



**BOARD OF REGENTS  
ACADEMIC/STUDENT AFFAIRS & RESEARCH COMMITTEE**

**MEETING AGENDA**

**February 4, 2021  
1:00 PM  
Virtual Meeting**

**UNIVERSITY OF NEW MEXICO BOARD OF REGENTS’  
ACADEMIC/STUDENT AFFAIRS & RESEARCH COMMITTEE MEETING**

February 4, 2021 – 1:00 p.m.

Virtual Meeting

**AGENDA**

- I. Call to Order – Confirmation of a Quorum, Adoption of the Agenda**
- II. Approval of Summarized Minutes from Previous Meeting** **TAB A**
- III. Reports/Comments:**
  - Provost’s Administrative Report
    - i. James Holloway, Provost & EVP for Academic Affairs*
  - Member Comments
  - Advisor Comments
- IV. Action Items:**
  - A. Key Managerial Personnel (KMP) Resolution** **TAB B**  
*Deb Kuidis, Industrial Security Officer*
  - B. Proposed Changes to C07 “Faculty Disciplinary Policy”** **TAB C**  
*Finnie Coleman, President, Faculty Senate*
  - C. Proposed Name Change for ASAR** **TAB D**  
*Kim Sanchez Rael*  
*Vice President Board of Regents*
- V. Information Items:**
  - D. Food Pantry** **TAB E**  
*Nasha Torrez, Dean of Students*
  - E. KUNM Updates** **TAB F**  
*Richard Towne, KUNM General Manager*
  - F. Merit Scholarships** **TAB G**  
*Dan Garcia, Vice Provost for Enrollment Management*
  - G. Annual Course Fee Report** **TAB H**  
*Pamela Cheek, Associate Provost for Student Success*  
*Nicole Dopson, Director, Financial Operations for Academic Affairs*
  - H. General Education Program Update** **TAB I**  
*Pamela Cheek, Associate Provost for Student Success*
- VI. Public Comment**
- VII. Adjournment**

**UNIVERSITY OF NEW MEXICO BOARD OF REGENTS'**  
**ACADEMIC/STUDENT AFFAIRS & RESEARCH COMMITTEE MEETING**

December 3 – 1:00 p.m.

Virtual Meeting

**MEETING SUMMARY**

**I. Call to Order – Confirmation of a Quorum, Adoption of the Agenda**

**II. Approval of Summarized Minutes from Previous Meeting**

**TAB A**

**Motion to Approve:** Regent Brown

**Second:** Provost Holloway

**Motion: Approved**

**III. Reports/Comments:**

Provost's Administrative Report

*James Holloway, Provost & EVP for Academic Affairs*

- Provost Holloway reviewed the daily number of positive cases of covid among all students, main campus staff and faculty, who have been on campus within 14 days of a positive test result. These data are averaged over 7-day periods to smooth the noisy daily data. The numbers have generally shown an upward trend though the fall driven by the community spread of COVID. There has not been any classroom based spreading events, nor dorm based spreading events. Subsequent to the state-wide “reset” our numbers have come down.
- The plan for housing move-in for Spring is January 11, 2021. Classes begin remotely January 19, and move to in-person classes starting January 25, 2021.
- New First Year Undergraduates for Fall is up 7.5% (Compare to national trend of down 13%).
- New Graduate Enrollment for Fall is up 19% (Compare to national trend of up 2.9%).
- Undergraduate Enrollment for Fall is down 2.4% (Compare to national trend of down 4.4%).
- Branch Enrollment for Fall is down 16.6% (Compare to national trend of down 9.5%).
- Enrollment to-date is down about 10% in headcount and 11% in SCH for the upcoming Spring term.
- The Retention Action Plan includes:
  - Extensive messaging to students
  - ASK ME advising events – Dec & Jan
  - Check for 1st year students with <15 credit hours
  - Faculty encouragement. “You should major in this, .... you have good writing skills, etc.”
  - Removal of advisement holds
  - Reduced hold limit to \$500, continue checking for missing financial aid requirements
  - Highlight of a model remote arranged class
  - Student Testimonials (to be featured during break to encourage students return)
  - Suspension of Online Max course fee for Spring term
- The Instructional Action Plan includes:
  - Increased numbers of peer tutors and supplemental instruction
  - Launch of Remote Teaching Fellow program (also known as CTL ambassadors)
  - Devote time and expertise in their departments to support others in remote teaching
  - Ideally faculty-graduate student pairs
  - Applications due Dec 7th
  - UNM Digital Literacy Innovation Awards
  - Help faculty more fully utilize Adobe Creative Campus suite
  - Funded by Adobe
  - Launching a video guide on how to provide formative observations of remote teaching
  - Note: CTL is also supporting Taos Public Schools in remote teaching
- Provost Holloway highlighted two faculty members, Meeko Oishi (EECE) & Benjamin Clark (Psychology), who were winners of the Research and Creative Works Leadership Awards this year.
- There were 70 tenure-track faculty & lecturers who joined UNM main campus and branch campus units this fall. 8 more faculty will join in Spring 2021.

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- Faculty Adjustments for 2020 include:
  - Extension of probationary periods for pre-tenure and new faculty
  - Student evaluation of teaching as optional element of evaluation for Fall 2020
  - Voluntary Retirement Incentive Option
  - Temporary and Voluntary Reduction in Full-Time Equivalent for Spring 2021
  - Extension of deadline for annual training to Jan 31, 2021
- The search advisory committee for the Dean of the College of University Libraries and Learning Sciences has been formed and Dean Sergio Pareja will chair.
- The search committee for the next Dean of Law will be formed early next calendar year.
- Patrick Valdez, Chancellor of UNM-Taos will be leaving UNM. Cindy Rooney, Chancellor of UNM-Los Alamos will also serve as Interim Chancellor for UNM-Taos. A search committee is forming, chaired by James Malm, Chancellor of UNM-Gallup.
- Three candidates for Vice President for research have visited. Dr. Mary Jo Daniel will serve as Acting and Interim Vice President for Research
- Regent Sanchez Rael asked if there was any tracking or data on the faculty encouragement initiative for faculty members who were particularly successful with that and if there was a way to recognize them because that can have an impact on the institution for enrollment, but can also impacts student’s lives. Provost Holloway noted that they are going to reach out to faculty and ask them to take those opportunities to encourage their students. He will find out what is in place outside of the current situation to encourage and support that.

Member Comments: None

Advisor Comments: None

**IV. Action Items:**

- |   |                     |
|---|---------------------|
| <p><b>A. Posthumous Degree for Felix Rael</b><br/><i>Lisa Lindquist, Director, LoboRESPECT Advocacy Center</i><br/><b>Motion to Approve:</b> Regent Brown<br/><b>Second:</b> Provost Holloway<br/><b>Motion: Approved</b></p>   | <p><b>TAB B</b></p> |
| <p><b>B. Parent Association By-Laws &amp; Name Change</b><br/><i>Lisa Lindquist, Director, LoboRESPECT Advocacy Center</i><br/><b>Motion to Approve:</b> Regent Brown<br/><b>Second:</b> Regent Sanchez Rael<br/><b>Motion: Approved</b></p>                              | <p><b>TAB C</b></p> |
| <p><b>C. Form D - PhD program in Communication Sciences and Disorders</b><br/><i>Cathy Binger, Professor, Department of Speech and Hearing Sciences</i><br/><b>Motion to Approve:</b> Regent Brown<br/><b>Second:</b> Regent Sanchez Rael<br/><b>Motion: Approved</b></p> | <p><b>TAB D</b></p> |
| <p><b>D. Fall 2020 Degree Candidates</b><br/><i>Finnie Coleman, Faculty Senate President</i><br/><b>Motion to Approve:</b> Provost Holloway<br/><b>Second:</b> Regent Brown<br/><b>Motion: Approved</b></p>   | <p><b>TAB E</b></p> |

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**V. Executive Session - Vote to Close the meeting and proceed in Executive Session.**

- 1) Honorary Degree Candidates – discussion

**Motion to Approve:** Provost Holloway

**Second:** Regent Sanchez Rael

**Motion:** Approved

**A. Honorary Degree Candidates**

(This item will be discussed in closed session due to the necessity to keep candidate names confidential until such time any proposed candidate(s) are approved and have subsequently accepted the honorary degree.)

**Motion to Approve:** Regent Brown

**Second:** Provost Holloway

**Motion:** Approved

**VI. Vote to re-open the meeting and certification that only those matters described in Agenda Item VI were discussed in Closed Session and if necessary, final action on matters discussed in Executive Session that are required to be taken in Open Session, as follows:**

- 1) Final Action on Honorary Degree Candidate(s) - (names to be kept confidential until prospective recipients accept the degree)

**Motion to Approve:** Regent Brown

**Second:** Provost Holloway

**Motion:** Approved

**VII. Public Comment**

**VIII. Adjournment**



## **Board of Regents of the University of New Mexico Security Managerial Group Resolution**

Pursuant to requirements of the National Industrial Security Program (NISP), the Board of Regents adopts the following resolution:

1. Those persons occupying the following positions at the University of New Mexico (UNM) shall be known as the Managerial Group for safeguarding classified information. They shall implement the Provisions of the National Industrial Security Program Operating Manual (NISPOM).

President  
Executive Vice President for UNM Health Sciences  
Provost  
Facility Security Officer

2. The members of the Managerial Group have been processed, or will be processed for a personnel clearance (PCL) for access to classified information, to the level of the Facility Clearance (FCL) granted to this Institution, as provided in the NISPOM (DoD 5220.22.M.). Individuals will be denied access to classified information until such time that their clearances are granted.
3. The Board of Regents hereby delegates all of the Board's duties and responsibilities pertaining to the protection of classified information under classified contracts awarded to the University of New Mexico, including its Health Sciences Center and Branch Campus locations, to the Managerial Group. In addition, the Managerial Group shall have the authority and responsibility of for the negotiation, execution, and administration of the contracts, consistent with UNM policy, state, and federal law.
4. The following named members of the Board of Regents shall not require, shall not have, and will be effectively excluded from access to all classified information disclosed to the University of New Mexico. The duties and responsibilities of the Board of Regents as a policy-making body do not require access to classified contracts awarded to the University of New Mexico, and therefore need not be processed for a personnel clearance (PCL).

Regent Sandra K. Begay  
Regent Douglas M. Brown  
Regent Robert M. Doughty  
Regent Melissa C. Henry (Student Regent)  
Regent Marron Lee  
Regent Kimberly Sanchez Rael  
Regent Robert L. Schwartz

This resolution is approved by the Board of Regents of the University of New Mexico on February 16, 2021 and supersedes all previous Security Managerial Group Resolutions. A copy of this resolution will be furnished to the Defense Security Service.

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Douglas M. Brown  
President of the Board of Regents



## Memorandum

Date: January 27, 2021

To: Academic/Student Affairs & Research Committee, UNM Board of Regents

From: Finnie Coleman, Ph.D. Faculty Senate President  
Nancy D. Middlebrook, Ph.D. University Secretary

Re: Explanation of Proposed Changes to C07 "Faculty Disciplinary Policy"

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Attached is the proposed revision to Policy C07 "Faculty Misconduct and Progressive Discipline Policy," which was approved by the Faculty Senate on January 26, 2021. Policy C07 "Faculty Disciplinary Policy" was first developed by the Academic Freedom and Tenure Committee (AF&T) at the request of the Board of Regents. The policy was approved by the Faculty Senate March 22, 2011, and by the Board of Regents December 13, 2011, and therefore the proposed revision needs Regent approval.

C07 has not been revised since its inception, and over the past few years, questions, concerns, and significant issues have been raised concerning C07 and its implementation. To address these concerns, the Faculty Senate Policy Committee and AF&T worked together to conduct a thorough review of Policy C07, which included consultation with faculty impacted by the policy, those administering the policy, and the Office of Equal Opportunity (OEO). The Faculty Senate Policy Committee sent the proposed policy to the campus for a 30-day comment period and worked with AF&T and the Faculty Senate Operations Committee to address all concerns raised during the comment period.

