



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

**MEETING AGENDA**

**March 1, 2018**

**1:00 PM**

**Roberts Room**

**Scholes Hall**

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

March 1, 2018 – 1:00 p.m.  
Roberts Room, Scholes Hall

**AGENDA**

- I. Call to Order**
- II. Approval of Summarized Minutes from Previous Meeting** **TAB A**
- III. Approval of Corrected Minutes for the December 7, 2017 Meeting** **TAB B**
- IV. Reports/Comments:**
  - Provost’s Administrative Report
    - i. Richard Wood, Outgoing Interim Provost & EVP for Academic Affairs*
  - Member Comments
  - Advisor Comments
- V. Action Items:**
  - A. Approval of Dana C. Woods Naming Opportunities** **TAB C**  
*Christos Christodoulou, Dean, School of Engineering*
  - B. Approval of Dr. Maxine Baca Zinn Endowed Professorship** **TAB D**  
*Mark Peceny, Dean, College of Arts & Sciences*
  - C. Endorsement of Indigenous Peoples Day Proclamation** **TAB E**  
*Alex Lubin, Interim Associate Provost for Faculty Development*
  - D. Approval of Certificate in Hospitality Management (Taos Branch Campus)** **TAB F**  
*Roberta Vigil, Senior Operation Manager, Taos Branch Campus*  
*Victoria Gonzales, Program Manager, Taos Branch Campus*
  - E. Program Deletion: AAS Office & Business Technology (Valencia Branch Campus)** **TAB G**  
*Pamela Cheek, Interim Associate Provost for Curriculum & Assessment*
- VI. Faculty Presenter:** **TAB H**
  - “Uncovering our diverse students’ strengths and developing their potential”**  
*Vanessa Svihla, Assistant Professor, Organizational, Information & Learning Sciences*
- VII. Information Items:**
  - A. Course Fees** **TAB I**  
*Pamela Cheek, Interim Provost for Curriculum & Assessment*  
*Nicole Dopson, Director, Financial Operations*
  - B. Master of Law Differential Tuition** **TAB J**  
*Alfred Mathewson, Dean, School of Law*  
*Sergio Pareja, Dean, School of Law*  
*Nicole Dopson, Director, Financial Operations*
  - C. Higher Learning Commission & Assessment Update** **TAB K**  
*Pamela Cheek, Interim Associate Provost for Curriculum & Assessment*  
*Joseph Suilmann, Program Manager*
  - D. Academic Affairs Budget Update** **TAB L**  
*Richard Wood, Interim Provost & EVP for Academic Affairs*  
*Nicole Dopson, Director, Financial Operations*
- VII. Public Comment**
- VIII. Adjournment**

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

January 11, 2018 – 1:00 p.m.

Roberts Room, Scholes Hall

**AGENDA**

**Meeting Summary**

**(All “TABS” correlate to the January ASAR E-Book)**

**Committee members present:** *Regent Robert Doughty, Regent Suzanne Quillen, Student Regent Garrett Adcock Interim Provost & EVP for Academic Affairs Richard Wood, Faculty Senate President Pamela Pyle, Staff Council President Elect Rob Burford*

**I. Regents’ Advisors present:** *ASUNM President Noah Brooks, GPSA Chief of Staff Trajuan Briggs*

**Call to Order 1:07 p.m.**

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

**TAB A**

**Motion to Approve:** *Regent Adcock*

**Second:** *Regent Quillen*

**Motion: Approved**

**III. Reports/Comments:**

Provost’s Administrative Report

*Richard Wood, Interim Provost & EVP for Academic Affairs*

Presentation attached

- Dr. Kate Krause stepped down as Dean of University College
- Robert Del Campo has been appointed Interim Dean of University College
- The Provost’s Office is working with University Libraries and Learning Sciences on an MOU for the transfer of the UNM Press.
- The Office of Assessment/Academic Program Review has gone through a re-structure
- The Zimmerman murals conversation is off to a strong start
- Construction to begin on Smith Plaza with a completion date of late June 2018
- The budget continues to be a primary focus

Member Comments: None

Advisor Comments: None

**IV. Action Items:**

**A. Consideration of proposed revisions to the Regents Policy Manual**

**TAB B**

*Pamina Deutsch, UNM Policy Office*

*Richard Wood, Acting Provost & EVP for Academic Affairs*

**Motion to Approve:** *Regent Adcock*

**Second:** *Regent Quillen*

**Motion: Approved**

**V. Information Items:**

**A. UNM’s Systematic Approach to Removing Math Roadblocks**

**TAB C**

*Sonia Rankin, Associate Dean, University College*

*Jose Villar, Senior Program Manager*

- Overview of freshman class profiles for 2015, 2016, 2017 as well as math placements
- Discussion of challenges facing incoming freshman in terms of math placement
- Breakdown of the re-engineering of course placement and testing process
- Outcomes of the new design in terms of student success

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

January 11, 2018 – 1:00 p.m.

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**B. Addressing Budget Cuts in Academic Affairs:**

**TAB D**

**How it looks at the College level**

*Richard Wood, Interim Provost & EVP for Academic Affairs*

*Hector Ochoa, Dean of the College of Education*

*Nicole Dopson, Director of Financial Operations for Academic Affairs*

- Outline of the budget dilemma facing UNM
- Presentation of a memo sent to all the Deans
- A case study example was given from the College of Education for right sizing budgets
- Discussion around how different colleges would be impacted by budget shortfalls

**C. Honors College Update**

**TAB E**

*Greg Lanier, Dean, Honors College*

- Background on Dean Lanier's educational and work history
- Outline of expectations for the Honors College moving forward
- Overview of the strategy for moving the Honors College forward in terms of recruitment including facility upgrades
- Discussion about the mission for the Honors College
- Goals for future development of scholarships and endowments

**D. Update on UNM's Higher Learning Commission reaccreditation effort 2019**

*Background on last HLC report, Terry Babbitt, VP for Enrollment Management*

*Request for brief self-study documents for inclusion in UNM's HLC Self-Study, to be written by various campus bodies (including Board of Regents), Richard Wood*

*Full briefing at next ASAR meeting: Associate Provost Pamela Cheek and AA staff person Joe Suilman*

- Dr. Babbitt gave an overview of his experiences of being a peer reviewer for other institutions
- Breakdown of assurance section criteria
- Discussion around criteria for university governance
- Overview of the requests for action from the Board of Regents

**E. Equity & Inclusion Task Force Report & Update**

**TAB F**

*Richard Wood, Acting Provost & EVP for Academic Affairs*

- The goals for the task force were presented along with the members of the task force
- Outline of the recommendations given by the task force
- Key conclusions were discussed related to transparency and incorporating new practices into all faculty and staff work routines
- There was discussion from the task force members as well as members of the community. Comments focused on reshaping the culture of the university to create a culture where equity & inclusion is naturally incorporated into every process of the university

**VII. Public Comment: N/A**

**VIII. Adjournment 3:15**

**Motion to Approve:** *Faculty Senate Pyle*

**Second:** *Interim Provost Wood*

**Motion: Approved**

*\*Audio recordings available upon request*

## Office of Academic Affairs

### Provost's Administrative Report Dr. Richard Wood, Interim Provost

### Regents' Academic/Student Affairs & Research Committee January 11, 2018

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## Office of Academic Affairs

### Leadership Updates

- Assumed Interim Provost position effective January 1
  - Michael Dougher, former vice president for Research and senior vice provost will provide part-time support to the Provost's office on an interim basis and work with the President on re-engineering efforts
- Kate Krause, Dean of University College stepped down in December
  - Professor Robert Delcampo, Associate Dean for University College and Director of Innovation Academy will serve as interim dean while we develop a restructure proposal
- Monica Kowal, Associate Dean for University College will join the Provost's Office as Director of Community Engagement Initiatives
  - This appointment reflects our efforts to coordinate community engagement across main campus and advances our goal to receive the "Community Engagement Classification" from the Carnegie Foundation for the Advancement of Teaching
- Wynn Goering, CEO of UNM West and former vice provost retired December 31
  - Recognition of his contributions to UNM

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## Office of Academic Affairs

### Leadership Updates

- Division of Equity & Inclusion (DEI) Task Force
  - Recommendations were submitted to leadership in December
  - Focus is on “excellence and equity”
  - Report is in agenda materials and opportunity for discussion will occur later in meeting
- UNM Press
  - Working to finalize an MOU with University Libraries to transition oversight
  - RFP responses under review related to outsourcing distribution services. Outsourcing will create organizational efficiencies and financial savings
- Continuing Education
  - Oversight transitioned to Enrollment Management division
  - Preliminary reorganization concepts implemented
  - Interim director resigned and we are close to naming a replacement
- Assessment Division
  - Associate Provost Pamela Cheek was successful in re-building the Assessment division with by hiring three new staff in the last two months
  - Before hiring a new director, she is utilizing a team of faculty leaders to advise on a path forward – updates to come....

