the chairs, faculty and instructional staff, evidenced by secret ballot, to have the Dean of Instruction continue in office.
  - d. Resolution of a disagreement: In the case of a disagreement between the administration and the chairs, faculty, and instructional staff, an amicable resolution will be found. The Dean of Instruction serves at the pleasure of the Chancellor, but the Dean of Instruction's appointment and continuing appointment occurs with the advice of and in consultation with the chairs, faculty, and instructional staff. A Dean of Instruction who has lost the confidence and support of his or her chairs, faculty, and instructional staff cannot provide the positive leadership needed by the instructional area.
5. Evaluation Process:
  - a. The Dean is evaluated each spring semester by the Chancellor with input from chairs, faculty and instructional staff.
  - b. The results of the evaluation process, as coordinated by the Instructional Council, will be reported to the Chancellor. The Chancellor will share these results with the Dean of Instruction as part of the Dean of Instruction's annual review.

- c. The evaluation shall be used in salary increment determinations for the Dean of Instruction.
- 6. Terms in Office:
  - a. Five-year terms, renewable
  - b. According to the new policy for the Appointment and Continuation of Deans, "It shall be understood that a policy of terms of office for deans does not abrogate the long-standing policy of the University that deans serve in any college at the pleasure of the Provost or Vice President for Health Sciences (Chancellor, for a branch campus), and that a dean's appointment and continuing appointment occurs with the advice of and in consultation with the faculty and chairs of the college (plus instructional staff, for a branch campus). This means, simply, that deans may be replaced during a term of office; also, they may resign."
- 7. Time Commitment:
  - a. Twelve-month contract position
- 8. Description of Duties and Responsibilities:
  - a. Supervision of all faculty divisions and division chairs
  - b. Supervision of all instructional and academic support staff, to include oversight of the campus Library and the Adult Basic Education Center
  - c. Coordination and preparation of class schedules and campus catalog
  - d. Assignment of faculty to classes through division chairs
  - e. Preparation and administration of instructional budget
  - f. Supervision of the review process of instructional programs
  - g. Coordination of faculty orientation program
  - h. Development of annual goals and objective for the instructional area
  - i. Oversight of hiring and evaluation of faculty
  - j. Membership in the Valencia Campus administrative team
  - k. Oversight of the day-to-day instructional areas
  - l. Oversight of processes for accreditation and evaluation visits
  - m. Participation in campus promotional/recruitment activities
  - n. Interaction with UNM departments and state/community entities as related to instructional matters
  - o. Serving as chair the Instructional Council
  - p. Serving as "second in command" and in place of the Chancellor during his/her absence



## Division Chairs

The following describes the qualifications, reporting supervisor, scope of responsibilities, selection process, evaluation process, terms in office, time commitment and, of course, duties and responsibilities for division chairs:

1. Qualifications:
  - a. Regular, continuing faculty within their respective division
  - b. Demonstrated teaching excellence within his/her division and management experience preferred
  - c. Division chairs may be appointed from the current ranks of faculty or may be hired for that purpose
2. Supervisor:
  - a. Dean of Instruction
3. Scope of Responsibility
  - a. Business and Industrial Technologies Division Chair:  
**Courses** in Accounting, Agriculture, Architecture, Automotive Technology, Business Administration, Computer Aided Drafting, Construction Technology, Film and Digital Media Arts, Game Design, Information Technology, Management, Manufacturing, and Welding.  
**Programs** in 3-D Printing, Architectural Drafting, Automotive Technology, Business Administration, Digital Media Arts, Film Technology, Game Design and Simulation, Information Technology, Manufacturing, Networking and Linux, PC Operating Systems, VMware, and Welding
  - b. Health Sciences Division Chair:  
**Courses** in Emergency Medical Services, Health Career Health Sciences, Health Career Health Technology, Nursing, Nursing Assistant, Phlebotomy, and Personal Care Attendant  
**Programs** in Emergency Medical Services, Health Information Technology, Medical Assistant, Nursing, Nursing Assistant, Personal Care Attendant, and Phlebotomy
  - c. Humanities Division Chair:  
**Courses** in Art, Art History, Communication and Journalism, English (Language and Literature, and Developmental), Fine Art, French, First Year Experience, Linguistics, Media Art, Music, Religious Studies, Sign Language, and Spanish