Below is a summary explanation of the changes in the proposed revision for consideration by the Board of Regents. Proposed changes throughout the policy are highlighted as follows: underscored text in red = proposed new language; ~~strike-through text~~ = proposed deleted text; and unmarked text = no change. Thank you for your attention to this important faculty policy.

### **Policy Rationale Section:**

The current policy begins with discipline without discussion of the need to consider the principles of academic freedom and tenure when reviewing allegations of faculty misconduct. The suggested additional language is based on text in the American Association of University Professors (AAUP) statement on ["Faculty Misconduct and Discipline."](#)

### **Policy Statement Section:**

The current policy discusses the level of discipline and the procedures for the specific type of discipline without discussion of an inquiry or investigation to determine if the faculty member engaged in such conduct or if the conduct meets the definition of misconduct. There is probably an underlying assumption that such an inquiry would take place before the chair decides on the appropriate discipline,

## C07 Faculty Misconduct and Progressive Discipline Policy

Approved By: Faculty Senate and Board of Regents

Effective: Draft 1/26/21

Responsible Faculty Committees: Academic Freedom and Tenure Committee and Policy Committee

Office Responsible for Administration: Office of the Provost and Office of the Executive Vice President for Health Sciences

**Legend:** Proposed changes throughout the policy are highlighted as follows: Underscored text in red = proposed new language; ~~Strike through~~ text = proposed deleted text; and Unmarked text = no change.

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the Faculty Senate and the Board of Regents.

### POLICY RATIONALE

The University of New Mexico (UNM) is committed to the principles of academic freedom, which rely on the intellectual and professional integrity of faculty members mindful of their rights and responsibilities. Essential to sustaining an environment that supports academic freedom is the requirement for an impartial investigation of alleged faculty misconduct, due process, and when necessary, disciplinary action. It is the responsibility of decision-makers when reviewing alleged faculty misconduct to ensure that the decision-making process is not influenced by a violation of academic freedom, improper consideration, or procedural violations per Faculty Handbook Policy B6 “Academic Freedom and Tenure Committee.”

The University encourages a supportive problem solving approach to workplace problems, but the University recognizes that misconduct may require disciplinary action. When the need for disciplinary action is identified, UNM normally uses progressive discipline to address possible misconduct. Progressive discipline is intended to be corrective, not punitive in nature, and is designed to provide faculty with notice of deficiencies and an opportunity to improve take corrective action. However, some misconduct violations of policies and procedures, or continued negative behavior may be of such a serious nature that suspension without pay or dismissal discharge may be appropriate pursuant to all Faculty Handbook policies, including but not limited to Section B.

### POLICY STATEMENT

Any member of the UNM faculty assigned to any site or component of UNM, including any faculty member serving as an academic administrator, accused of misconduct will be subject to this Policy. If after an inquiry or investigation the faculty member is found to have engaged in misconduct, ~~who violates a published University policy~~ the faculty member may be subject to a



warning, censure, disciplinary probation, suspension without pay, or dismissal in accordance with this Policy. Teaching, research, and graduate assistants in their faculty capacity are considered faculty members for purposes of this Policy.

Any individual(s) bringing an allegation of faculty misconduct ~~to the chair's attention~~ is protected by, and subject to, UNM's policy on reporting misconduct. If the complainant feels the concerns raised were not adequately addressed in accordance with this Policy, the complainant may file a complaint in accordance with UAP Policy 2200 "Reporting Suspected Misconduct and Whistleblower Protection from Retaliation." In accordance with UAP Policy 2200, any member of the UNM community who knowingly gives false or materially inaccurate information; knowingly makes a false report of suspected misconduct or a subsequent false report of retaliation; or who knowingly provides false answers or information in response to an ongoing investigation may be subject to administrative action by UNM including disciplinary action.

Care must be exercised at all times to ensure confidentiality to the extent possible and to protect the privacy of persons involved in a misconduct inquiry or investigation. The privacy of those who report misconduct in good faith will also be protected to the extent possible. Files involved in an inquiry or investigation shall be kept secure, and applicable state and federal law shall be followed regarding confidentiality of personnel records. Refer to Policy C70 "Confidentiality of Faculty Records." If at any step in this Policy it is determined ~~determination is~~ that no misconduct occurred, efforts shall be undertaken to the extent possible and appropriate to fully protect, restore, or maintain the reputation of the faculty member; it is up to the faculty member to decide what information is documented in any of their personnel files maintained by UNM or any component thereof.

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## APPLICABILITY

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All UNM academic faculty working at all UNM sites, including administrators who are also faculty, and teaching, research, and graduate assistants when acting in their faculty capacity.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committees and the Academic Freedom and Tenure Committee.

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## DEFINITIONS

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**Allegation** is any report or evidence of misconduct.

**Bias.** Prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered to be unfair.

**Chair.** References to the Department Chair in this Policy also includes the program director or associate or vice dean in a non-departmentalized school or college. If allegations are made against a department chair or other administrator or a department chair recuses themselves, the next higher academic authority shall perform the functions assigned in this Policy to the chair and the provisions shall be modified as appropriate.

**Faculty member.** For the purposes of the Policy, the term faculty member refers to the faculty member whose conduct or actions are in question. Faculty members include teaching, research, and graduate assistants when acting in their faculty capacity.

**Faculty Misconduct Review Committee (FMRC)** is a standing committee appointed by the Academic Freedom and Tenure Committee charged with conducting faculty peer hearings specifically for proposed disciplinary actions of either: 1) suspension without pay of any faculty member or 2) dismissal of any faculty member without tenure. AF&T retains authority to conduct all other hearings within its jurisdiction to include violations of academic freedom, improper consideration, or procedural violations per Faculty Handbook Policy B6 “Academic Freedom and Tenure Committee.”

**Misconduct** means conduct or actions that are a substantive violation of laws, regulations, UNM policies, or ethical or professional standards. Examples of misconduct may include, but are not limited to:

- Act(s) of retaliation
- Bullying or threats of violence
- Creating a hostile education or work environment
- Criminal activity such as assault, battery, fraud, theft, or embezzlement
- Discrimination, including sexual harassment
- Failure to disclose conflicts of interest
- Falsification of information
- Illegal use of drugs or alcohol
- Inappropriate disclosure of confidential information
- Misappropriation of UNM funds, property, or resources
- Research misconduct
- Violation of standards of integrity in the conduct of scholarly and scientific research and communication

**Personnel File:** Faculty personnel files as described in Policy C70 “Confidentiality of Faculty Records.”

**Progressive Discipline** is designed to provide an opportunity for a faculty member to take corrective action by imposing more moderate discipline to the first offense than to subsequent offenses, unless the misconduct is of such a serious nature that a higher level of immediate discipline is required such as suspension without pay or dismissal.

**Warning** ~~means an oral reprimand, or expression of disapproval.~~ No record of an oral reprimand shall be placed in any personnel file pertaining to the faculty member maintained by any site or component of UNM, except if the warning results from an OEO investigation.

**Censure** ~~means a written reprimand, or expression of disapproval which shall~~ include an explanation of the nature of the misconduct, and the specific action(s) to be taken by the faculty member and/or department chair to correct the problem including mentoring, if

appropriate, and a statement that further disciplinary action, up to and including dismissal, could occur should the problem persist.

Disciplinary probation involves specific disciplinary action taken for a designated period of time designed to assist the faculty member in correcting misconduct. Examples of disciplinary actions that may be part of the disciplinary probation include, but are not limited to:

- Class monitoring
- Denial of merit-based salary increase
- Reassignment within UNM
- Fines or restitution
- Mandatory counseling
- Modified teaching assignments<sup>i</sup> or other workload assignments.

**Suspension without pay** means disciplinary suspension without regular salary for a stated period of time.

**Dismissal** means discharge or termination of employment initiated by UNM. (*see Faculty Handbook* sections B.5.3, B.6.4.3, and B.5.4).

Working Days refer to UNM traditional work days defined by UNM Human Resources as five (5) work days Monday through Friday ending at 5:00 PM. Working days do not include official UNM holidays listed in UAP Policy 3405 "Holidays."

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## WHO SHOULD READ THIS POLICY

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- Board of Regents
- Administrators
- Faculty
- Academic staff
- Academic deans and other executives, Department Chairs, directors, and managers
- Faculty and staff who supervise students serving in a faculty role.

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## RELATED DOCUMENTS

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*Board of Regents Policy Manual:*

Policy 5.10 "Conflicts of Interest in Research"

Policy 5.13 "Research Fraud"

Policy 6.4 "Employee Code of Conduct and Conflicts of Interest Policy"

*Faculty Handbook:*

Policy A53.1 "Policies Applicable to Faculty"

Section B "Policy on Academic Freedom and Tenure"

Policy A52.3 "Faculty Misconduct Review Committee" PROPOSED POLICY

Policy C09 "Respectful Campus"

Policy C70 "Confidentiality of Faculty Records"

[Policy C290](#) "Ombuds/Dispute Resolution Services for Faculty"

[Policy E40](#) "Research Misconduct"

[Policy E110](#) "Conflicts of Interest in Research"

*University Administrative Policies and Procedures Manual:*

[Policy 2140](#) "Use and Possession of Alcohol on University Property"

[Policy 2200](#) ""Reporting Suspected Misconduct and Whistleblower Protection from Retaliation"

[Policy 2210](#) "Campus Violence."

[Policy 2215](#) "Consensual Relationships and Conflicts of Interest"

[Policy 2220](#) "Freedom of Expression and Dissent"

[Policy 2240](#) "Respectful Campus"

[Policy 2500](#) "Acceptable Computer Use"

[Policy 2720](#) "Prohibited Discrimination and Equal Opportunity"

[Policy 2740](#) "Sexual Harassment Including Sexual Assault"

[Policy 3270](#) "Suspected Employee Impairment at Work"

[Policy 3720](#) "Employee Code of Conduct and Conflicts of Interest Policy"

[Policy 7205](#) "Dishonest or Fraudulent Activities"

*Pathfinder:*

["Visitor Code of Conduct"](#)

["Student Code of Conduct"](#)

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## CONTACTS

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[Direct any questions about this Policy to the Office of the Provost or the Office of the Executive Vice President for Health Sciences.](#)

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## PROCEDURES

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The procedures specified in this Policy provide for the consideration and determination of proposed disciplinary actions against faculty members short of dismissal. Consideration and determination of disciplinary actions that may result in a proposed dismissal of a tenured faculty member, or dismissal of an untenured faculty member prior to expiration of his or her contract term, are governed by sections B.5.3, B.6.4.3, or B.5.4, respectively, of the Faculty Handbook and are not covered by these procedures. However, cases in which faculty dismissal has been considered pursuant to sections B.5.3, B.6.4.3, or B.5.4, and a lesser sanction is ultimately proposed instead by the administration, shall be handled under this policy, without duplicating steps that have already taken place. In particular, if the chair and dean conclude that suspension without pay is appropriate in a case in which dismissal was considered but rejected, the faculty member is entitled to request a peer hearing as provided below in sections 10 and 11.

[Any report of alleged misconduct shall be treated in a confidential manner and brought to the attention of the department chair responsible for the faculty member whose actions are in question. The department chair should determine if they can impartially review the allegation; if not, they should recuse themselves. If a department chair decides to recuse, the report should be forwarded to the next higher academic authority who shall perform the functions assigned in this Policy to the chair and the provisions shall be modified as appropriate. The department chair or dean, if chair has recused, should also review the department's processes and procedures for reviewing the specific type of complaint. If allegations are made against a department chair or other administrator, the next higher academic authority shall perform the](#)

functions assigned in this Policy to the chair and the provisions shall be modified as appropriate.

## **1. Misconduct Subject to Investigation Procedures in Another Specific UNM Policy**

The department chair will review the alleged misconduct to determine if the investigation process falls under the jurisdiction in the case of allegations against a faculty member that appear to be within the scope of another specific UNM Policy with defined investigation procedures. If the alleged misconduct is within the scope of another specific UNM policy that has its own procedures for investigation, the department chair ~~or dean~~ shall forward such allegations to the appropriate person or department for handling pursuant to the applicable policy and provide notice to the faculty member. ~~and resolution (including but not limited to allegations of research misconduct, discrimination, or sexual harassment).~~ These policies include, but are not limited to, allegations of research misconduct (**FH E40**), violation of respectful campus (**FH C09**), unethical behavior (**FH A61.8**), discrimination (**UAP 2720**), or sexual misconduct harassment (**UAP 2740**). If the department chair has questions as to whether an allegation is within the scope of another policy, the department chair should consult with the Office of the Provost or Executive Vice President for Health Sciences (EVPHS). After the investigation is completed per the applicable policy, the results will be given to the department chair, who is responsible for determining what, if any, disciplinary action may result.

