



To: Dean's Council
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 Dean of your school or college, we are inviting you to describe any and all community engagement initiatives, activities, or programs in operation 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 Schools or colleges 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 school or college 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 school or college 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 College & School Deans

Outreach and Partnerships describe two different but related approaches to community engagement. The Carnegie Foundation differentiates these two approaches as follows:

- *Outreach* focuses on the application and provision of institutional resources for community use. This might include programs that involve community outreach or education, such as K12 programs, STEM programs, etc.
- *Partnerships* focus on collaborative interactions with community, such as research, economic development, or capacity building initiatives.

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	
School or College	
Email	
Telephone	

1. Does your school or college engage in **outreach** programs that are developed for community? Please select all that apply.

For each category checked, please briefly describe the program, including its purpose, how long it has been operating, number of students or faculty involved, number of people served, any outside funding resources, and any assessment or evaluation that has been done in terms of community impact. Please use additional pages if necessary. *Please limit your each description to no more than 200 words per field.*

<input type="checkbox"/> Learning & Writing Centers	
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<input type="checkbox"/> Tutoring	
<input type="checkbox"/> Extension Programs	
<input type="checkbox"/> Non-credit Courses	
<input type="checkbox"/> Program Evaluation Support	
<input type="checkbox"/> Training programs	

<input type="checkbox"/> Professional development centers	
<input type="checkbox"/> Other (please specify)	

2. Does your school or college engage in **partnerships** that focus on collaborative interactions (evaluation, training, teaching, research, etc.) with a community partner (i.e. research partnership, capacity building, economic development partnership, etc.)? **Please copy this grid onto additional pages if your school/college has more than one such partnership.**

If yes, please briefly describe the nature of the partnership, including:

Name of Program	
Name of Community Partner(s)	
Purpose of partnership	
Duration of partnership	
Number of faculty involved	
Number of students involved	
Grant funding? Please include amount and source.	

Measure of Institutional Impact (benefits to students, faculty, university)	
Measure of Community Impact (benefits to community, partners, general public)	

3. For each partnership listed, describe how both parties (the university and the community partner) benefit from the relationship. How are data shared and/or distributed? *Please limit your response to no more than 500 words.*

4. Do you share research, data, and assessment findings with all parties involved? If yes, describe the mechanisms and how the data have been used to improve the program and its impact to the university and the community partner. *Please limit your response to no more than 500 words.*

5. Are there examples of student or faculty research or creative works associated with these outreach and partnerships activities (such as technical reports, curriculum development, research reports, policy reports, presentations, 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.

Faculty/Student Name	Description of Scholarship