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## Office of Academic Affairs

### Special Initiatives

- Major redesign of New Mexico’s General Education Common Core
  - Faculty Senate task force issued its report and its now under discussion in the broader Faculty Senate and with Deans
    - Report recommends rapid compliance with statewide changes and specific longer-term strategies to maintain UNM’s competitive advantage in using GE as a gateway to academic success, retention and faster time to degree
  - Associate Provost Pamela Cheek will provide updates at a subsequent meeting
- Zimmerman Murals
  - Major campus conversation led by Associate Provost Lubin and Dean Kym Pinder, among others to discuss and generate options
  - Dozens of students enrolled in a course on this topic taught by Dean Pinder
  - Builds on thoughtful ‘restorative justice’ model developed by Maxwell Museum, the Alfonso Ortiz Center for Intercultural Studies and the Dept of Anthropology, returning ownership of major artwork (a totem pole) appropriated from a Pacific Northwest aboriginal people to their descendants

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## Office of Academic Affairs

### Special Initiatives

#### UNM Advance

*"We are an eclectic and experienced group of faculty and staff developing partnerships that will create sustainable changes in the UNM climate, contributing to increased success and satisfaction for women and minority faculty."*

- Recommendations related to hiring:
  - Reform UNM's faculty hiring guidelines and replace faculty search guidelines in the faculty handbook in order to:
    - Align UNM's processes with best practices nationwide
    - Improve satisfaction with hiring process by all constituents
    - Avoid over-taxing women and minority faculty with undue service
    - Engage and mobilize the commitment of faculty and academic leadership to diversity and inclusive excellence

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## Office of Academic Affairs

### Facility Updates

- Smith Plaza renovation commences with a ground-breaking ceremony on January 18 in front of Zimmerman
  - Project will create a temporary inconvenience for pedestrians
  - Project completion date: Summer 2018



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## Office of Academic Affairs

### Facility Updates

- Johnson Center
  - Construction will commence this summer
  - Necessary project to address:
    - Need for more recreational space for students, faculty and staff
    - Numerous infrastructure and code compliance issues
    - Renew portions of the building to meet modern standards
  - Will create inconveniences for the UNM community and families who rely on summer programming for youth
  - Working with Student Affairs (Recreational Services) and other units to meet community needs for summer youth programs during the two-year project
  - Limited budget means future phases will be required to fully address building issues

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## Office of Academic Affairs

### Budget

- Budget continues to be a primary focus
  - Special Deans Retreat was held on December 8 to discuss budget shortfall targets and future budget planning
  - Schools/Colleges doing advance planning to meet budget cuts foreseen due to past one-time budget ‘fixes’
  - Specific updates will be provided during later agenda item with opportunity for discussion

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## Questions/Comments?



UNIVERSITY OF NEW MEXICO BOARD OF REGENTS'  
ACADEMIC/STUDENT AFFAIRS & RESEARCH COMMITTEE MEETING  
December 7, 2017 – 2:00 p.m.  
Roberts Room, Scholes Hall

**CORRECTED MINUTES**

**AGENDA**

**Meeting Summary**

**(All “TABS” correlate to the December ASAR E-Book)**

**Committee members present:** *Regent ~~Bradley Hosmer~~ Robert Doughty, Regent Suzanne Quillen, Student Regent Garrett Adcock Acting Provost & EVP for Academic Affairs Craig White*

**Regents’ Advisors present:** *ASUNM Vice President Sally Midani*

**I. Call to Order 2:03 p.m.**

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

**TAB A**

**Motion to Approve:** *Regent Adcock*

**Second:** *Regent Quillen*

**Motion: Approved (pending corrections)**

**III. Reports/Comments:**

Provost’s Administrative Report

*Craig White, Interim Provost & EVP for Academic Affairs*

Presentation Attached

- Leadership updates regarding the Provost Position, Richard Wood will serve as the Acting Provost Through March 1<sup>st</sup>
- Dr. James Malm is the CEO for the Gallup Branch Campus
- Overview of major facility updates
- Discussion around the budget and budget leadership team

Member Comments

Faculty Senate President Pamela Pyle

- Regent Quillen attended a faculty senate meeting
- Gearing up the capital outlay campaigns

Advisor Comments

ASUNM Vice President Sally Midani

- Currently preparing the initiatives ASUNM would like to take to Santa Fe
- Looking to showcase undergraduates who complete research
- The annual craft fair was a success

**IV. Action Items:**

**A. Form C: Program Deletion**

**TAB B**

**Certificate in Construction Technology, Electrical Trades**

*Pamela Cheek, Interim Associate Provost for Curriculum & Assessment*

**Motion to Approve:** *Regent Adcock*

**Second:** *Regent Quillen*

**Motion: Approved**

**B. Fall Degree Candidates**

**TAB C**

*Pamela Pyle, Faculty Senate President*

**UNIVERSITY OF NEW MEXICO BOARD OF REGENTS'**  
**ACADEMIC/STUDENT AFFAIRS & RESEARCH COMMITTEE MEETING**  
December 7, 2017 – 2:00 p.m.  
Roberts Room, Scholes Hall

**Motion to Approve:** *Regent Quillen*  
**Second:** *Regent Adcock*  
**Motion: Approved**

**V. Information Items:**

**A. Repurposing Plan for the Biology Annex** **TAB D**

*Craig White, Interim Provost & EVP for Academic Affairs*

- Overview of the background of the project
- Discussion around how the new proposal will fulfill students' needs
- Breakdown of the methodology used to create the new proposal

**B. Introduction and Overview of Portfolio/Goals** **TAB E**

*Alex Lubin, Interim Associate Provost for Faculty Development*

- Breakdown of portfolio and goals
- Overview of Dr. Lubin' s background
- Discussion around the tenure and promotion process

**C. UNM Press Update** **TAB F**

*Richard Schuetz, Interim Director, UNM Press*

- Overview of the UNM Press budget and rightsizing process
- Discussion around the current state of the Press
- Breakdown of the financial metrics
- Discussion around the budget deficit including sales numbers

**VII. Public Comment N/A**

**VIII. Adjournment 3:03 p.m.**

**Motion to Approve:** *Regent Quillen*  
**Second:** *Faculty Senate President Pyle*  
**Motion: Approved**



February 21, 2018

TO: UNM Board of Regents Academic, Student Affairs, and Research Committee  
FROM: Rick Holmes, Office of the University Secretary  
SUBJECT: Approval of naming request from the School of Engineering

Upon recommendation of Dean Christos Christodoulou, School of Engineering, the University Naming Committee approved the creation and naming of the endowed position listed below:

Approval to establish the “Dana C. Wood Chair of Materials and Structures,” within the Department of Civil Engineering, School of Engineering.  
(3.2.6. Endowed Faculty Positions; 2.2 Private Financial Support)

Please place this item on the next Academic, Student Affairs, and Research Committee meeting agenda for consideration.

Thank you.

Attachment



**SCHOOL OF  
ENGINEERING**

TO: UNM Naming Committee

FROM: Christos G. Christodoulou, Dean



DATE: February 2, 2018

RE: Request for Approval of Naming Amounts for Internal Space for the School of Engineering's Farris Engineering Center ground floor, Centennial Engineering Center's Structures and Material Lab and an endowed Chair in the Department of Civil Engineering Structures and Material Chair.