**Programs** in Art Studio, Integrative Studies, and Liberal Arts

d. Mathematics, Engineering, and Computer Science Division Chair:

**Courses** in Computer Science, Engineering, Mathematics (plus Developmental), and Statistics

**Programs** in Mathematics and Pre-Engineering

e. Science and Wellness Division Chair:

**Courses** in Astronomy, Biology, Chemistry, Environmental Science, Geology, Health Education, Natural Science, Nutrition, Physical Education, and Physics

**Programs** in General Science and Health Education

f. Social Sciences Division Chair:

**Courses** in Africana Studies, Anthropology, Criminal Justice, Early Childhood Education, Economics, Education, Gender Studies, General Studies, History, Political Science, Psychology, and Sociology.

**Programs** in Criminology, Early Childhood Multicultural Education, Elementary Education, and Secondary Education.

4. Selection Process:

- a. Recommendations for both the initial appointment and reappointments to terms of office are to be made by the Dean of Instruction after consultation with division faculty and other such persons as he/she shall see fit.
- b. The consultation with division faculty shall include the taking of a vote by secret ballot. In the case of a division chair being a new faculty appointment (i.e., hired in part to serve in this capacity), division faculty will be consulted prior to the start of the search process.
- c. Reappointment must also be guided by the stated willingness of the chairperson to continue in that position, the results of the evaluation in the third or penultimate year, and the willingness of the majority of the faculty, evidenced by secret ballot, to have the chair continue in office.
- d. Resolution of a disagreement -- In the case of a disagreement between the administration and the faculty in a department, an amicable resolution will be found. A chair serves at the pleasure of the Dean of Instruction, but a chair's appointment and continuing appointment occurs with the advice of and in consultation with the faculty. A chair who has lost the confidence and support of his or her faculty cannot provide the positive leadership needed by the division.

5. Evaluation Process:

- a. Division chairs are evaluated each spring semester by the Dean of Instruction with input from division faculty.
- b. The results of the evaluation process, as coordinated by the Instructional Council, will be reported to the chair before the end of the spring semester. The Dean of Instruction will share these results with the chair as part of the chair's annual review.
- c. The evaluation shall be used in salary increment determinations for the division chair.

6. Terms in Office:

- a. Four-year terms, renewable
- b. According to the policy for the Appointment and Continuation in Office of Departmental Chairpersons, *"It shall be understood that a policy of terms of office for chairpersons does not abrogate the long-standing policy of the University that chairpersons serve in any college at the pleasure of the dean of that college (Dean of Instruction, for a branch campus). Additionally, a chair's appointment and continuing appointment occurs with the advice of and in consultation with the faculty. This means, simply, that chairpersons may be replaced during a term of office; also, they may resign."*

7. Time Commitment:

- a. For each three-credit hour course release a division chair is expected to serve the equivalent of eight administrative hours (in addition to teaching-related office hours).

8. Description of Duties and Responsibilities:

- a. Preparation of the schedule of classes for each semester, based on the best available data, according to established policies and procedures (e.g., "Enrollment Management" document), with the best interest of students in mind, and in cooperation with Student Services; assign faculty to classes
- b. Coordination of various start-of-semester enrollment matters to include monitoring enrollment, informing the Dean of Instruction of any such developments to determine class cancellations and, wherever necessary, adding of sections.
- c. Supervision of curriculum development within the division:
  - i. Ensure that the course descriptions of academic courses are current with UNM course descriptions and that academic

programs (associates and certificates) are coherent with lower-division requirements for corresponding programs at UNM

- ii. If applicable, coordinate the development and review of technical programs (courses, degrees and certificates) through advisory boards with an end to provide coherence and relevance with business and industry needs
- iii. Promote sound pedagogy in collaboration with division faculty, Student Services, and others as deemed necessary
- iv. Provide Curriculum Committee with all requested documents for program reviews
- v. Where applicable, and in collaboration with program coordinators (if any) Student Services, determine placement scores for entry-level courses
- vi. Participate in the development of UNM-Valencia's Catalog by providing the Dean of Instruction with all required information
- vii. Coordinate teaching and learning assessment efforts within the division

d. Supervision of division faculty:

- i. Recruit, hire and evaluate adjunct faculty according to established guidelines and policies
- ii. Coordinate hiring processes for continuing faculty subject to procedures initiated in the Main Campus Faculty Handbook
- iii. Evaluate continuing faculty on an annual basis by way of classroom observation, review of the Faculty Evaluation Form, and by writing "Chair's Summary Evaluation" letter
- iv. As applicable and at the appropriate times, provide summary evaluation and recommendation for tenure and promotion decisions or advancement of lecturers
- v. If applicable, supervise program coordinators and staff and conduct their annual evaluations
- vi. If necessary, and with the consent of the Dean of Instruction and Chancellor and subject to procedures initiated in the Main Campus Faculty Handbook, notify continuing faculty of poor performance, disciplinary action and/or non-renewal of contract
- vii. Based on a report of students enrolled in programs associated with their divisions (provided by Student Services each

- semester), initiate and maintain contact with students, and determine progress toward a transfer status or degree attainment either directly or through division faculty
- viii. Supervise division budgets, to include grants, and prepare annual budgets
- ix. Coordinate strategic planning initiatives for the division in collaboration with division faculty
- x. If applicable, supervise division equipment, laboratories, and lab staff
- xi. Serve on the Chairs' Council and the Instructional Council as a member of UNM-Valencia's administrative team

## **Program Coordinators**

The following describes the qualifications, supervisor, scope of responsibilities, selection process, evaluation process, terms in office, time commitment and, duties and responsibilities for Program Coordinators:

1. Qualifications:
  - a. Regular, continuing faculty
  - b. Demonstrated teaching excellence, curriculum development and professional development experience in their discipline
2. Supervisor:
  - a. Chair of corresponding division
3. Current Program Coordinator Positions:
  - a. Fine Arts Coordinator: Humanities Division
  - b. Information Technology Coordinator: Business and Industrial Technologies Division
  - c. English Coordinator: Humanities Division
  - d. Physical Education Coordinator: Science and Wellness Division
  - e. Developmental Mathematics Coordinator: Mathematics, Engineering and Computer Science Division
4. Selection Process:
  - a. Selected by the chair of the corresponding division with concurrence from the Dean of Instruction

5. Evaluation Process:

- a. Program Coordinators are evaluated each spring semester by the chair of the corresponding division with input from faculty in the corresponding program.
- b. A program coordinator may be removed by the respective division chair or they may resign at any point during the coordinator's term in office.

6. Terms in Office:

- a. Two year terms, renewable

7. Time Commitment:

- a. Program coordinators may receive release time based on perceived workload needs. If course release is granted, for each three credit hour course release given, a coordinator is expected to spend the equivalent of eight hours for administrative duties.

8. Description of Duties and Responsibilities:

- a. Assisting the chair in drafting course schedules for the corresponding program course offerings
- b. Coordination of curriculum evaluation and development of corresponding courses and programs
- c. Preparation of long-term (three year) strategic plan for the areas of responsibility to include goals, objectives and resource requirements
- d. Establishment and coordination of the fulfillment of program goals and objectives and identify resources requirements needed to attain those objectives
- e. Communication of students' concerns to the corresponding division chair to include class availability, course content, instructors and other instructional issues pertaining to the program classes
- f. Assisting chair with recruiting, selecting, assigning, orienting, evaluating, and mentoring program faculty
- g. Conducting periodic meetings and workshops for program departmental unit faculty
- h. Representation of the program on the Instructional Council
- i. Preparation for accreditation and evaluation visits (every ten years)

- j. Coordination of teaching and learning assessment efforts within the area of responsibility

## **Program Managers**

Duties and responsibilities of program managers are similar in most respects to division chairs and program coordinators, respectively, with the following differences:

- A. They are hired exclusively for the position they hold and are selected through typical faculty search process.
- B. They are generally twelve-month faculty.
- C. Program managers may directly supervise faculty and staff and laboratories or equipment centers.
- D. Discontinuation of duties, either by way of resignation or dismissal, would result in termination of employment unless otherwise determined by the Dean of Instruction or Chancellor for reassignment to another position.
- E. Continuation in the position is ongoing (i.e., there are no set terms in office).

Specific areas of responsibilities are as follows:

- A. Next Steps: Adult Education Center Program Manager: College and career readiness, including high school equivalency, English language and related programs and services
- B. Wellness Center Program Manager: Physical and health education curricula and programs, operation of the Wellness Center and supervision of center staff, and promotion of health and wellness activities and programs on campus
- C. Allied Health Program Manager: Allied Health curricula and programs.