If an investigation conducted in accordance with another specific UNM policy finds no misconduct, the department chair will inform the faculty member of the determination and document the determination in the faculty member's personnel file(s) in accordance with Faculty Handbook Policy C70 "Confidentiality of Faculty Records."

If an investigation conducted in accordance with another specific UNM policy results in a determination that misconduct has occurred, the department chair shall meet with the faculty member to provide the written report of the investigation. Within five (5) working days after meeting with the faculty member, the department chair shall make a decision on what level of disciplinary action, if any, will result. For Title IX cases, the department chair or designee must discuss the disciplinary action with the Title IX Coordinator prior to finalizing the discipline and send a copy of the disciplinary action to OEO. If the disciplinary action involves a warning, censure, or disciplinary probation, the procedures in Section 5 herein shall be followed; or if the disciplinary action involves suspension without pay or dismissal the procedures in Section 6 herein shall be followed. ~~If such a process requires the chair to make a disciplinary determination after an investigation and recommendation from another University body, this policy will be followed in determining the appropriate discipline.~~

## **2. Academic Freedom and Tenure (AF&T) Jurisdiction**

If the department chair determines the allegations might pertain to decision-making processes influenced by 1) violation of academic freedom, 2) improper consideration in which a decision on substantive issues was not based upon impartial professional academic judgment and resulted in prejudice to the faculty member, or 3) procedural violations of Faculty Handbook policy B6 "Academic Freedom and Tenure Committee" that resulted in prejudice to the faculty member, the department chair should consult with the Chair of the Academic Freedom and Tenure Committee (AF&T).

### **3. Preliminary Assessment**

~~In all cases other than those set forth in paragraphs 3 and 4 above, if a member of the faculty is alleged to have violated a policy of the University,~~

If there are AF&T concerns and the investigation of the alleged misconduct does not fall within the jurisdiction of another specific UNM Policy, the department chair will complete a preliminary assessment within five (5) working days after the matter is brought to department chair's attention. The purpose of the preliminary assessment is to determine whether the allegation is sufficiently credible and specific. The department chair can consult with the dean for assistance with these determinations.

The preliminary assessment is not intended to be an investigation which is covered under Section 4, and consequently so the department chair does not necessarily need to interview individuals or gather data beyond any that may have been submitted with the allegation. After completing the preliminary assessment, the department chair will determine the appropriate action as set forth below. The department chair will meet with the faculty member to explain the nature of the alleged violation.

#### **3.1. Allegation(s) Not Sufficiently Credible and Specific**

If the department chair determines the allegations are not sufficiently credible and specific, the department chair will inform the faculty member in writing of the determination and ask the faculty member if they wish the determination be documented in the faculty member's personnel file. The department chair will notify the complainant in writing that the report was not found to be specific and credible therefore no further action will be taken.

#### **3.2. Conciliation**

Conciliation is voluntary and may be undertaken if both parties agree. The department chair or the faculty member may initiate conciliation proceedings at any time prior to a disciplinary decision by the department chair. ~~by contacting~~ The Ombuds/Dispute Resolution Services for Faculty Office program can provide assistance (refer to Policy C290 "Ombuds/Dispute Resolution Services for Faculty)." ~~as provided in the Information Section of the Faculty Handbook). Section C345 with notice to the other parties.~~

#### **3.3. Allegation(s) Pertain to Performance Issues and Not Misconduct**

If the department chair determines the allegations are credible and specific but pertain to performance issues and not misconduct, the department chair should address the issue promptly and directly with the faculty member.

#### **3.4. Alleged Misconduct is NOT within the Scope of Another Specific UNM Policy**

If the department chair determines the allegations are credible and specific and the alleged misconduct does not fall within the scope of another specific UNM policy as discussed in Section 1 herein, the department chair will meet with the faculty member to discuss the alleged misconduct within five (5) working days ~~ninety (90) days~~ after completion of the preliminary

assessment. At the meeting, the department chair will provide a written report to the faculty member that describes the specific alleged misconduct, including a summary of any documentation.

- If the faculty member acknowledges the misconduct, the department chair and the faculty member will discuss possible disciplinary action. If the disciplinary action involves a warning, censure, or disciplinary probation, the procedures in **Section 5** herein shall be followed; or if the discipline involves suspension without pay or dismissal the procedures in **Section 6** herein shall be followed.
- If the faculty member does not agree that misconduct occurred, the department chair shall initiate an investigation in accordance with **Section 4** herein to determine if the allegations meet the definition of misconduct and are credible. The department chair will begin the investigation within five (5) working days after meeting with the faculty member.

#### **4. Investigation of Misconduct NOT Subject to Investigation Procedures in Another Specific UNM Policy**

The purpose of the investigation is to explore the allegations in detail, examine the evidence in depth, and determine specifically whether the faculty member engaged in misconduct. The investigation should be conducted in a confidential manner, to the extent possible, and be completed within fifteen (15) working days. At a minimum the investigation should include a meeting with the faculty member. The faculty member may be accompanied by one (1) person in meeting with the department chair. The faculty member ~~and the chair~~ shall notify the department chair ~~each other~~ at least two (2) working days prior to the scheduled meeting who, if anyone, will be accompanying them at the meeting. Before, during or after the meeting, the department chair may ask the faculty member to respond in writing to the allegations ~~notice~~ and present any relevant written material within a reasonable time specified by the department chair. ~~Likewise~~ The faculty member shall be free to submit any materials the faculty member believes to be relevant ~~reasonably desired on his/her own volition~~ no later than five (5) working days after meeting with the department chair unless the department chair grants additional time in writing. The department chair should also meet with other individuals who might have information regarding aspects of the allegations.

~~The chair should issue a written report.~~ Within five (5) working days after completion of the investigation, the department chair shall meet with the faculty member and provide a written report that will include a summary of the evidence reviewed and discussions with the faculty member and ~~any other~~ all individuals interviewed. ~~after the meeting summarizing the discussion with the faculty member~~ No disciplinary action shall take place without providing said written report to the faculty member. A signed copy of the report shall be placed in the faculty member's personnel file. ~~and sent to the faculty member. The matter may be concluded at this point by the mutual consent of all parties.~~

## **4.1. Determination of Disciplinary Action**

Within five (5) working days after meeting with the faculty member, the department chair shall make a decision on what level of disciplinary action, if any, will result. If the disciplinary action involves a warning, censure, or disciplinary probation, the procedures in Section 5 herein shall be followed; or if the disciplinary action involves suspension without pay or dismissal the procedures in Section 6 herein shall be followed.

~~In all cases other than those set forth in above, if a member of the faculty is alleged to have violated a UNM policy, the department chair shall provide the faculty member a written notice explaining the nature and specific content of the alleged violation, together with a copy of this Policy, and shall discuss the alleged violation with the faculty member. The written notice shall be given to the faculty member within ninety (90) days of the chair learning of the apparent violation of policy.~~

## **5. Warning, Censure, Disciplinary Probation Proposed**

~~If a mutually agreeable resolution (with or without conciliation) is not achieved, the department chair shall make a decision in the matter and communicate it to the faculty member in writing within ten (10) working days after meeting with the faculty member or the termination of conciliation efforts if they are unsuccessful, whichever is later.~~ If the department chair, after meeting with the faculty member and considering all materials submitted pursuant to **Sections 1 through 4 of this Policy**, proposes a warning, censure, or disciplinary probation, the department chair shall meet with the dean within five (5) working days of the meeting with the faculty member to review the matter to determine if the proposed discipline is justified and consistent with discipline within the college. ~~If formal conciliation has not been attempted previously, the dean may suggest such action. refer the matter to Ombuds/Dispute Resolution Services for Faculty. Conciliation is voluntary and~~ may be undertaken if both parties agree. If the proposed discipline is supported by the dean, the department chair may proceed with the discipline by providing the faculty member with a written discipline notice, except for any disciplinary action resulting from an OEO investigation, in which case all appeals must have been resolved prior to taking disciplinary action. ~~of the proposed action.~~

### **5.1. Appeals**

If the faculty member does not agree with the results of the investigation and/or the disciplinary action, the faculty member may appeal a warning, censure, or disciplinary probation in accordance with the following sections; however, the disciplinary action will not be delayed pending appeal.

#### **5.1.1. Appeal to Provost or Executive Vice President for Health Sciences (EVPHS)**

~~If the faculty member does not agree with the disciplinary action, he/she~~ The faculty member may submit an written appeal ~~a written request for review by~~ to the Provost or EVPHS within ten (10) ~~five (5)~~ working days of receipt of the written discipline notice from the department ~~chair~~ dean. The Provost/EVPHS will decide the matter ~~on the record~~ based on the investigation written report as discussed in sections 1 and 4 herein, unless the Provost/ EVPHS ~~he/she~~ determines that it would be helpful to meet with the parties, together or separately. Within ten (10) working days after receipt of the request for review from the faculty member, ~~complete record or after meeting with the parties, whichever is later,~~ the Provost/EVPHS shall uphold, modify, or reverse the disciplinary



decision by written notice to the parties; or if the Provost/ EVPHS determines the investigation was not complete, the Provost/EVPHS may remand the matter back to the department chair for further action. ~~The Provost/Chancellor may seek an advisory investigation and opinion from the Faculty Ethics Committee.~~

#### **5.1.1.1 Academic Freedom and Tenure Committee**

The Academic Freedom and Tenure Committee (AF&T) has the authority to review an appeal request brought by a faculty member who ~~may bring a complaint before the UNM Academic Freedom and Tenure Committee (AF&T) if he/she believes the matter or its handling is within the jurisdiction of AF&T~~ per Policy B6 (see Section 2. Above). AF&T will determine whether the matter is within its jurisdiction and, if so, shall handle the matter under the Policy on Academic Freedom and Tenure with further appeals determined by the AF&T process per Policy B6. Normally, ~~review by the AF&T Committee will not review an appeal request the complaint until after a written decision is issued should be sought after the determination by the Provost/EVPHS.~~ If the faculty member pursues the matter before the AF&T Committee, AF&T shall accept the facts as determined by the Faculty Peer Hearing Panel, ~~if a hearing one was held.~~

#### **5.1.2. Appeal to the President**

If the faculty member does not agree with the decision of the Provost/EVPHS and/or AF&T determines the mater does not fall in its jurisdiction, the faculty member may request a review by the President. The President has discretion to determine whether the appeal will be considered. The request shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within ten (10) working days of the date of the written decision from the Provost/EVPHS or AF&T if a review was requested by the faculty member.

#### **5.1.3. Appeal to the Board of Regents**

In accordance with Regent Policy 1.5 "Appeals to the Board of Regents," a faculty member affected by a decision of the administration may appeal the decision to the Board of Regents after all other avenues of appeal has been exhausted. The Board has discretion to determine whether the appeal will be considered. A request from the faculty member for a review by the Board of Regents shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office in accordance with Regent Policy 1.5.

### **6. Suspension Without Pay or Dismissal Proposed**

If the department chair, after meeting with the faculty member and considering all materials submitted pursuant to Sections 1 and 4 of this Policy, proposes to suspend the faculty member without pay or dismiss the faculty member, the department chair shall meet with the dean to review the matter to determine if the suspension without pay or dismissal is justified and consistent with discipline within the college. The dean shall meet with the faculty member to discuss the matter and the proposed discipline within five (5) working days after meeting with the department chair. If the proposal to suspend the faculty member without pay or dismiss

the faculty member is supported by the dean after meeting with the department chair and the faculty member, the dean shall consult with the Provost or EVPHS within five (5) working days after meeting with the faculty member. The Provost or EVPHS will review the case on the record and issue a decision within five (5) working days after consulting with the dean. If the Provost or EVPHS supports the suspension without pay or dismissal of the faculty member, the decision will be sent to the faculty member within five (5) working days and include notification of the faculty member's appeal rights including the right to request ~~is entitled~~ to a faculty peer hearing in accordance with section 6.2.1 herein.