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On behalf of the School of Engineering, we are submitting the review and approval for the naming of a 7,000 square foot space, located on the ground floor in the Farris Engineering Center. The cost per square foot is \$339.00. In the initial Naming Committee meeting on March, 10, 2017, the ground floor of Farris was not included in the naming review. We are proposing this space house the future home of the Mechanical Engineering Formula SAE program. We are asking your review and approval to name this space the Dana C. Wood FSAE Racing Lab for \$1.5 million dollars.

The plan for the Dana C. Wood FSAE Racing Lab was developed in consultation with the UNM Office of Capital Projects and is based on the UNM Administrative Policy and Procedures Manual, Policy 1020, Section 2.2 (Private Financial Support), Bullet #2 (Renovated facilities). This project falls within Section 3.2.2 Class II of the Naming Approval Process.

The next item we are submitting the review and approval for the naming is the Civil Engineering Material and Structures Lab, located in the Centennial Engineering Center. We are asking your review and approval to name this space the Dana C. Wood Materials and Structures Lab for \$500, 000. Please see the memo attached from Dr. Mahmoud Taha, Chair of Civil Engineering. (Still waiting on this).

The last item we are submitting the review and approval is for the naming of the Civil Engineering Material and Structures Endowed Chair. We are asking your review and approval to name this endowed position the Dana C. Wood Chair of Materials and Structures within the Department of Civil Engineering for \$1 million dollars.



# Memo

To: Office of the President

From: Mark Peceny, Dean, UNM College of Arts & Sciences

cc: Dr. Sharon Nepstad, Chair, Department of Sociology  
Margaret Ortega, Director of Development, College of Arts & Sciences

Date: February 1, 2018

Re: Named Professorship at the UNM Department of Sociology

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The UNM Department of Sociology would like to request that the Naming Committee approve the establishment of a named professorship in honor of Dr. Maxine Baca Zinn.

The professorship would be established with a gift of \$500,000. The faculty member chosen for this professorship will focus on social inequality.

Endowed chairs and professorships recognize the expertise and experience of faculty members at the UNM College of Arts & Sciences. Additionally, they are an excellent tool for recruitment.

Dr. Maxine Baca Zinn is a descendent of many generations of New Mexico families. She was born in Santa Fe, NM and spent her early years there. Her parents, both Albuquerque natives, attended UNM in the 1930s. Maxine's husband, Alan L. Zinn, is also a New Mexico native and UNM alumnus. After completing her BA at California State University, Long Beach, Maxine began her graduate studies in Sociology at UNM. Her MA thesis was a study of community power in South Baretas, an historic Albuquerque neighborhood. She describes her training in Sociology and the years she spent at UNM as "unparalleled." Since UNM did not offer a sociology Ph.D. at that time, she left UNM for graduate school at the University of Oregon, where she completed her Ph.D. in 1978. While Baca Zinn could not earn a UNM sociology Ph.D. in 1970 now others can. Baca Zinn's endowment will support scholars who pursue studies in social inequality.

Baca Zinn began her university teaching career at the University of Michigan-Flint where she was tenured and remained for 15 years. While there, she was visiting professor at several institutions including the University of California, Berkeley and the University of Delaware. In 1990, she joined the

Sociology department at Michigan State University, where she was also Senior Research Associate at the Julian Samora Research Institute. She has served in many capacities in professional organizations including as President of the Western Social Science Association.

Her books include *Women of Color in U. S. Society*, *Gender Through the Prism of Difference*, *Globalization: The Transformation of Social Worlds*, and *In Conflict and Order: Understanding Society*. Two of her textbooks, *Social Problems*, and *Diversity in Families* won McGuffey awards from the Text and Academic Authors Association for excellence over multiple editions.

Professor Baca Zinn has received the Outstanding Alumnus Award, from the Department of Sociology at UNM and the Outstanding Alumnus Award from the College of Social and Behavioral Sciences at California State University, Long Beach. In 2000, she received sociology's highest award for work on gender, the American Sociological Association's Jessie Bernard Award, given annually for expanding the boundaries of sociology to include women. In 2013 she received the Charles Horton Cooley Award for distinguished scholarship from the Michigan Sociological Association and in 2015 the Distinguished Career Award from the Latino Section of the American Sociological Association.

Maxine and Alan now live in Boston, where she continues her sociological work. She is a member of the Boston Area Feminist Gender Scholars Group and a visiting scholar at Boston University.

The UNM Department of Sociology would like to honor Dr. Maxine Baca Zinn through the establishment of a named professorship.

Thank you for your time and consideration of our request.

University of New Mexico  
Proclamation  
Indigenous Peoples' Day

- WHEREAS, the idea of Indigenous Peoples' Day was first proposed in 1977 by a delegation of Indigenous Nations to the International Conference on Discrimination Against Indigenous Populations in the Americas sponsored by the United Nations; and
- WHEREAS, the University of New Mexico recognizes that Indigenous Peoples' Day would bring an awareness of the on-going struggles of Indigenous People on this land, and
- WHEREAS the University of New Mexico honors all that the Indigenous People of New Mexico bring through their culture, language, arts, knowledge and values to the state and to the University; and
- WHEREAS, the University of New Mexico recognizes that its campuses in its entirety is the ancestral land to the Indigenous People who have lived here since time immemorial; and
- WHEREAS, the University of New Mexico is one of a few flagship universities with a long history of enrolling, educating, and employing Indigenous People to enrich and strengthen academic experiences for all; and
- Whereas the University of New Mexico remains committed to the advancement of Indigenous People in the State of New Mexico; therefore
- BE IT PROCLAIMED THAT THE BOARD OF REGENTS OF THE UNIVERSITY OF NEW MEXICO, HEREBY RECOGNIZE THE SECOND MONDAY IN OCTOBER AS:

INDIGENOUS PEOPLES' DAY





# *The Council of the City of Albuquerque*

October 7, 2015

WHEREAS, Albuquerque recognizes the occupation of New Mexico's homelands for the building of our City and knows indigenous nations have lived upon this land since time immemorial and values the progress of our society accomplished through and by American Indian thought, culture, and technology; and

WHEREAS, the idea of Indigenous Peoples Day was first proposed in 1977 by a delegation of Native nations to the United Nations-sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

WHEREAS, in an effort to reveal a more accurate historical record of the "discovery" of the United States of America, representatives from 120 Indigenous nations at the First Continental Conference on 500 years of Indian Resistance, unanimously passed a resolution to transform Second Monday of October into an occasion to recognize the contributions of Indigenous people despite enormous efforts against native nations; and

WHEREAS, Albuquerque has a strong history throughout the years of supporting the American Indian Community and its citizens advancement in our current society and Albuquerque shall continue its efforts to promote the well-being and growth of Albuquerque's American Indian Community and Indigenous Community; and

WHEREAS, Albuquerque encourages businesses, organizations and public entities to recognize Indigenous Peoples Day which shall be used to reflect upon the ongoing struggles of Indigenous people on this land, and to celebrate the thriving culture and value that our Indigenous nations add to our City.

BE IT PROCLAIMED THAT THE COUNCIL, THE GOVERNING BODY OF THE CITY OF ALBUQUERQUE, HEREBY RECOGNIZES THE SECOND MONDAY OF OCTOBER AS

## INDIGENOUS PEOPLES DAY

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Ken Sanchez  
District 1

---

Isaac Benton  
District 2

---

Klarissa J. Peña  
District 3

---

Brad Winter, Vice President  
District 4

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Dan Lewis  
District 5

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Rey Garduño, President  
District 6

---

Diane G. Gibson  
District 7

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Trudy E. Jones  
District 8

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Don Harris  
District 9

DATE: December 13, 2016

TO: Randi Archuleta, Chief Academic Officer, UNM Taos

FROM: Gregory L. Heileman, Associate Provost for Curriculum

RE: Approval of Preliminary Proposal for Hospitality Management Certificate

CC: Chaouki Abdallah, Provost and EVP for Academic Affairs  
Elizabeth Barton, Associate Registrar

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Thank you for submitting the preliminary review proposal for the undergraduate certificate in Hospitality Management. The proposed certificate provides excellent educational opportunity and a useful credential for students pursuing hospitality-related careers, which are a crucial part of the tourism economy in the State of New Mexico and in the Taos area. In my judgment, the proposal is sufficient to advance through the stages of faculty review and approval. Please proceed.



