To:	**UNM Department Chairs and Program Directors**
From:	**Monica Kowal, Ph.D.**
	UNM Carnegie Community Engagement Classification Steering Committee
Date:	**Monday, November 18, 2013**
Re:	**UNM Application for 2015 Community Engagement Classification from the Carnegie Foundation for the Advancement of Teaching**

On behalf of the Office of Academic Affairs at the University of New Mexico, you are invited to participate in an essential data collection process designed to highlight UNM's record of community-engaged research, teaching, and service and to have this commitment recognized by the *Carnegie Foundation for the Advancement of Teaching*. This classification involves data collection and documentation presenting evidence of the University's involvement and engagement with community and requires substantial effort invested by faculty, students, staff, and community members. For more information about the Carnegie Foundation's Community Engagement classification, please see the attached overview.

As Department Chair or Program Director, we are inviting you to describe any and all community engagement initiatives, activities, or programs in operation in your department or program during the 2013-2014 academic year. Attached you will find a survey designed to solicit information regarding community engaged teaching, research, and service. If you believe that your teaching, research, or program embodies this commitment to community, please describe your endeavors in the attached surveys.

We recognize that documenting these activities can be time consuming and challenging; therefore, we will provide you with various options for reporting this information. Members of our team are on hand to assist you in any capacity and at any point during this process. Our goal is not to rank or rate these initiatives; rather we seek to identify, acknowledge, and celebrate exemplary programs. We will use this information to produce an inclusive and balanced report that captures the importance of your work and tells a captivating story about UNM's engagement with our community. There are three options for completing this questionnaire:

Option 1 Programs or Departments may provide a copy of their annual report or strategic plan that lists and describes community engagement initiatives.

Option 2 The Carnegie Community Engagement Steering Committee can work with you or a representative of your program or department to complete the questionnaire or clarify any questions you might have about the nature of the data we are seeking.

Option 3 You or a representative of your program or department may fill out the questionnaire on your own. Should the Carnegie Community Engagement Steering Committee have any questions about your answers, we may follow-up with a brief one-on-one meeting.

We would appreciate your responses no later than **December 31, 2013**. Please email your completed survey to Dr. Monica Kowal at kowal1@unm.edu. If you have any questions, please do not hesitate to call Dr. Kowal at (505) 228-0137. Thank you for your participation!

Questions for Department Heads or Program Directors

Curricular Engagement describes the teaching, learning, and scholarship that engage faculty, students, and community in partnerships that involve identifying community needs, deepening students' civic and academic learning, enhancing community well being, and enrich the scholarship of the institution.

The questions in this section use the term "service-learning" to denote academically based, community-engaged courses; however your department may use another term such as community-based learning, academic service-learning, public service courses, etc.

Instructions for filling out form: This document includes text fields that are editable.
1. Please type your responses in the appropriate fields.
2. When you have completed your survey, click "Save As." Give your survey document the following file name: *SchoolorCollege_CarnegieSurvey.pdf*. (Example: *CollegeofEducation_CarnegieSurvey.pdf*)
3. Email your completed form to kowal1@unm.edu.

Please enter the name and contact information for the person who is completing this form. We will need a contact person for each school or college should we need to follow up with information. Thank you!

First & Last Name	
Job Title	
Department or Program	
Email	
Telephone	

1. How many faculty in your department or program taught service-learning courses or community-based research courses in the 2013-2014 academic year?

2. How many students participated in service-learning courses or community-based research courses in the 2013-2014 academic year?

3. Please list the Course Name and CRN for each for-credit service-learning or community-based research courses that were offered in the 2013-2014 academic year. (NOTE: If you have the section and enrollment available, please include. Otherwise, the Steering Committee can get this data from the Registrar.)

Course Name	CRN	No. of Sections Offered	No. of Students Enrolled

4. Does your department specify student-learning outcomes for community engagement? If yes, please provide specific examples. These examples might be from your departmental handbook, course descriptions, or course syllabi. (NOTE: If these learning outcomes vary by course or faculty, please provide faculty member's name and we will contact directly.) *Please limit your response to no more than 200 words.*

5. How are these student-learning outcomes assessed? For example, describe the strategy and/or tool your department uses to assess student-learning outcomes for community engagement. This could be in the form of student reflective journals, portfolios, rubrics, learning matrices, etc. *Please limit your response to no more than 200 words.*

6. Please describe how your department uses this assessment data to inform or improve instruction or student learning. *Please limit your response to no more than 500 words.*

7. Is community engagement integrated into any of the following curricular (for-credit) activities? Please select all that apply and provide examples for each category checked. *Please limit your description to no more than 200 words per activity.*

☐ Student Research	
☐ Student Leadership	
☐ Internships/Co-ops	

☐ Study Abroad	
☐ In Minors	
☐ In Majors	

1. Has community engagement been holistically integrated with curriculum on departmental level in any of the following structures? Please select all that apply and provide examples for each category checked. *Please limit your description to no more than 200 words per activity.*

☐ Graduate Studies	
☐ Core Courses	
☐ Capstone (Senior-level project)	

☐ First-Year Seminars	
☐ In Minors	
☐ In Majors	

2. Are there faculty or student who have conducted research associated with these initiatives (research studies, conference presentations, pedagogy workshops, publications, etc.)?

   If yes, please provide (a) the names of faculty/student, and (b) a description of the scholarship for each program listed above. Scholarship may be listed as a bibliographic entry. (NOTE: You may also provide faculty or student names and we will contact directly for more information.)

Faculty/Student Name	Description of Scholarship