If a lesser disciplinary action is imposed in place of the proposed suspension without pay or dismissal, the faculty member may request a review by AF&T in accordance with section 5.1.1.1 or discretionary review by the President or the Board of Regents in accordance with sections 5.1.2 and 5.1.3 herein.

The faculty member shall have ten (10) working days from receipt of the written decision to submit a written request for review by the appropriate dean, who will issue a written decision concerning whether the chair's decision is upheld, modified or reversed. Prior to making a decision, the dean shall meet with the department chair and the faculty member, and their representatives if desired, together or separately, and shall receive and consider any documents the parties wish to submit. Documents shall be submitted within five (5) working days of the faculty member's request for review. The dean will communicate his/her decision to the parties in writing within ten (10) working days after meeting with the faculty member or the termination of conciliation efforts if they are unsuccessful, whichever is later.

### **6.1. Academic Freedom and Tenure Committee**

The Academic Freedom and Tenure Committee (AF&T) has the authority to review an appeal request brought by a faculty member who ~~may bring a complaint before the UNM Academic Freedom and Tenure Committee (AF&T) if he/she believes the matter or its handling is within the jurisdiction of~~ AF&T per Policy B6, AF&T will determine whether the matter is within its jurisdiction and, if so, shall handle the matter under the Policy on Academic Freedom and Tenure. Normally, the AF&T Committee will not review an appeal request ~~the complaint~~ until after a written decision is issued ~~should be sought after the determination by the Provost/EVPHS. If the faculty member pursues the matter before the AF&T Committee, AF&T shall accept the facts as determined by the Faculty Peer Hearing Panel, if a hearing one was held.~~

### **6.2. Suspension Without Pay for any Faculty Member and Dismissal of Faculty Member Without Tenure**

#### **6.2.1. Peer Hearing**

If the proposed discipline is suspension without pay of any faculty member or dismissal of a faculty member without tenure, the faculty member shall ~~may~~ send such a request for a peer hearing to the Chair of AF&T. The AF&T Chair will refer the request for a hearing to the Chair of the UNM Faculty Ethics Misconduct Review Committee (FMRC) within ten (10) working days of receipt of the Provost's or EVPHS's decision for suspension without pay or dismissal.

The Chair of the FMRC ~~Ethics Committee~~ will arrange for a peer hearing and appoint a hearing panel composed of five (5) members of the FMRC. ~~before two members of that Committee from outside the faculty member's department, chosen by the Ethics Committee, and one (1) uninvolved department chair from a~~

different school or college chosen by the Provost/Chancellor. The hearing will be held as soon as reasonably possible and shall be conducted according to the Model Hearing Procedures. ~~University's Dispute Resolution Hearing Procedures.~~ The Office of University Secretary shall make arrangements for the hearing and shall provide support for the hearing panel. The hearing shall be recorded and shall be private unless both parties agree that the hearing be open. The hearing panel shall be chaired by one of the faculty members assigned to the hearing panel. The proceedings and the preparation of the decision shall be controlled by the peer hearing panel members.

If the ~~other~~ investigative procedure involved a hearing before a faculty committee, any factual determination will not be subject to reconsideration by faculty peer review under this Policy. The hearing panel may uphold or reverse the proposed disciplinary action and submit their recommendation to the FMRC for a final decision. ~~al to suspend the faculty member without pay or dismissal.~~ Decisions from the FMRC will be submitted to AF&T for confirmation. If the ~~Panel's~~ FMRC's decision is to reverse the proposal, the ~~Panel~~ FMRC may direct the department chair and dean to impose a lesser disciplinary measure or may find that no misconduct has occurred and determine that no discipline should be imposed. The ~~Panel's~~ FMRC's decision may be reviewed on the record by the Provost/EVPHS, but the ~~Panel's~~ FMRC's decision shall not be reversed or modified except in the case of clear error. If the Provost/EVPHS reverses or modifies the FMRC decision, the justification shall be detailed in writing by the Provost/EVPHS. The decision of the ~~Panel~~ FMRC and/or Provost/EVPHS is subject to discretionary review by the President or Board of Regents if requested by the faculty member.

### **6.2.2. Appeal to the President**

If the faculty member does not agree with the decision of the ~~FMRC Peer Hearing Panel~~, the faculty member may request a review by the President. The President has discretion to determine whether the appeal will be considered. The request shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within ten (10) working days of the date of the written decision from the FMRC, unless the President allows for additional time. ~~Provost/EVPHS.~~

### **6.2.3. Appeal to the Board of Regents**

In accordance with Regent Policy 1.5 "Appeals to the Board of Regents," a faculty member affected by a decision of the administration may appeal the decision to the Board of Regents after all other avenues of appeal has been exhausted. The Board has discretion to determine whether the appeal will be considered. A request from the faculty member for a review by the Board of Regents shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office in accordance with Regent Policy 1.5.

### **6.3. Dismissal of Tenured Faculty Member Proposed**

If the proposed discipline is dismissal of a tenured faculty member, refer to Faculty Handbook Policy B6 for applicable policies and procedures.

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## HISTORY

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January 26, 2021 – Approved by Faculty Senate

December 13, 2011 – Approved by Board of Regents

March 22, 2011 – Approved by Faculty Senate

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but the policy should start with the premise that an inquiry and/or investigation must take place and discuss the appropriate procedures. Also, added to this section is a statement of the need for confidentiality to protect the privacy of individuals involved in a misconduct inquiry or investigation. The section also expands on faculty protections provided in *University Administrative Policies and Procedures Manual* Policy 2200 "Reporting Suspected Misconduct and Whistleblower Protection from Retaliation."

**Definitions:**

Definitions of many of the terms discussed in the Policy were added to this section, including a definition for disciplinary probation which is a new level of discipline proposed in this policy. This is an intermediary level of discipline between censure and suspension without pay and is based on the AAUP statement on "Faculty Misconduct and Discipline."

**Procedures:**

This proposed policy includes procedures for conducting a preliminary assessment and investigation. The proposed policy provides separate review processes depending on the severity of the discipline with lesser levels of discipline actions, which include warning, censure, and disciplinary probation having less review requirements, and more severe discipline actions, which include suspension without pay or dismissal having greater review requirements. Sections were added delineating appeal processes to clarify the faculty member's rights.

Enclosures:

C07 Revised Draft

Cc: Office of the President  
Office of the Provost



## MEMORANDUM

**To:** Academic, Student Affairs and Research Committee (ASAR)

**From:** Loretta P. Martinez, General Counsel  
Terry Babbitt, Chief of Staff

**Date:** January 28, 2021

**Subject:** Request for approval of revision to Regent Policy 1.2 Structure of the Board of Regents:  
Standing Committees

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The UNM Regents' Policy Manual, adopted in 1996, states that periodically, the Board shall review all policies in the Regents' Policy Manual, and all policies adopted or revised since the previous review, and make any changes it deems appropriate. Any Regents' policy may be modified by a majority vote of the Board of Regents at any of its meetings. The President will submit proposed revisions along with background information to the Regents for consideration.

Regent Kimberly Sanchez Rael, Vice President of the Board of Regents and Co-Chair of the Academic, Student Affairs and Research Committee (ASAR) has requested a name change for the committee to Student Success Teaching and Research Committee (SSTAR) to better reflect the emphasis of the committee and the university on student success and teaching. No changes to the committee's composition or purpose are requested. Board President Doug Brown, UNM President Garnett Stokes and Provost and Executive Vice President for Academic Affairs James Holloway concur with this request.

Accordingly, on behalf of President Stokes, we request the committee's consideration of the following revision to **Regent Policy 1.2** and recommendation to the full Board of Regents for approval:

### **Standing Committees:**

#### Current Language:

The standing committees of the Board of Regents are Audit and Compliance; Finance and Facilities; Academic, Student Affairs and Research; and the Health Sciences Center (HSC). The President of the Board of Regents may name other standing committees with the consent of the Board of Regents.

#### Proposed Language:

The standing committees of the Board of Regents are Audit and Compliance; Finance and Facilities; ~~Academic, Student Affairs and Research~~ **Student Success Teaching and Research**; and the Health Sciences Center (HSC). The President of the Board of Regents may name other standing committees with the consent of the Board of Regents.

Thank you for your consideration of this request.