Preliminary Proposal – Hospitality Management  
September 5, 2016



Since 1300 AD, Taos Pueblo residents have created art from the dirt found in our valley. Micaceous pottery is made of clay found in the Sangre de Cristo Mountains that surround Taos and Picuris Pueblos. Micaceous pottery continues to be used for cooking by Pueblo Indians and local chefs alike. The clay is also used to create fine art pieces available in Taos galleries and museum shops.

A pivotal moment in Taos art history happened on a sunny fall day in 1898 – all because of a broken wagon wheel. That wheel was on a horse-drawn carriage transporting two European-trained east coast artists to Mexico. Bert G. Phillips and Ernest L. Blumenschein stayed in the Taos area to have the wheel repaired, became enchanted with the light and the rich culture and stayed. In 1915, the first formal meeting of the Taos Society of Artists was held with six members present. Over the next few years the membership grew to twelve. Prime examples of the work created by these artists are on display at Harwood Museum of Art, Taos Art Museum at the Fechin House, and Blumenschein Home and Museum.

Visitors have been flocking to the Taos area for over 100 hundred years. Taos County and Northern New Mexico have been in need of formal Hospitality training since this time. Thank you for this opportunity!

**1. Program Description (will be completed for Full Proposal)**

- a. What is the program and why should we offer it? Include the program’s major goals.
- b. How does the program fit within the Branch’s mission?
- c. How does the program fit within the UNM mission and strategic plan?
- d. How does the program fit with related offerings at other UNM branch campuses?
- e. If it is a vocational program, describe plans to involve potential employers in its development.
- f. If it is a transfer program, describe its intended articulation to UNM four-year programs. Does it contemplate articulation with institutions other than UNM?
  1. *(For full proposal, provide any relevant articulation/transfer documentation such as articulation agreements.)*
- g. Assuming timely approval, what is the program development and implementation timeline?

**2. Evidence of Need**

- a. Provide evidence of student demand.

Ojo Caliente Resort has asked UNM-Taos for over the last two years to offer some type of Hospitality training as they are in great need of a skilled workforce. UNM-Taos has answered this need by offering Intro to Hospitality, Tourism and Recreation during the Early College Friday Program. 32 students from around Taos County have enrolled in this course.

UNM-Taos assisted Taos High School with a High Schools That Work grant from NMPED. The successful proposal includes the creation of dual credit pathways in Hospitality. THS along with UNM-Taos have offered our first course fall 2016 with over 30 students enrolled in the class.

Taos is a tourist destination. Known for our amazing scenery, eco-tourism and unpretentiousness, Taos has experienced an influx of visitors over the last several

years. In 2014, Taos saw a record number of visitors to our area. The Town of Taos broke \$1 million in collected lodgers tax for only the second time ever — 13 percent above the 22-year average — according to data from the town and from the University of New Mexico Bureau for Business and Economic Research. Also, the New Mexico True website <http://nmtourism.org/wp-content/uploads/2015/10/NMTD-Visitor-Profile-July-2015.pdf> shows a steady increase in tourism throughout New Mexico with measurable economic impact.

Our workforce is in need of Hospitality training as tourism is our main economic industry in Taos and the surrounding area. Employees can launch themselves out of dead end, minimum wage jobs and become more competitive within the industry.

- b. Indicate how you plan to recruit students.

In all honesty, students have been recruiting themselves for this program. As stated above, Ojo Caliente Resort along with the Mesa Vista School District have been asking UNM-Taos to provide this program of study. Both the Early College Friday program and Taos High School dual credit classes have filled. UNM-Taos hopes to offer the next class in the sequence to keep our students engaged.

- c. How does the program fit with similar and related offerings in the state and region? (Show it does not duplicate existing programs in the market.)

The closest institution offering Hospitality courses is Santa Fe Community College. Katherine Fox, program chair has been more than helpful as we have opened the lines of communication regarding a potential program at UNM-Taos. New Mexico State offers a Bachelor of Science in Hotel, Restaurant, and Tourism Management and has an articulation agreement with SFCC.

- d. Provide evidence of demand for program graduates. (Will be provided with full proposal)
1. *(For full proposal, an in-depth needs assessment is required. Department of Labor statistics or surveys of likely employers are potential mechanisms for this.)*
  2. *(For full proposal, a discussion of the program's relationship to workforce development is also required.)*

### **3. Program Content and Quality**

- a. Describe the curriculum (AA programs must include the full 35 credit-hour general education common core). Discuss any new courses and the impact of the curriculum on existing courses, including courses in other departments. *(Draft catalog copy will be required for full proposal.)*

## Proposed Certificate Curriculum – 31 Credit hours

Composition I or University 101 (3)  
Introduction to Hospitality, Tourism and Recreation (3)  
Customer Relations, Service and Diversity (3)  
Accounting I (3)  
Food and Beverage Cost Controls (3)  
Hospitality Human Resources and Supervision (3)  
Hospitality and Restaurant Management (3)  
Dining Room Service and Beverage Management (3)  
Hospitality and Tourism Marketing (3)  
Hospitality Internship (3)  
Servsafe® (1)

On February 2, 2011, Secretary Arne Duncan said, "...for far too long, CTE has been the neglected stepchild of education reform. That neglect has to stop. And second, the need to re-imagine and remake career and technical education is urgent. CTE has an enormous, if often overlooked impact on students, school systems, and our ability to prosper as a nation... The mission of CTE has to change. It can no longer be about earning a diploma and landing a job after high school. The goal of CTE 2.0 should be that students earn a postsecondary degree or an industry-recognized certification--and land a job that leads to a successful career."

Retrieved on September 24, 2016 from <http://www.ed.gov/news/speeches/new-cte-secretary-duncans-remarks-career-and-technical-education>

In line with Secretary Duncan's comments, UNM-Taos proposes to develop a certificate program based on ManageFirst curriculum. The ManageFirst Program, created by the National Restaurant Association Educational Foundation, LLC and managed nationally by National Restaurant Association Solutions, is a management development program that equips students with the key competencies they need to begin or advance their management careers in a demanding industry. Students can sit for a variety of stackable, industry recognized, national certifications after taking the proposed courses in the Hospitality Certificate.

- b. What are the expected student learning outcomes for the program? (What will the students know and what will they be able to do when they complete this program?)

Upon successful completion of the Certificate in Hospitality students should be able to:

- ❖ Use knowledge and skills associated with problem solving, creative and critical thinking, reflection and decision making to function effectively in the classroom, community and industry.
- ❖ Apply the concepts and skills necessary to achieve guest satisfaction.
- ❖ Demonstrate leadership and teamwork to achieve common goals.



- ❖ Conduct themselves in a professional and ethical manner, and practice industry-defined work ethics.
- ❖ Communicate effectively and confidently in the classroom, community and industry.
- ❖ Demonstrate knowledge of multicultural perspectives to meet the needs of the guests and employees.
- ❖ Lead with the knowledge that the foundation of tourism is based on the respect for the host culture with the responsibility to perpetuate the unique values, traditions, and practices of that place.
- ❖ Use knowledge of best practices to further sustainability (economic, environmental, and cultural/social) in the industry.
- ❖ Demonstrate ability to perform basic and supervisory level job functions in hotel and restaurant careers.

c. What instructional model(s) will be used to deliver the program?

Instruction will be delivered using live and online courses

d. If applicable, describe any accreditation issues, including the following:

1. Will accreditation be sought for the program? If so, describe the process and the expenses involved.
2. How does the program affect any existing accreditation and licensure requirements?

#### **4. Evaluation and Assessment**

a. How will the program's learning outcomes be measured?