# Feeding Student Success: The Lobo Food Pantry

Nasha Torrez, J.D. – UNM Dean of Students

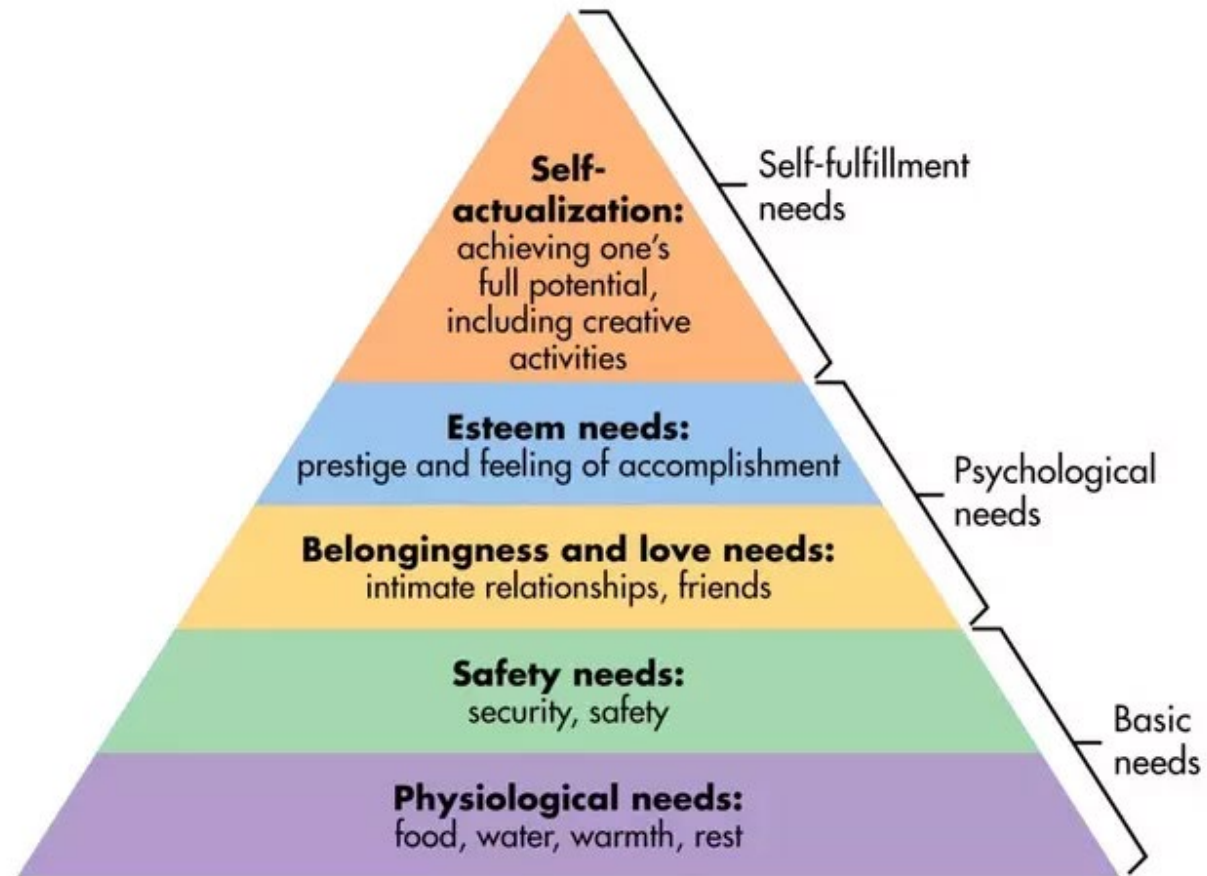


DEAN  
OF STUDENTS



LoboRESPECT  
ADVOCACY CENTER

# Student Basic Needs: Why it matters?





# UNM Food & Housing Experience Survey

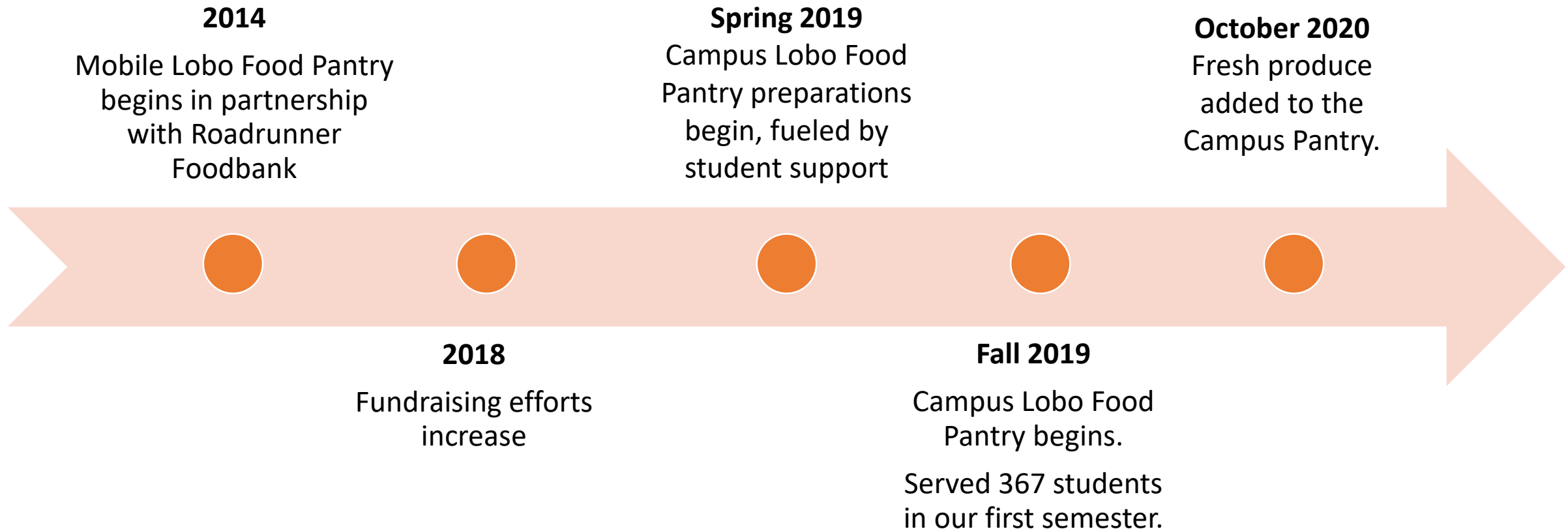
April 2020, administered by Faculty in the Honors College  
<https://basicneeds.unm.edu/>

Food security is defined as “access ... at all times to enough food for an active, healthy life” (USDA)

- 36.8% food insecure overall (undergrad).
- 22% grad students (law highest 29%).
- 39.34% of African American students.
- 39.34% of international students.
- 34.51% of Hispanic students.



# Progression of the Lobo Food Pantry



# Lobo Food Pantry

- Includes fresh produce and protein, provided through our partnership with Road Runner Food Bank



- Open to students, staff, faculty and community.
- Served 8,514 adults age 18-59yo since 2014 through March 2020.

- Includes toiletries, non-perishable food, baby care products.



- 1,488 students served since inception (Sept. 2019, when Campus Lobo Food Pantry was begun through Dec. 2020)

# Campus Lobo Food Pantry in the Time of COVID

**campus**  
**LOBO**  
**FOOD**  
pantry

## FREE GROCERIES!

Monday, January 11th  
11:30 am to 1:30 pm

Please bring your mask  
& student ID.

The Lobo Campus Food  
Pantry is located outside  
the University Advisement  
and Enrichment Center  
building at the "A"  
Parking lot.

**NM** LoboRESPECT  
ADVOCACY CENTER

- 1,004 students served since lockdown, to date.
- 54 volunteers from lockdown, to date.
- 1,121 students served in 2020 (Jan. 2020-Dec. 2020)
- 900 lbs of fresh produce provided since we began fresh produce distribution in October 2020.
- 10,313 lbs of food distributed from lockdown to date.
- We keep on truckin': 45 pantries since lockdown, to date.

# Give More, Grow More... To Do More

- Current variable donation-based budget of roughly \$12,000 annually.
- **Opportunity: Build a \$3 million endowed fund yielding \$120,000 annually to eliminate Lobo food insecurity so that students can focus on academic success rather than hunger.**



# A \$3M Endowed Fund would enable UNM to:



- Multiply Lobo Food Pantry services to meet 5x more need and reach the total student body;
- Supply more fresh food, including produce and dairy, as well as more hygiene products;
- Staff the food pantry in a more accessible location for expanded regular hours rather than the existing limited service;
- Establish a dedicated program coordinator charged with continuity of services, grant-writing, relationships with community, academic, and student services partners;
- Coordinate Lobo Food Pantry services with academic, financial capability, and student services support programs, including meal ticket donation, SNAP applications, food drives, and basic needs education.




# Future Goals

- ***Reduce number of students experiencing food insecurity from 33% to 10% by 2025.***
- ***Coordinate with Academic Affairs to improve graduation rates for students experiencing financial stress by 10% by 2025.***



# Help Spread the Word

## FOLLOW US:

-  Twitter: @UNM\_DOS @UNMLoboRESPECT
-  Instagram: unm\_dos @unmloborespect
-  Facebook: @unmdos @loborespect

On the web: <https://dos.unm.edu/>  
<https://loborespect.unm.edu/services/lobo-food-pantry.html>

**GIVE TO US:** <https://www.unmfund.org/fund/lobo-food-pantry/>

**VOLUNTEER WITH US:** email [Loborespect@unm.edu](mailto:Loborespect@unm.edu)



# Questions?





Savannah Maher joins KUNM News to represent NM in the *Mountain West News Bureau*. Ms. Maher (Mashpee Wampanoag) has worked at NPR, WBUR (Boston), and Wyoming Public Radio. She graduated from Cambridge in 2018.



The Mountain West News Bureau is a collaborative public radio reporting project including Idaho, Utah, Wyoming, Nevada, Colorado, and now – New Mexico. Funding comes from KUNM listeners and CPB.

KUNM's measured audience for Fall 2020 shows 96,000 people per week tuning into our service. People spend (on average) about six hours per week listening. (Nielsen Audio Research).

Station Staff, Students and Volunteers have been broadcasting remotely since March of last year. Two Reporters are working half-days for our live, news magazines. A handful of others come in a couple of days per week – on short, staggered shifts. KUNM is in our ninth year of focused reporting on public health, poverty and equity in education in NM. Our reporting project is funded by the W.K. Kellogg Foundation. KUNM has been well-positioned to be a leading voice on the public health emergency in our state. Funding for student interns in the KUNM Newsroom comes from the Student Fee Review Board.

KUNM's finances are stable. FY20 ended with revenue being above expenses. Revenue was also exceeding expenses at the end of December 2020. When we returned from the winter break, we learned that one of our listeners had bequeathed a portion of his estate to KUNM and NMPBS. The planned gift of financial investments has a current value of \$2.3 million. KUNM and NMPBS are named as equal recipients of this generous and forward-looking gift.

The biennial KUNM Radio Board elections are underway. We are asking listeners to nominate themselves for the election. Our contributing listeners will be voting in March.

Respectfully submitted by Richard Towne, KUNM General Manager; January 27, 2021

# Scholarships

Dan Garcia

Vice President for Enrollment Management

2.4.2021



THE UNIVERSITY OF  
NEW MEXICO<sup>®</sup>

- Regents Awards – History and Outcomes
- Scholarship Goals and Operational Strategies

- Highlights of applications and awards between **2016-17 and 2020-21**
  - We average **207 applications** a year
  - We offer an average **33 awards** a year.
  - We enroll an average **18 students** a year.
  - Offers go to **residents 68%** of time and **non-residents 32%**.

- Highlights of awards between **2016-17 and 2020-21**
  - Average yields of those awarded: **resident 48% and non-resident 62%.**
    - 2016-17 – 10 residents and 5 non-residents
    - 2017-18 – 14 residents and 6 non-residents
    - 2018-19 – 7 residents and 9 non-residents
    - 2019-20 – 10 residents and 6 non-residents
    - 2020-21 – 11 residents and 8 non-residents

- Highlights of awards between **2016-17** and **2020-21**
  - Where are these students from?
    - 2016-17 – AZ, CA (2), NM (10), TX (2)
    - 2017-18 – AZ, CA, CO (2), MO, NM (14), TN (1)
    - 2018-19 – CA, DC, NM (7), NV (2), OH, OK, OR, TX (2), WY
    - 2019-20 – AZ, CA, CO, NM (10), NV, TX (2)
    - 2020-21 – CA (2), CO (2), NM (11), OH, OK, TX

- Highlights of awards between **2016-17 and 2020-21**
  - Where are NM residents awarded from?
    - 2016-17 – Albuquerque (3), Carlsbad, Las Cruces (3), Rehoboth, Roswell, Santa Fe
    - 2017-18 – Albuquerque (7), Belen, Farmington, Hobbs, Las Cruces (3), Portales
    - 2018-19 – Albuquerque (2), Carlsbad, Farmington, Rio Rancho, Silver City
    - 2019-20 – Alamogordo, Albuquerque (7), Carlsbad, Portales, Sandia Park, Taos
    - 2020-21 – Albuquerque (7), Carlsbad, Portales, Sandia Park (2), Taos



- What about those not awarded?
  - Yields for Regents Scholarship applicants that were not awarded are below by year, with the entire cohort yields (*in parenthesis*)
    - 2016-17 – 50% residents (*NA*) and 26% non-residents (*NA*)
    - 2017-18 – 45% residents (*51%*) and 16% non-residents (*25%*)
    - 2018-19 – 49% residents (*43%*) and 27% non-residents (*20%*)
    - 2019-20 – 48% residents (*39%*) and 18% non-residents (*19%*)
    - 2020-21 – 50% residents (*42%*) and 24% non-residents (*17%*)

- Student Success
  - An example of graduates: **12 students** have graduated from 2016-17 awardees.
    - 15 were awarded that year.
    - The remaining three (3) are all full-time status, with two (2) on the Dean's List.
    - Puts four-year graduation rate at 80% vs. about 34% for that cohort.)

# Institutional Scholarships



- Primary Scholarship Goals
  - Leverage for interest and enrollment.
  - Reward accomplishment.
  - Be competitive.
  - Utilize resources wisely.

## Operational Strategies

1. Expand access, opportunities, and fairness for scholarships
  - a) Increase funds budgeted for awards:
    - By \$3.3 million for 2020-21.
    - Increase an additional \$250,000 for 2021-22.
  - b) Expand promotion of scholarship opportunities.
    - Direct mail, phone calls, texts, advertising.
    - Ensure that we encourage, inform, and support students with regard to scholarship opportunities.

## Operational Strategies

1. Expand access, opportunities, and fairness for scholarships
  - c) No ACT or SAT score for consideration.
    - The lack of opportunity to take the exams.
    - Evaluation of historical data on unweighted GPA and test score, looking at correlations in enrollment; found that unweighted high school GPA was a better predictor of college success. *In other words, standardized test scores are less relevant than many had once thought.*
    - Many students with strong GPAs don't do well on standardized tests, particularly low-income, first-generation, and minority students. They are often excluded in scholarship considerations when test score is a variable.

## Operational Strategies

1. Expand access, opportunities, and fairness for scholarships
  - d) Eliminate AP and Honors course advantage (boosting by one letter grade.)
    - 44% of NM high schools don't offer AP courses.
    - In an evaluation of 2019 applicants, the average difference between unweighted and weighted GPA was 0.86%--not significant. *To put this in perspective, an example GPA difference is 3.855 vs. 3.888*
    - While some GPAs do go up with a recalculation, a thousand applicants to UNM for Fall 2019 had their recalculated GPA go down versus their original unweighted GPA because of exclusion of non-core courses.

## Operational Strategies

### 2. Stewardship of Resources

#### a) Offer optimal amounts.

- Use predictive modeling based on historical yields, student profile.
- Be competitive, influence decision to attend UNM, but don't over award.



**Thank You**



THE UNIVERSITY OF  
NEW MEXICO<sup>®</sup>



University of New Mexico Board of Regents  
Academic / Student Affairs / Research Committee  
February 4, 2021

### **Academic Affairs Course Fee Review**

#### **Policies**

Class and curricular fees, or broadly termed “course” fees, at UNM are determined by the policies spelled out in the Regents Handbook 4.7, “Tuition and Fees,” and the University Administrative Policies and Procedures Manual 8210, “Tuition and Related Fees.” The relevant portion of the policy is included as Appendix A to this report.

Broadly speaking, “class” fees are fees tied to the specific costs of delivering certain courses with distinctive expenditures. Examples include the travel costs of a field trip, the cost of particular supplies (art or lab), or special instructional materials. Since these fees fund the costs associated with the provision of a specific class, these fees are typically expended in the semester in which the costs are incurred. “Curriculum” fees, by contrast, are used for equipment and/or staff costs related to an entire course of study. Examples include IT requirements of various colleges (e.g., the unique software requirements of Architecture and Planning or Anderson School of Management); unique equipment costs (e.g., piano studios or engineering labs), or the specific technical staff required to maintain the labs and make them accessible to students.

Per policy, the Regents set the level of all tuition rates and fees that apply to all students. Class and curricular fees that apply to a specific course of study, or assessed at the class, department, or college level, are reviewed and authorized by the Provost for Main Campus and the Executive Vice President for the Health Sciences Center.

#### **Procedures**

A request to implement or change a class or curricular fee usually originates in an academic department. Proposals are submitted on a required template (attached as Appendix B and C) that gives the necessary technical data, along with a projected budget and description of the fee’s intended use. These are reviewed at the college level and require the authorization of the dean or director before being submitted to the Office of the Provost.

The review of a class or curricular fee proposal at the Provost's level has two components:

1. A review for eligibility, per the definitions of UAP 8210. We ensure the description of the fee conforms to the uses detailed in the policy, and that the projected budget is rational and defensible.
2. A consideration of the fee's impact on students, either in terms of scope (e.g., assessing a large fee for a single course) or scale (e.g., curricular fees that would affect large numbers of students). **Fee approvals are not automatic.** In practice, most eligible class fee requests are approved; however curricular fee proposals are often amended or deferred for consideration in the larger context of tuition/fee decisions.

### Review

Per policy (UAP 8210.3.2.8), each college/school are to review their course fee collections and expenditures at least every two years, in order "to ensure that expenses are allowable, allocable, reasonable, and timely." This year we reviewed fiscal years 2019 and 2020 for College of Arts and Sciences, College of Education and Human Sciences, School of Engineering, School of Architecture and Planning, College of University Libraries and Learning Sciences, Los Alamos Branch Campus, and Valencia Branch Campus. A summary of this year's reviews is attached as Appendix D.

### Transparency

Course fees are published in each semester's registration schedule online at <https://schedule.unm.edu/> and linked to every appropriate class, so that when students enroll they get a real-time calculation of the cost of their course of study. Students may request a specific accounting of the fees they've been charged for any course or curriculum (UAP 8210.3.2.7).

### Scope

Class and curricular fees are important parts of the funding streams for most colleges and schools. UNM's main campus units collected \$7,636,230 in class and curricular fees in FY20. Proportionally, that represents 3.9% of their total Instruction and General (I&G) budget. Course fees are a relatively small portion of the average student bill. According to data from the Bursar's Office, the average class and curriculum fees paid per student this fall semester was \$161.46, about 4.4% of the total resident full time (15-18 credit hour block) undergraduate tuition bill.

### **Administrative Policies and Procedures Manual - Policy 8210: Tuition and Related Fees**

#### **3.2 Course Fees**

Course fees are charged at the time of registration to students enrolling in specific courses. They are not included in the “mandatory fees” portion of “tuition and fees,” which are paid by all students. Requests for course fees are made to and approved by the Provost or the Chancellor. Course fees are intended to help defray costs specifically associated with certain courses, and are not intended to replace general operating costs, which are paid from tuition. All students who pay course fees must benefit from the fees charged. Course fees are listed in the “Schedule of Classes” posted on the Registrar’s Office website. At the time of registration, a student should have full information on the amount and types of course fees that will be charged for that semester.

There are two (2) types of course fees: class fees and curricular fees.

##### **3.2.1. Class Fees**

A class fee is charged to support the instructional needs of a specific course. The fee is used to pay for required, uniquely identifiable materials or services provided to students that exceed the costs of supplies normally required. Class fees may be approved and implemented if they cover any of the following expenses:

- Cost of activities related to a course (e.g., field trip, tickets to off-campus lecture or event)
- Private instruction and models (e.g., guest speakers, models, tutors)
- An object or product of value retained by the student (e.g., artwork, safety gear)
- Class costs (e.g., specialized equipment or materials, safety protections, laboratory supplies, products)

Class fees may not be used to fund any of the following costs:

- The cost of any instructor of record or assistants
- Regular classroom materials and supplies (e.g., paper, photo copies, markers, chalk)
- Faculty and staff computers, equipment, and general non-program-specific software

##### **3.2.2. Curricular Fees**

A curricular fee is charged to support curricular needs in the department, college, or school. This fee funds short-term and long-term needs for the purpose of instructing students, including technology, broadly shared materials and equipment, and other expenses relevant to multiple courses in a program. A curricular fee can be assessed as a per-credit-hour fee or predetermined

flat fee. Curricular fees may be approved and implemented if they meet any of the following conditions:

- Expendable curricular costs (e.g., computer hardware and software, networking components, cameras, projectors and recorders, maintenance fees, sound equipment, musical instruments, laboratory equipment, gross anatomy program support)
- Personnel costs associated with curriculum support (e.g., technical staff support and training course development)
- Student progress assessments, clinical or practical skills assessments, and standardized patient costs
- Supplemental instruction programs
- Support of program research requirements and student travel to present research
- Medical education computer support including provision of tutorial and standardized patient computer interfaces (HSC only)
- Develop, install, and maintain technology capabilities in lecture halls and classrooms

Curricular fees may not be used to fund any of the following costs:

- The cost of any instructor of record or assistants
- Administrative equipment and supplies
- Faculty and staff computers, equipment, and general non-program-specific software
- Equipment not used by or accessible to students
- Facility remodeling other than for classrooms and instructional labs
- Regular classroom materials and supplies
- Scholarships (except for the Music Department)
- Travel costs for faculty and staff (except when related to program-specific field trips or HSC clinical experiences)

### **3.2.3. Payment of Course Fees**

Approved fees are collected by the University Cashier Department. Academic departments are not authorized to collect course fees directly from students. Course fees are refunded according to Section 5 of UAP 8215 (“Bursar’s Office Operations and Services”). Departmental requests to waive all or part of a course fee must be sent to the Bursar's Office and include a detailed justification.

### **3.2.4. Authorization to Assess Course Fees**

Assessment of course fees requires the approval of the Provost or the Chancellor. Requests for all course fees must be reviewed and approved by the appropriate dean or branch director prior to submission to the Provost or Chancellor, as applicable, for approval. Subsequent approvals are not required each semester unless a change in the fee, course title, or receiving index number occurs.

### **3.2.5. Publication of Course Fees**

All course fees, along with a brief rationale, must be published on the Bursar's Office website.

### **3.2.6. Review of Course Fees**

Colleges, schools, and departments must review course fees at least every two (2) years to ensure that expenses are allowable, reasonable, and timely. The Provost's Office or Chancellor will submit summary findings of these reviews annually to the Board of Regents.

### **3.2.7. Accountability to Students**

Students may submit a written request to the department, school, or college the fee resides under requesting accountability of course fees assessed. The request should state the specific fee and, in the case of class fees, the specific course number and semester. The department, school, or college will respond to the student with the information as soon as possible, but no later than sixty (60) days after receipt of the request.

### **3.2.8. Responsibility and Authority**

The Provost's Office or Chancellor is responsible for the following functions:

- Approving course fees
- Insuring publication of course fees on the Bursar's Office website

Reviewing course fees and reporting on course fees to the Board of Regents every two (2) years.

MEMORANDUM

TO: Associate Provost for Academic Affairs/EVP of Health Sciences Office of  
the Provost and EVP for Academic Affairs/EVP for Health Sciences

DATE:

FROM: *(Enter: Dean, Executive Director)*  
*(Enter: School/College)*

RE: **Course Fee Proposal**

---

Please answer the following questions and provide any additional documentation that will support this proposal.

- Is this course fee a curriculum or class fee (see policy UAP 8210)?
- Reason for the new/revised fee.
- Have you paid for the expense in the past? How?
- What impact on the students/enrollments will this new/revised fee have?
- How have you communicated the proposed fee to the students? Please explain your process and provide contact information for the college/school.

My signature below confirms that I have read UAP 8210 and understand its requirements (<http://policy.unm.edu/university-policies/8000/8210.html>) as it relates to class and curriculum fees. Course Fee Approval Form and appropriate back-up documentation are attached to this request. I also maintain that the uses of these class and curriculum fees are integral to our ability to provide a flagship-level education to our students.

\_\_\_\_\_  
Dean/Executive Director Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

THE UNIVERSITY OF NEW MEXICO – COURSE FEE APPROVAL FORM

Appendix C

**INSTRUCTIONS:**

For information regarding the creation of new fees as well as changes to existing fees can found in the UNM Policy 8210 available on the UNM Policy website <http://policy.unm.edu/university-policies/8000/8210.html>.

All requests for fee increases or new fees must be fully justified financially by matching projected fee revenues to the purposes specified. Examples and blank budget forms are provided on the attached sheet. If fees will be used for repair or replacement of equipment please attach a depreciation schedule found on the Provost Office website <http://www.unm.edu/~acadaffr/budget-planning/course-fees.html>. Feel free to modify or use additional budget forms as necessary.

<b>Deadlines for receipt of requests:</b>	
Spring	First week of September
Summer	Last week of February
Fall	Last week of February

<b>Please identify: Class Fee or Curriculum Fee (see 8210 policy)</b>					<b>Dept. Contact Person:</b>					
<b>Department:</b>			<b>Mail Stop Code:</b>		<b>Email:</b>					
<b>Index Number:</b>			<b>Program Code:</b>		<b>Telephone Number:</b>					
Subject Code & Course Number	Does fee apply to all sections?	If fee is section specific, provide section #	Course Title	Effective Term	End Term (If applicable)	If cross-listed, will equal fees be assessed for all courses in the cross-list?	Current Course Fee	New/ Revised Course Fee	Index/account code (10 digits)-	Detail Code (Bursar's use only)

<b>REQUIRED APPROVAL SIGNATURES</b>		
Chair _____ _/ _/ _	Dean / Director _____ _/ _/ _	<b>Approved</b> _____ _/ _/ _ Provost for Academic Affairs
Chair (if cross-listed) _____ _/ _/ _	Dean / Director (if cross-listed) _____ _/ _/ _	<b>FOR BURSAR'S OFFICE ONLY</b> Processed By _____ _/ _/ _
Chair (if cross-listed) _____ _/ _/ _	Dean / Director (if cross-listed) _____ _/ _/ _	<b>FOR OFFICE OF THE REGISTRAR ONLY</b> Processed By _____ _/ _/ _



**Sample course fee budget per student**  
**Art Studio 100**

Proposed fee		30.00
Description	Drawing materials	
Projected expenses		
	5 pencils @ 2.00/ea	10.00
	4 drawing tablets @ 5.00/ea.	20.00
Total projected expenses per student		30.00

**Sample course fee budget per section**  
**Biology 100**

Proposed fee		20.00
Description	Lab supplies and equipment	
Projected enrollment		25
Projected revenue		500.00
Projected expenses		
	500 microscope slides (10/student)	100.00
	2 microscopes (1/10 <sup>th</sup> of cost of \$1,000 @ 10 yr. replacement cycle)	200.00
	Cultures	200.00
Total projected expenses per section		500.00