Direct Measures will be utilized:

- ❖ Pre and post tests
- ❖ Analysis of assignments designed to test conceptual understanding (e.g., concept maps, pro/con grids)
- ❖ Observations of students performing a task
- ❖ Analysis of student work products (e.g., exams, essays, oral presentations)
- ❖ Portfolios
- ❖ Many of the courses lead to industry recognized certifications

b. What other measures to evaluate program effectiveness are contemplated? (Will be included in full proposal)

- c. *(A plan for learning outcomes assessment at the course and program level will be required for the full proposal.)*

**5. Required Resources**

- a. How many faculty members are necessary for program delivery and what are their qualifications?

Fortunately, Taos is rich with potential faculty members in this program of study. Core courses will be taught by existing UNM-Taos faculty and specific industry course taught by industry experts. A minimum of a Bachelor's Degree and industry experience will be required.

- b. How will this program affect the workload of current faculty and support staff?

There will be little to no impact on current faculty or staff

- c. Will additional faculty or staff be required? What is the cost?

Adjunct faculty will be hired as needed and paid based on their level of education

- d. What faculty and staff development services will be needed?

None

- e. What technology, media, equipment and instructional supplies are needed to support the program's intended outcomes? Are these resources available? What is the estimated cost?

None

- f. Are there any needs for additional or renovated space?

No

- g. What student support services are likely to be needed and to what extent (tutoring, library, ITS, advising, etc.)? What is the estimated cost?

Students will be able to use already existing services through CASA and the UNM-Taos Library

- h. What student support will be needed (scholarships, student employment, work study, internships, etc.)?

Students will use existing services, financial aid, tutoring, etc.

- i. Provide a rationale for any course fees or other expenses (in addition to tuition) that students will be expected to cover.

No other course fees are anticipated for the program

**6. Projected Enrollment and Costs (will be provided with full proposal)**

- a. Provide a three-year projection of enrollments and program costs.
  1. *(For full proposal, a detailed table of enrollment projections is required.)*
  2. *(For full proposal, a detailed program budget is required.)*
- b. If applicable, describe anticipated sources of new revenue required for the program.

**7. Additional Information**

- a. Provide any additional information needed to make the case for development of a full proposal. *(For full proposal, provide any additional information to support the request for the proposed degree program.)*

Please see letters of support attached.

**8. Attachments (for full proposal only)**

- a. *Department of Labor documentation, if applicable.*
- b. *Formal Needs Assessment.*
- c. *List of similar programs (state and regional).*
- d. *List of potential employers.*
- e. *List of advisory committee or board members, if applicable. Minutes of advisory committee or board meetings, if applicable.*
- f. *Letters of support from external partners or stakeholders.*
- g. *If applicable, letters of support from related UNM programs from other campuses.*

**9. Additional Attachments for submission to NMHED (supplied by Provost's Office)**

- a. *Minutes from the Board of Regents meeting, noting approval.*

**Justification for Program:**

Taos is a tourist destination. Known for our amazing scenery, eco-tourism and unpretentiousness, Taos has experienced an influx of visitors over the last several years. In 2014, Taos saw a record number of visitors to our area. The Town of Taos broke \$1 million in collected lodgers tax for only the second time ever — 13 percent above the 22-year average — according to data from the town and from the University of New Mexico Bureau for Business and Economic Research. Also, the New Mexico True website <http://nmtourism.org/wp-content/uploads/2015/10/NMTD-Visitor-Profile-July-2015.pdf> shows a steady increase in tourism throughout New Mexico with measurable economic impact.

Our workforce is in need of Hospitality training as tourism is our main economic industry in Taos and the surrounding area. Employees can launch themselves out of dead end, minimum wage jobs and become more competitive within the industry.

**Budgetary & Faculty Load Implications:**

There will be no increase in budget as the courses will be taught by adjunct faculty who are currently teaching at UNM-Taos.

**Impact on Long-Range Planning Statement:**

Hospitality Management is a Career Tech program that has been a dream of area employers for years. Several of the larger employers in Taos County, including Taos Ski Valley, have been involved with the inception and development of this program. UNM-Taos also collaborated with New Mexico Workforce Connections and several other industry professionals such as the manager of the Worldmark by Wyndham vacation rentals.

## Teach-Out Plan

### Office and Business Technology Program

#### Valencia Campus

Valencia Campus requests deletion of our Office and Business Technology Program (OBT). This program is outdated, and the skills are taught in various other programs, such as Business Administration and Information Technology. It has had very low numbers for several years, as evidenced by a program review in the Spring of 2017.

Currently, three students are listed as having OBT as their major. For any of those students who wish to finish their degree in OBT, we will offer the appropriate classes (either as full OBT courses or independent study courses) or practicum experiences. (The program requires a practicum/coop capstone course.) We will make these opportunities available for two academic years from the time of deletion, to provide time for the students to finish.

# TAB H

**Faculty Presenter**

**Uncovering our diverse students' strengths and developing their potential"**

*Vanessa Svihla, Assistant Professor, Organizational, Information & Learning  
Sciences*

*(Presentation to be added)*



University of New Mexico Board of Regents  
Academic / Student Affairs / Research Committee  
February 1<sup>st</sup>, 2018

### **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 Chancellor 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 2016 and 2017 for College of Arts and Sciences, College of Fine Arts, School of Law, Extended Learning, Anderson School of Management, University College, Honors College, Provost Units, Gallup Branch Campus, and Taos 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 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. Student 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 \$7,735,652 in class and curricular fees in FY17. Proportionally, that represents 3.72% of their total Instruction and General (I&G) budgets. 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 \$137.99, about 4.92% 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/Chancellor of Health Sciences  
Office of the Provost and EVP for Academic Affairs/VP 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		

**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

**Anderson School of Management**  
**College of Arts and Sciences**  
**College of Fine Arts**  
**Extended Learning**  
**Honors College**  
**Provost Units**  
**School of Law**  
**University College**

School/College:	Summary of Main Campus Units (listed above)	
	FY16 - Actuals	FY17 - Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 6,476,579	\$ 6,836,303
OA5 - Sales & Services	24,250	37,117
OA6 - Other Operating Revenue	1,519	2,904
OS1 - Transfers ( <b>please list all transfers</b> )		
1100 - Transfer to I&G Gen	(1,000)	(1,000)
1160 - Transfer to Student Soc Cult.	(2,000)	(2,000)
11A0 - Transfer To Research Gen	(3,342)	-
11C0 - Transfer From Research Gen	2,640	200
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	440	4,815
11H0 - Transfer To Internal Svcs	(447)	-
11L0 - Transfer to Student Aid Gen	-	(51,628)
11N0 - Transfer From Student Aid	-	5,220
1240 - Transfer To Plant Fund Minor	(284,974)	(417,734)
1260 - Transfer From Plant Fund Minor	6,596	3,400
12E0 - Transfer from Renewal Replace	3,200	-
OV1 - Allocations	(3,252,099)	(3,764,390)
OZ1 -Net Reserves	1,004,460	1,018,204
<b>TOTAL REVENUE</b>	<b>\$ 3,975,821</b>	<b>\$ 3,671,412</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 550,051	\$ 593,948
OG1 - Payroll Benefits	92,502	121,929
OJ1 - Supplies	1,275,522	1,326,870
OJ2 - Travel	90,525	105,481
OJ3 - Student Costs	131,086	163,885
OJ4 - Research Costs	-	141
OJ6 - Communication Charges	18,792	9,330
OJ7 - Services	204,525	308,924
OJ8 - Plant Maintenance	119,042	135,474
OJ9 - Utilities	-	-
OJA - Other Expense	32,443	33,209
OM1 - Capital Expenditures	79,644	35,388
OM3 - Non Cash Expenses	44,531	46,566
<b>TOTAL EXPENSE</b>	<b>\$ 2,638,661</b>	<b>\$ 2,881,145</b>
<b>RESERVES</b>	<b>\$ 1,337,160</b>	<b>\$ 790,267</b>



THE UNIVERSITY OF  
NEW MEXICO

**Academic Course Fee Review**  
**Fiscal Year 2016 and Fiscal Year 2017**

School/College:	Anderson School of Management	
	FY16 - Actuals	FY17- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 486,783	\$ 539,526
OA5 - Sales & Services	1,015	9,335
OA6 - Other Operating Revenue	-	-
OS1 - Transfers <b>(please list all transfers)</b>		
1240 - Transfer To Plant Fund Minor	-	(150,648)
12E0 - Trsfr from Renewal Replace.	3,200	-
OV1 - Allocations	3,000	-
OZ1 -Net Reserves	24,564	73,838
<b>TOTAL REVENUE</b>	<b>\$ 518,562</b>	<b>\$ 472,051</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 210,801	\$ 194,756
OG1 - Payroll Benefits	20,904	22,169
OJ1 - Supplies	163,580	188,479
OJ2 - Travel	-	-
OJ3 - Student Costs	31,869	39,692
OJ6 - Communication Charges	5,193	270
OJ7 - Services	3,106	7,472
OJ8 - Plant Maintenance	367	553
OJ9 - Utilities	-	-
OJA - Other Expense	3,987	4,757
OM1 - Capital Expenditures	4,886	21,689
<b>TOTAL EXPENSE</b>	<b>\$ 444,694</b>	<b>\$ 479,837</b>
<b>RESERVES</b>	<b>\$ 73,868</b>	<b>\$ (7,786)</b>

**Comments:**

The technology fees at the Anderson School are used to purchase equipment at the Anderson Student Technology Center (STC) for the Anderson computer lab, V-lab and the ASM and GSA classrooms. One full-time staff and approximately 10 student employees are paid to service the equipment and to the help students with hardware and software issues and faculty with classroom equipment. Anderson computer lab also lends laptops to Anderson students for daily use in classes. Laptops are required to be returned at the end of the day. Any reserves over 10% or fees overspent are due to timing issues when equipment is ordered around the fiscal year-end and how UNM disburses summer fees.





**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:

**College of Arts & Sciences**

	<b>FY16 - Actuals</b>	<b>FY17- Actuals</b>
<b>REVENUE</b>		
OA2 - Student Fees	\$ 1,063,200	\$ 1,045,544
OA5 - Sales & Services	4,204	9,751
OA6 - Other Operating Revenue	-	1,918
OS1 - Transfers <b>(please list all transfers)</b>		
11A0 - Transfer To Research Gen	(3,268)	-
11C0 - Transfer From Research Gen	2,640	-
11F0 - Transfer From Public Service	-	350
11H0 - Transfer To Internal Svcs	(447)	-
11N0 - Transfer From Student Aid	-	720
1240 - Transfer To Plant Fund Minor	(145,901)	(148,711)
1260 - Transfer From Plant Fund Minor	6,596	-
OV1 - Allocations	(32,528)	5,104
OZ1 -Net Reserves	332,376	334,139
<b>TOTAL REVENUE</b>	<b>\$ 1,226,871</b>	<b>\$ 1,248,815</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 114,237	\$ 174,135
OG1 - Payroll Benefits	37,256	64,104
OJ1 - Supplies	518,941	511,393
OJ2 - Travel	40,399	36,548
OJ3 - Student Costs	3,830	7,340
OJ6 - Communication Charges	995	1,471
OJ7 - Services	52,021	155,814
OJ8 - Plant Maintenance	52,536	37,156
OJ9 - Utilities	-	-
OJA - Other Expense	12,093	13,393
OM1 - Capital Expenditures	56,053	-
<b>TOTAL EXPENSE</b>	<b>\$ 888,362</b>	<b>\$ 1,001,354</b>
<b>RESERVES</b>	<b>\$ 338,509</b>	<b>\$ 247,461</b>

**Comments:**

Course fees for A&S are used to fund lab equipment, computers, audio/video equipment, etc. Purchases of this nature are not annual expenses and often occur over a longer period. Computers/audio/video equipment is replaced over a period of 3-7 years depending upon the technology needed and the rate at which the equipment becomes obsolete for supporting the student's education. The FY17 ending reserve balance of \$247K is a (27%) decline from FY16 balance of \$338,509, which was mostly due to the use of reserves for the Chemistry department's lab equipment replacement. Material balances in excess of 10% reside in departments such as Physics, Language Learning Center, and Math & Statistics. These departments all have technology intensive needs and balances are necessary to plan appropriately for replacement of aging equipment. In addition to regular replacement of lab equipment, software, and audiovisual equipment, the departments must have balances sufficient to respond to any unexpected repair/replacement that may arise during the year.



**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:

**College of Fine Arts**

	<b>FY16 - Actuals</b>	<b>FY17- Actuals</b>
<b>REVENUE</b>		
OA2 - Student Fees	\$ 1,368,981	\$ 1,443,488
OA5 - Sales & Services	18,856	18,031
OA6 - Other Operating Revenue	1,518	910
OS1 - Transfers <b>(please list all transfers)</b>		
1100 - Transfer to I&G Gen	(1,000)	(1,000)
1160 - Transfer to Student Soc Cult.	(2,000)	(2,000)
11A0 - Transfer to Research Gen	(74)	-
11C0 - Transfer From Research Gen	-	200
11F0 - Transfer From Public Service	440	1,500
11L0 - Transfer to Student Aid Gen	-	(51,628)
11N0 - Transfer From Student Aid	-	4,500
1240 - Transfer To Plant Fund Minor	(76,122)	(39,230)
1260 - Transfer from Plant Fund Minor	-	3,400
OV1 - Allocations	(286,381)	(277,003)
OZ1 -Net Reserves	602,387	571,000
<b>TOTAL REVENUE</b>	<b>\$ 1,626,605</b>	<b>\$ 1,672,168</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 225,094	\$ 225,057
OG1 - Payroll Benefits	34,349	35,656
OJ1 - Supplies	488,669	584,185
OJ2 - Travel	28,146	25,191
OJ3 - Student Costs	87,187	110,889
OJ4 - Research Costs	-	141
OJ6 - Communication Charges	8,753	7,533
OJ7 - Services	75,826	70,287
OJ8 - Plant Maintenance	40,079	74,275
OJ9 - Utilities	-	-
OJA - Other Expense	12,277	11,792
OM1 - Capital Expenditures	18,705	13,699
<b>TOTAL EXPENSE</b>	<b>\$ 1,019,084</b>	<b>\$ 1,158,706</b>
<b>RESERVES</b>	<b>\$ 607,521</b>	<b>\$ 513,463</b>

**Comments:**

Course fees for CFA are divided into three categories: class fees, curricular department fees, and curricular technology fees. Class fees are course specific and would include items such as art specific materials and supplies directly related to the course. Department fees are for the entire college curriculum, such as sewing machines, photography lab equipment, and musical instruments, as well as sets and scenery used by the students across the curriculum. Technology fees includes all course related technology, such as computers for labs, software, and equipment (special printers, servers, etc.). Staff and student employees managing the labs are also covered by these curricular fees. Reserve balances are accumulated each year in order to purchase expensive equipment and/or maintain student lab and learning spaces that are not routinely purchased annually. An example of these types of purchases include music equipment, such as a piano that can cost over \$100K to replace.



**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:

**Extended Learning**

	<b>FY16 - Actuals</b>	<b>FY17- Actuals</b>
<b>REVENUE</b>		
OA2 - Student Fees	\$ 3,322,565	\$ 3,573,410
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers <b>(please list all transfers)</b>		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	(3,000,000)	(3,526,844)
OZ1 -Net Reserves	-	-
<b>TOTAL REVENUE</b>	<b>\$ 322,565</b>	<b>\$ 46,566</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	-	-
OM3 - Non Cash Expenses	44,531	46,566
<b>TOTAL EXPENSE</b>	<b>\$ 44,531</b>	<b>\$ 46,566</b>
<b>RESERVES</b>	<b>\$ 278,035</b>	<b>\$ 0</b>

**Comments:**

Course fees collected are allocated to IT for the management and associated costs of the learning management system Blackboard. These fees are also allocated to Extended Learning to support the development of new online courses and assessment of existing online courses.