<b><i>Course fee budget</i></b>		
<b>Section:</b>		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<b><i>Course fee budget</i></b>		
<b>Section:</b>		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<b><i>Course fee budget</i></b>		
<b>Section:</b>		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<b><i>Course fee budget</i></b>		
<b>Section:</b>		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

**Review of Course Fees**
**Fiscal Year 2019 and Fiscal Year 2020**
**Main Campus Schools/Colleges:**

College of Arts and Sciences  
 College of Education and Human Sciences  
 School of Engineering  
 School of Architecture and Planning  
 College of University Libraries and Learning Sciences

	<b>FY19 - Actuals</b>	<b>FY20- Actuals</b>
<b>REVENUE</b>		
OA2 - Student Fees	\$ 2,218,873	\$ 2,052,966
OA5 - Sales & Services	15,452	640
OA6 - Other Operating Revenue	88,105	47,346
OP5 - Other Non Operating Revenue	41	-
OS1 - Transfers		
1160 - Transfer to Soc. Cultural	-	(30)
11A0 - Transfer to Research Gen	-	(1,400)
11C0 - Transfer from Research Gen	-	298
11E0 - Transfer to Public Service	-	(10,000)
11F0 - Transfer From Public Service	37,896	500
11H0 - Transfer To Internal Services	-	(5,000)
1240 - Transfer To Plant Fund Minor	(225,151)	(158,000)
1260 - Transfer from Plant Fund Minor	3,488	-
OV1 - Allocations	12,000	6,275
OZ1 - Reserves	458,936	586,081
<b>TOTAL REVENUE</b>	<b>\$ 2,609,639</b>	<b>\$ 2,519,677</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 365,267	\$ 413,123
OG1 - Payroll Benefits	82,260	92,339
OJ1 - Supplies	929,897	616,494
OJ2 - Travel	55,099	24,911
OJ3 - Student Costs	8,905	7,651
OJ4 - Research Costs	-	200
OJ6 - Communication Charges	7,693	1,809
OJ7 - Services	137,659	132,109
OJ8 - Plant Maintenance	268,614	159,500
OJ9 - Utilities	-	-
OJA - Other Expense	25,747	17,447
OM1 - Capital Expenditures	142,416	49,801
<b>TOTAL EXPENSE</b>	<b>\$ 2,023,558</b>	<b>\$ 1,515,383</b>
<b>RESERVES</b>	<b>\$ 586,081</b>	<b>\$ 1,004,293</b>


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2019 and Fiscal Year 2020**

School/College/Branch:	College of Arts & Sciences	
	FY19 - Actuals	FY20- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 983,041	\$ 968,431
OA5 - Sales & Services	15,155	25
OA6 - Other Operating Revenue	871	202
OP5 - Other Non Operating Revenue	41	-
OS1 - Transfers		
1160 - Transfer to Soc. Cultural	-	(30)
11F0 - Transfer From Public Service	-	500
1240 - Transfer To Plant Fund Minor	(145,816)	-
1260 - Transfer from Plant Fund Minor	3,488	-
OV1 - Allocations	5,120	6,275
OZ1 - Reserves	167,294	155,372
<b>TOTAL REVENUE</b>	<b>\$ 1,029,193</b>	<b>\$ 1,130,776</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 170,941	\$ 190,519
OG1 - Payroll Benefits	61,589	72,328
OJ1 - Supplies	397,997	311,118
OJ2 - Travel	45,476	22,211
OJ3 - Student Costs	6,075	3,651
OJ6 - Communication Charges	6,541	1,290
OJ7 - Services	101,179	80,803
OJ8 - Plant Maintenance	64,910	26,865
OJ9 - Utilities	-	-
OJA - Other Expense	10,932	8,644
OM1 - Capital Expenditures	8,182	33,216
<b>TOTAL EXPENSE</b>	<b>\$ 873,821</b>	<b>\$ 750,645</b>
<b>RESERVES</b>	<b>\$ 155,372</b>	<b>\$ 380,131</b>

**Comments:**

Course fee balances increased in FY20 within the College. This increase is mainly due to the Spring semester caused by the COVID pandemic. As the University moved quickly to limited operations and classes were switched to remote delivery many of the planned uses for course fees did not happen, including field trips planned for spring break. Additionally, course fees fund lab equipment, computers, audio/video equipment, etc. Computers/audio/video equipment are typically replaced over a period of 3-7 years. Annual depreciation is usually moved to Plant Fund, but this did not occur in FY20 contributing to the large increase in balances. In addition, equipment intensive programs in Physics, Chemistry, and Biology must work to maintain a reasonable balance in order to respond quickly to equipment that may break during the year or require unanticipated service. Arts and Sciences will continue to monitor course fee expenditures annually.


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2019 and Fiscal Year 2020**

School/College/Branch:	College of Education & Human Sciences	
	FY19 - Actuals	FY20- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 482,625	\$ 351,780
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers		
11C0 - Transfer from Research Gen	-	298
11F0 - Transfer From Public Service	37,896	-
OV1 - Allocations	9,000	-
OZ1 - Reserves	72,061	177,577
<b>TOTAL REVENUE</b>	<b>\$ 601,582</b>	<b>\$ 529,655</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 106,203	\$ 112,472
OG1 - Payroll Benefits	8,073	14,541
OJ1 - Supplies	105,228	80,835
OJ2 - Travel	701	187
OJ3 - Student Costs	-	500
OJ4 - Research Costs	-	200
OJ6 - Communication Charges	-	-
OJ7 - Services	20,718	15,423
OJ8 - Plant Maintenance	177,969	112,267
OJ9 - Utilities	-	-
OJA - Other Expense	5,114	3,766
OM1 - Capital Expenditures	-	3,200
<b>TOTAL EXPENSE</b>	<b>\$ 424,005</b>	<b>\$ 343,392</b>
<b>RESERVES</b>	<b>\$ 177,577</b>	<b>\$ 186,264</b>

**Comments:**

During FY19 a few challenges delayed the expenditure of course fees. Johnson Center remodel reduced the need to refresh athletic equipment; the prior year computer refreshes of multiple labs resulted in less equipment upgrades in FY20 and prior year balances related to software fees were retained due to anticipated cost increase in upcoming fiscal years. In FY20, the Johnson Center remodel continued in the fall, resulting in additional reserves. These balances went unspent due to COVID-19 cancelations of in person courses in the Spring 2020. Additionally, balances across the college were affected by the pandemic. As a result course fees have been paused for the upcoming Spring 2021 semester and plans have been established to reduce course fee balances by the end of FY21.


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2019 and Fiscal Year 2020**
**School/College/Branch:**
**School of Engineering**

	<b>FY19 - Actuals</b>		<b>FY20- Actuals</b>	
<b>REVENUE</b>				
OA2 - Student Fees	\$	536,578	\$	512,745
OA5 - Sales & Services		-		-
OA6 - Other Operating Revenue		75		-
OS1 - Transfers				
11A0 - Transfer to Research Gen		-		(1,400)
11E0 - Transfer to Public Service		-		(10,000)
11H0 - Transfer To Internal Services		-		(5,000)
1240 - Transfer To Plant Fund Minor		(79,335)		(105,000)
OV1 - Allocations		(2,120)		-
OZ1 - Reserves		209,425		175,472
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>664,623</b>	<b>\$</b>	<b>566,817</b>
<b>EXPENSES</b>				
OF1 - Salaries	\$	-	\$	-
OG1 - Payroll Benefits		-		-
OJ1 - Supplies		320,004		177,513
OJ2 - Travel		8,922		2,513
OJ3 - Student Costs		2,830		3,500
OJ6 - Communication Charges		1,153		270
OJ7 - Services		9,873		34,020
OJ8 - Plant Maintenance		13,225		16,920
OJ9 - Utilities		-		-
OJA - Other Expense		7,197		3,684
OM1 - Capital Expenditures		125,948		13,385
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>489,151</b>	<b>\$</b>	<b>251,806</b>
<b>RESERVES</b>	<b>\$</b>	<b>175,472</b>	<b>\$</b>	<b>315,012</b>

**Comments:**

School of Engineering needs are variable and unpredictable, therefore a centralized reserve is maintained. Reserves will be used to upgrade equipment in the Engineering teaching labs to maintain our ABET accreditation.


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2019 and Fiscal Year 2020**

School/College/Branch:	School of Architecture & Planning	
	FY19 - Actuals	FY20- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 216,629	\$ 220,010
OA5 - Sales & Services	297	615
OA6 - Other Operating Revenue	87,159	47,144
OS1 - Transfers		
1240 - Transfer To Plant Fund Minor	-	(53,000)
OV1 - Allocations	-	-
OZ1 - Reserves	10,155	77,660
<b>TOTAL REVENUE</b>	<b>\$ 314,240</b>	<b>\$ 292,428</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 88,124	\$ 110,132
OG1 - Payroll Benefits	12,599	5,470
OJ1 - Supplies	106,669	47,027
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	249
OJ7 - Services	5,889	1,862
OJ8 - Plant Maintenance	12,510	3,448
OJ9 - Utilities	-	-
OJA - Other Expense	2,504	1,353
OM1 - Capital Expenditures	8,286	-
<b>TOTAL EXPENSE</b>	<b>\$ 236,581</b>	<b>\$ 169,541</b>
<b>RESERVES</b>	<b>\$ 77,660</b>	<b>\$ 122,887</b>

**Comments:**

In FY19 the ending balance was higher than 10% because a transfer for \$50K was not made to the renewal lab indices, which are used to refresh the lab computers and equipment every two years. This transfer was processed in FY20 to the plant account for these renewals. Because this transfer did not occur in FY19, the reserves going into FY20 were also higher by \$50K. After accounting for this additional \$50K, the ending balance of FY20 still exceeded 10% of revenues for FY20. This is mainly due to the decrease in spending in FY20 due to COVID-19. These balances will be used for future equipment and lab renewals/replacements.


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2019 and Fiscal Year 2020**

School/College/Branch:	College of University Libraries & Learning Sciences	
	FY19 - Actuals	FY20- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ -	\$ -
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	-	-
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	-	-
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	-	-
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>

**Comments:**

College of University Libraries & Learning Sciences does not collect course fees.
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**Review of Course Fees  
Fiscal Year 2019 and Fiscal Year 2020**

School/College/Branch:

Los Alamos Branch Campus

	FY19 - Actuals	FY20- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 32,140	\$ 39,245
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	-	(1,358)
<b>TOTAL REVENUE</b>	<b>\$ 32,140</b>	<b>\$ 37,887</b>

<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	33,498	33,179
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	-	-
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	-	-
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 33,498</b>	<b>\$ 33,179</b>

<b>RESERVES</b>	<b>\$ (1,358)</b>	<b>\$ 4,708</b>
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**Comments:**

n/a





**Review of Course Fees  
Fiscal Year 2019 and Fiscal Year 2020**

School/College/Branch:

Valencia Branch Campus

	FY19 - Actuals	FY20- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 42,665	\$ 40,350
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	-	18,084
<b>TOTAL REVENUE</b>	<b>\$ 42,665</b>	<b>\$ 58,434</b>

<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	22,802	44,165
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	-	-
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	1,779	6,561
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 24,581</b>	<b>\$ 50,727</b>

<b>RESERVES</b>	<b>\$ 18,084</b>	<b>\$ 7,707</b>
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**Comments:**

n/a

# Refreshing UNM's General Education Program

Dr. Pamela Cheek, Associate Provost for Student Success

February 4, 2021



[Home](#) [Additional Information](#) [Areas of Study](#) - [U.S. & Global Diversity Requirement](#)

## General Education Curriculum

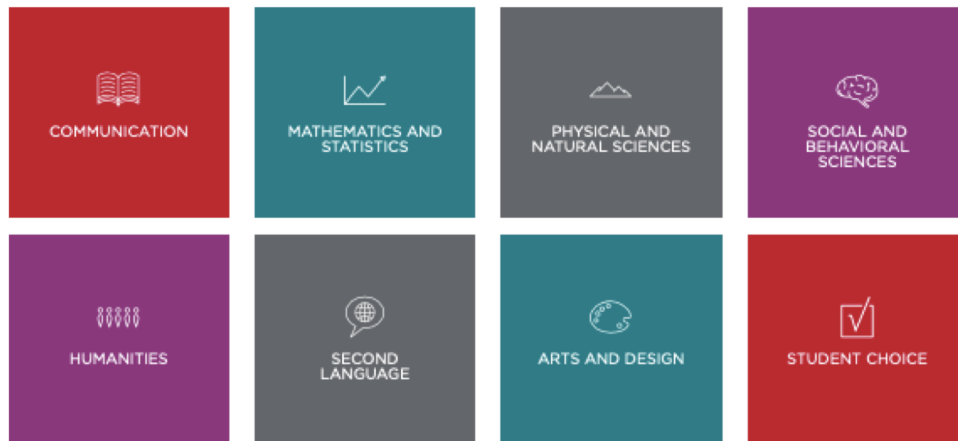
General Education empowers students to face a rapidly changing world with the ability to frame questions and solve problems. Complementing the major, gened courses provide a set of strategies: communication, critical thinking, information analysis, quantitative skills, responsibility towards local and global communities. In many gened courses, students address urgent problems directly through undergraduate research, race and social justice analysis, global awareness, community engagement, and innovation. By providing a base of knowledge and flexible tools for thinking, gened courses equip students for success throughout their education and after graduation.