**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:	Honors College	
	FY16 - Actuals	FY17 - Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 48,170	\$ 55,860
OA5 - Sales & Services	175	-
OA6 - Other Operating Revenue	1	77
OS1 - Transfers <b>(please list all transfers)</b>		
11F0 - Transfer From Public Service	-	2,965
OV1 - Allocations	14,500	34,353
OZ1 - Net Reserves	(42,441)	(30,172)
<b>TOTAL REVENUE</b>	<b>\$ 20,406</b>	<b>\$ 63,082</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	1,608	3,292
OJ2 - Travel	20,758	43,079
OJ3 - Student Costs	8,200	5,964
OJ6 - Communication Charges	-	56
OJ7 - Services	19,250	41,507
OJ8 - Plant Maintenance	95	-
OJ9 - Utilities	-	-
OJA - Other Expense	667	849
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 50,578</b>	<b>\$ 94,747</b>
<b>RESERVES</b>	<b>\$ (30,172)</b>	<b>\$ (31,665)</b>

**Comments:**

Most Honors' course fees are class specific and would include items such as materials and supplies. In the case of Honors' study abroad courses (i.e. Conexiones), fees are collected for student travel expenses and accommodations at the host institution. Course fees are distributed for summer courses when the course is taught, therefore can cross fiscal years which can result in expenses posting in the previous fiscal year and revenues collected in the new fiscal year. This explains the negative balances for FY16 and FY17.



**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:	<b>Nanoscience and Microsystems Engineering (under Provost Units)</b>	
	<b>FY16 - Actuals</b>	<b>FY17- Actuals</b>
<b>REVENUE</b>		
OA2 - Student Fees	\$ 7,755	\$ 8,850
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers <b>(please list all transfers)</b>		
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 - Net Reserves	24,623	24,710
<b>TOTAL REVENUE</b>	<b>\$ 32,378</b>	<b>\$ 33,560</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	6,298	9,204
OJ2 - Travel	1,221	663
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	35	6,114
OJ8 - Plant Maintenance	-	93
OJ9 - Utilities	-	-
OJA - Other Expense	113	236
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 7,667</b>	<b>\$ 16,310</b>
<b>RESERVES</b>	<b>\$ 24,710</b>	<b>\$ 17,250</b>

**Comments:**

Due to the instructor for NSMS519 MEMS leaving UNM, the course was not taught in academic year 2016-2017. Therefore, the reserve balances were not used. A new instructor has since taken over the course, but did not spend the funds this past semester. NSMS is working with this new faculty member to purchase materials and supplies for the next class. Funds from course fees will also be used for the 2018 UNM STEM Research Symposium in February and the Art of Systems Biology/NanoDays event in March 2018.



**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:	School of Law	
	FY16 - Actuals	FY17- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 179,125	\$ 169,625
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers <b>(please list all transfers)</b>		
1240 - Transfer To Plant Fund Minor	(62,951)	(79,145)
OV1 - Allocations	49,310	-
OZ1 -Net Reserves	62,951	44,689
<b>TOTAL REVENUE</b>	<b>\$ 228,435</b>	<b>\$ 135,169</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ (82)	\$ -
OG1 - Payroll Benefits	(6)	-
OJ1 - Supplies	96,427	30,317
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	3,850	-
OJ7 - Services	54,288	27,729
OJ8 - Plant Maintenance	25,964	23,397
OJ9 - Utilities	-	-
OJA - Other Expense	3,305	2,182
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 183,746</b>	<b>\$ 83,625</b>
<b>RESERVES</b>	<b>\$ 44,689</b>	<b>\$ 51,544</b>

**Comments:**

Reserves are maintained for insurance deductibles. The deductible for professional liability for each claim is \$5,000. The deductible for criminal defense endorsement for each claim is \$5,000. In order to ensure that its experiential learning programs and student-staffed legal clinics' data-handling meets best practices, the Law School has maintained reserves for a 3rd party audit. After this first ever audit, we anticipate potential software, hardware, training, and service costs related to the auditor's recommended remediation steps. It's further anticipated that annual audits will be necessary. In addition, the Law School recently started using UNM's iClicker service in its classrooms, which will be an on-going cost of \$3,700/year.



**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:	University College	
	FY16 - Actuals	FY17- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ -	\$ -
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers <b>(please list all transfers)</b>		
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 -Net 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:**

University College does not collect course fees for any of its programs.



THE UNIVERSITY OF  
NEW MEXICO

**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:

Gallup Branch Campus

	Gallup Branch Campus	
	FY16 - Actuals	FY17- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 44,356	\$ 45,118
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers <b>(please list all transfers)</b>		
1180 - Transfer from Stud Soc Cult	-	-
OV1 - Allocations	-	-
OZ1 - Net Reserves	-	-
<b>TOTAL REVENUE</b>	<b>\$ 44,356</b>	<b>\$ 45,118</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	44,356	14,272
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>\$ 44,356</b>	<b>\$ 14,272</b>
<b>RESERVES</b>	<b>\$ -</b>	<b>\$ 30,846</b>

**Comments:**

Gallup Branch Campus course fee are used for the Division of Arts and Sciences, Division of Education, Health and Human Services, and Division of Business and Applied Technology. These fees are used for a variety of curricular and direct classroom needs, such as materials, supplies, equipment and technology needs. Balances are necessary for each division in order to plan for replacement of equipment, software, and lab maintenance, as many of these expenses do not occur on an annual basis.





**Academic Course Fee Review  
Fiscal Year 2016 and Fiscal Year 2017**

School/College:	Taos Branch Campus	
	FY16 - Actuals	FY17- Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 112,911	\$ 127,990
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers <b>(please list all transfers)</b>		
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 -Net Reserves	-	-
<b>TOTAL REVENUE</b>	<b>\$ 112,911</b>	<b>\$ 127,990</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	93,572	93,549
OJ2 - Travel	-	-
OJ3 - Student Costs	19,339	7,842
OJ6 - Communication Charges	-	-
OJ7 - Services	-	-
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	-	26,599
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 112,911</b>	<b>\$ 127,990</b>
<b>RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>

**Comments:**

Taos Branch Campus course fees are used for lab equipment, field trips, technology support, hardware and software maintenance, and direct classroom materials and supplies.



# Differential Tuition Request for Master of Studies in Law (MSL) Presented by Dean Sergio Pareja

# Timeline and Status of Differential Tuition Request

11/15/13: Initial planning meeting regarding creation of MSL program at the law school.

4/30/14: Financial projections in MSL proposal included Juris Doctor (JD) differential tuition to pay for cost of instruction, which is the same for both programs because MSL students take JD classes and one MSL introductory class *all taught by law faculty*.

4/10/15: Board of Regents unanimously approved the proposal.

11/17/15: State Board of Finance gave final approval to the proposal.

5/24/17: Motion to approve MSL differential tuition failed on 2-to-2 Regents vote.

8/16/17: First class of twelve MSL students began their studies.

Issue: The MSL program is unsustainable without differential tuition.

Goal: We would like a recommendation that the full Board of Regents approve the law school's MSL differential tuition request.

# What is the Master of Studies in Law (MSL) program?

- A **condensed 30-credit-hour education** about law and the legal process.
- It is a **graduate degree**, not a professional degree. MSL program graduates **cannot** take the bar exam or practice law.
  - **Primary goal of program:** To enhance the skills of mid-career professionals and recent college graduates through law courses relevant to their current or future jobs.
  - **Secondary goal of program:** To enhance the law school's JD program through JD students' in-class interactions with MSL students. Given their diverse career backgrounds, MSL students raise questions in class that improve the educational environment of traditional JD classes.

# Why Should UNM Sustain the MSL program?

- It is the first new degree being offered at the law school since its inception in 1947.
- The MSL program expands access to legal education in the state.
- MSL programs are a growing trend (there are roughly forty similar programs at other law schools).
- The program adds diversity of life and work experiences to the law school's student body.
- The program keeps talented students in New Mexico who might otherwise leave the state to pursue an MSL degree elsewhere.

## Student Learning Outcomes for MSL Program:

- Understand court cases, statutes, and regulations.
- Learn how legal system addresses particular situations.
- Learn legal principles that are applicable to MSL students' current job or career interests.
- Understand how the law works.

# Who Enrolled in the Inaugural MSL Class?

- Twelve students, all of whom are New Mexico residents.
- Eleven part-time students and one full-time student.
- Eight of our current students are mid-career professionals, and four have received their bachelors degree within the last five years.
- Six of our current students already have masters degrees in the following:
  - business administration (two students)
  - community and regional planning
  - economics
  - environmental education
  - linguistics

# What are the Current and Future Jobs of the Inaugural MSL Class?

- Aspiring Physician
- Contracts and Grants Administrator
- Fisheries Biologist
- Health Research and Service Program Manager
- Hydrologist
- Intellectual Property and Compliance Manager
- Maintenance and Safety Compliance Manager
- Multi-Media Journalist and Radio Producer
- Organizational Conflicts of Interest Compliance Specialist
- Paralegal
- Public Health Scientist
- Victim Services Coordinator (domestic violence, sexual assault, child abuse)





# Why is this Request Justified?

- UNM norm: One differential applies to *all* graduate degree programs offered by a college or school (e.g., Engineering, Nursing, Pharmacy).
- This norm informed the proposed MSL program since the first planning session happened in November of 2013.
- JD differential tuition is needed because the cost of instruction for the MSL program is the same as that of the JD program.
- The MSL curriculum emphasizes small seminars, which benefit MSL students just as much as JD students. The low student-faculty ratio (9:1) facilitates high-quality instruction and personal attention for the MSL students.
- The national law school market is competitive and requires more resources than most other graduate programs to remain competitive.
- The MSL program, even with the proposed tuition differential, will be among the least expensive MSL programs in the nation.

# How Much Revenue Will Differential Tuition Generate?

Differential tuition at the law school has been unchanged since 2012-13:

Residents: \$352.34 per credit hour

Non-residents: \$527.05 per credit hour

Projected total annual MSL differential tuition revenue for the law school: \$73,991 (210 *resident* credit hours per year @ \$352.34)

This differential tuition request has been announced to students and posted on-line for comment. Students expressly were made aware:

On 9/28/17 at a student “town hall”

In an email message that was sent to students and faculty on 9/30/17

At a faculty meeting, with student reps present, on 10/10/17

No student feedback has been received since the request was posted for comment on 9/29/17.

## How Will MSL Differential Tuition Be Spent?

10.4% Financial Aid Set-Aside:	7,695
Faculty expenses:	27,580
Advising Personnel:	6,980
Support Staff:	22,702
Operating Expenses:	<u>9,034</u>
<b>Total:</b>	<b>\$73,991</b>

## Can Students Afford MSL Differential Tuition?

Yes! UNM is **Top 25 Best Value Law School** in PreLaw magazine.

The 30-credit MSL degree costs much less overall than the 86-credit JD degree.

Only three of twelve MSL students took out student loans in the fall 2017 semester. Two had scholarships, and six had employer education benefits.

Almost all MSL students pay living expenses from full-time wages, but most JD students pay living expenses from loans and part-time wages after their first semester of law school.

**Part-time:** \$691.58/credit hour for resident tuition and mandatory fees, *including the requested differential.*

**Full-time:** \$16,598 for resident tuition and mandatory fees *including the requested differential.* This is \$10,512 below the 2018-19 projected peer median of \$27,110 for similar programs.

## Can Students Afford MSL Differential Tuition?

The average **loan debt** for three years in **JD class of 2017** was **\$79,199**, which is among the lowest figures in the region by thousands of dollars.

If **MSL** students borrowed at same rate as JD students, their average loan debt would be **\$27,628** ( $\$79,199 / 86 \text{ credits} \times 30 \text{ credits}$ ).

Assuming a 6.8% interest rate and a standard 10-year term:

**MSL payment: \$317.94/mo.** on balance of \$27,628

**JD payment: \$911.42/mo.** on balance of \$79,199

### Conclusion:

This committee should recommend that the Board of Regents approve the law school's MSL Differential Tuition Request.



OFFICE OF  
ACADEMIC AFFAIRS

# UNM Accreditation

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BOARD OF REGENTS

ACADEMIC/STUDENT AFFAIRS & RESEARCH COMMITTEE

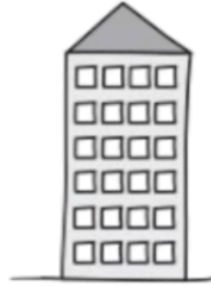
February 1, 2018

UNM



HLC2019.unm.edu

Why does it matter?



How does it work?

6 Regional Accreditation Agencies

Other Schools



✓ Assurance Process - Self Study Report

Criteria:

1. Mission
2. Integrity: Ethical and Responsible Conduct
3. Teaching and Learning: Quality, Resources and Support
4. Teaching and Learning: Evaluation and Improvement
5. Resources, Planning and Institutional Effectiveness

✓ Improvement Process - Quality Initiative

First Year in High Gear



# Comprehensive Visit

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- Assurance Argument
- Federal Compliance Filing
- Student Opinion Survey
- On-Site Peer Review Visit
- Multi-Campus Visit
- Possible Embedded Financial Audit



DATE	QUALITY ASSURANCE PROCESS
Spring 2015	Form Committees: Collect Evidence, Draft Reports
June 2017	Criterion Committees' Reports Completed
Fall 2017	Assurance Argument - Finish composite draft
Spring 2018	Evidence Library Migration to Digital Repository Strengthening Assurance Argument & Evidence
Fall 2018	Assurance Argument - Open Comment and Revision
January 2019	Final Changes
February 2019	Assurance Argument Submitted to HLC
March 2019	HLC Site Visit

# Evidence Library Migration

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- The evidence identified and collected by the working committees is being organized and transferred to UNM's digital repository.
- We are identifying gaps in the evidence file, locating supplemental evidence, and tracking areas that will need updates prior to report submission.

# Strengthening Assurance/ Evidence

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- The criterion committees are currently reviewing the assurance argument draft in groups, focusing on overlap and redundancy, filling in missing information, and revising parts of the argument.
- The self-studies that governing bodies were asked to complete provide concrete evidence in support of the argument.



OFFICE OF  
ACADEMIC AFFAIRS

# Assessment

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REGENTS' ACADEMIC/STUDENT AFFAIRS & RESEARCH COMMITTEE  
FEBRUARY 1, 2018

# Status of Assessment - August 2017

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- Director Mitchell had resigned; APR Specialist had left for position in OIA; Remaining staff not trained in assessment;
- Ambitious yet difficult to sustain assessment structure;
- No means of aggregating assessment for General Education Courses;
- No structure for archiving assessment reports.

# Status 2018: Reorganized Office

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Assoc. Provost for Curriculum & Assessment

Assessment Steering Group  
Assoc. Deans Marshall, Carlow,  
Napper-Owen, Dean Musselwhite

will be replaced by

Assessment Director  
Spring hire for Summer start

Julie Sanchez  
Assessment Program Manager

Kyle Farris  
APR Specialist

Charla Henley  
Data Specialist

.....  
Office of  
Institutional  
Analytics



# Status 2018: Assessment Simplification

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- Integration of Program Assessment with Academic Program Review
- Shift of emphasis towards directed action on improving outcomes and away from perfection of plan, while retaining current structure through HLC site visit
- Phased-in transition to program-level assessment for General Education

# Status 2018: Development of New General Education Program & Program-level Assessment

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- Adoption of Program-level Assessment by Spring and Fall 2019, making determination of outcomes across the program possible.



# Status 2018: Archiving Assessment

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- Project to work with University Libraries and HLC evidence room project;
- Support from new hire.

# **TAB F**

## **Academic Affairs Budget Update**

*Richard Wood, Interim Provost & EVP for Academic Affairs*

*Nicole Dopson, Director, Financial Operations*

(Materials to be provided)