*Students can choose ten classes (31 credits numbered at the 1000- and 2000-levels), or at least one three- or four-credit course in each of eight areas of study.*

Exploring different gened areas can be a great college strategy to find out what really interests you. Or, if you have a major in mind, your advisor can help you identify some courses to help you prepare for your next steps. Either way, browsing the course descriptions in areas of study will help you find courses that take you to unexpected places.

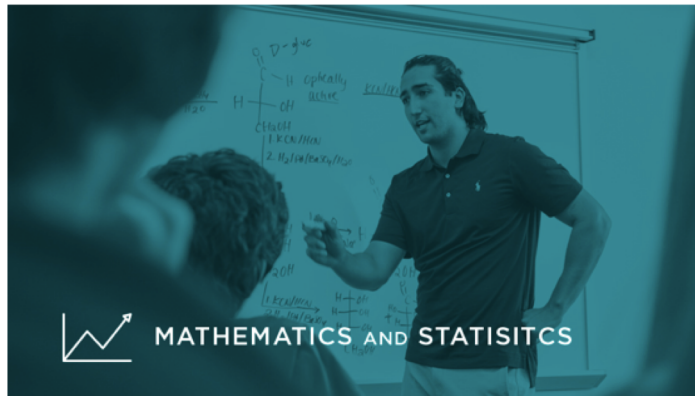


# A General Education Program enriched by new pedagogy, equity goals, and assessment measures



# Goal: Provide a gateway that sifts students "in" rather than "out"

## Mathematics and Statistics



### 3 credit hours:

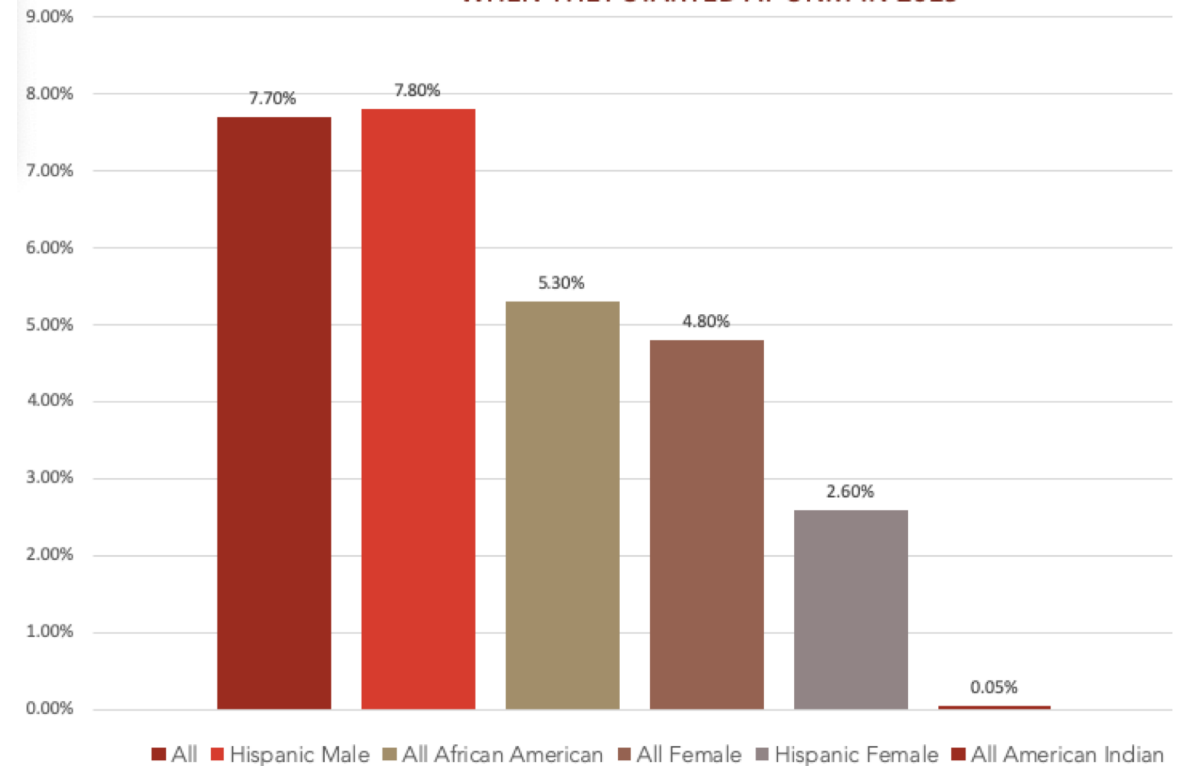
One course at the appropriate level determined by placement:

- Mathematics 1130
- Mathematics 1220
- Mathematics 1240
- Mathematics 1250
- Mathematics 1350
- Mathematics 1430
- Mathematics 1440
- Mathematics 1512
- Mathematics 1522
- Mathematics 2118
- University Honors 202

“ I prove a theorem and the house expands:  
The windows jerk free to hover near the ceiling,  
The ceiling floats away with a sigh.  
— Rita Dove, "Geometry"

- Explore how math and data provide information about the world.
- Explain and present information in mathematical forms.
- Design problems, consider limitations, and calculate results.
- Identify mathematical approaches to address questions.

PERCENTAGE of STUDENTS WHO WERE READY TO TAKE CALCULUS WHEN THEY STARTED AT UNM IN 2019





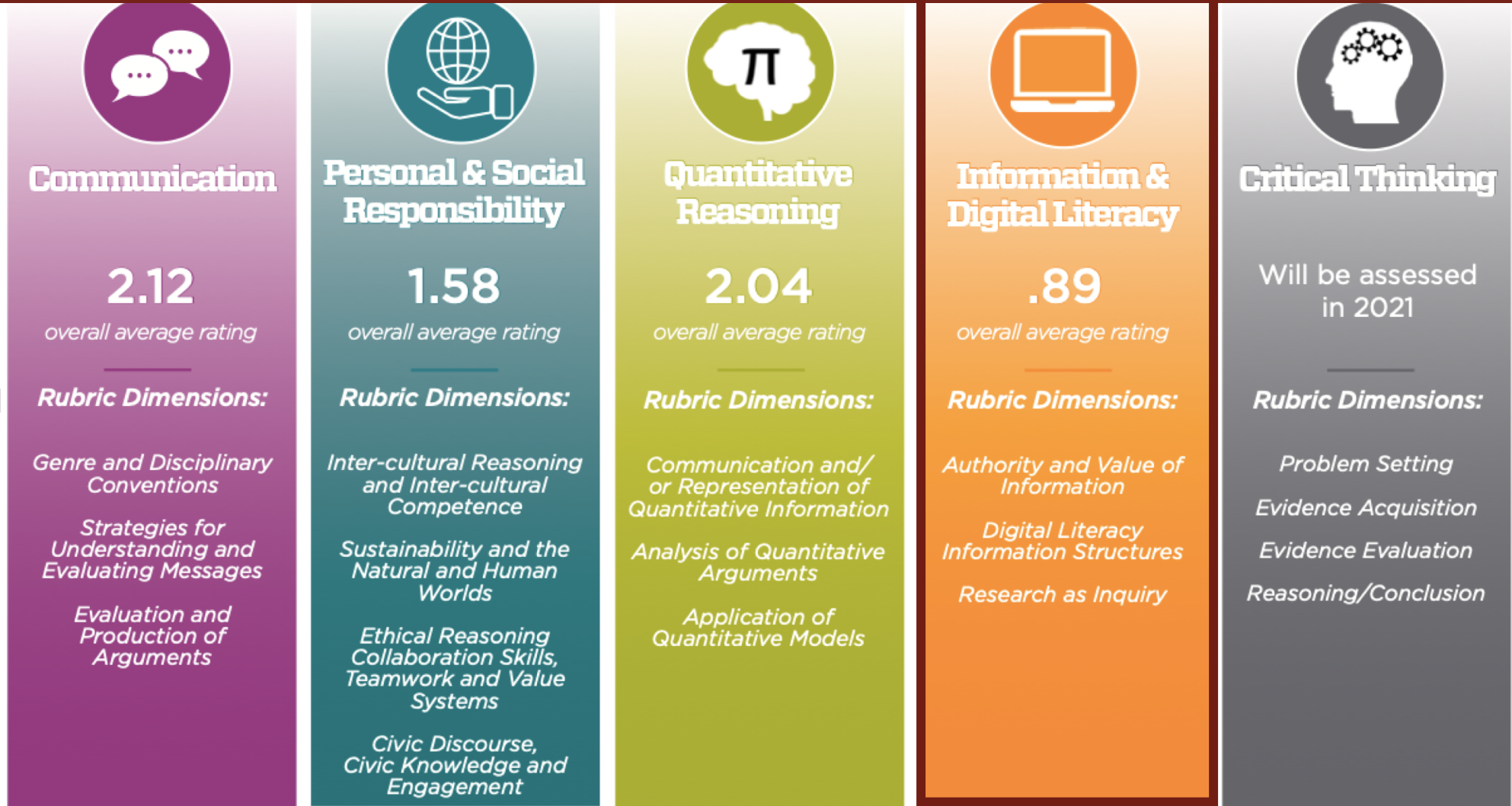
## PILOT (FALL 2020) RESULTS in IMPROVING BELONGING and GROWTH MINDSET (Gen Ed and other gateway courses)

Condition	Rated Positively in Most Recent Cycle				Change in Positive Ratings Since 1st Survey			
	All	Girl / Woman	Struct. Disadv Race	Finan. Stress	All	Girl / Woman	Struct. Disadv Race	Finan. Stress
<u>Trust and Fairness</u>	92%	93%	93%	90%	2%	2%	3%	3%
<u>Institutional Growth Mindset</u>	84%	86%	85%	79%	4%	5%	4%	5%
<u>Identity Safety</u>	71%	72%	69%	63%	11%	13%	10%	11%
<u>Self-Efficacy</u>	69%	68%	68%	63%	-4%	-4%	-3%	-4%
<u>Social Belonging</u>	48%	49%	48%	42%	7%	8%	6%	6%
<u>Social Connectedness</u>	28%	29%	29%	27%	4%	6%	5%	6%

# UNM Assessment of Skills demonstrated in General Education Courses 2019-20: Progress and Challenges

Rating of Student Skills Demonstrated in UNM General Education Classes

0= No Evidence  
1= Emerging  
2= Developing  
3= Proficient



Ratings are indicative of many variables, including student performance, alignment of the course assignment, assessment rubric, and selected rubric dimension. OA/APR will be working with campus partners to help equip instructors with essential skill development in their courses.

The full GE assessment report can be found [here](#)

Questions? Please see visit our website [here](#) or email us at [assess@unm.edu](mailto:assess@unm.edu)