



**BOARD OF REGENTS  
STUDENT SUCCESS, TEACHING & RESEARCH COMMITTEE**

**March 7, 2024  
11:00 AM**

**UNM Main Campus  
Scholes Hall, Roberts Room**

**UNIVERSITY OF NEW MEXICO BOARD OF REGENTS’  
STUDENT SUCCESS, TEACHING, AND RESEARCH COMMITTEE MEETING**

**March 7, 2024**

**11:00am**

**Scholes Hall, Roberts Room**

**AGENDA**

- I. Call to Order**
- Confirmation of a Quorum
- II. Adoption of Agenda**
- III. Approval of Meeting Minutes from February 6, 2024**  
Public Comment
- IV. Provost’s Administrative Report** **TAB IV**  
James P. Holloway, Provost & EVP for Academic Affairs
- Member Comments
  - Advisor Comments
- V. Action Item[s]:**
- 1. Request approval of Proposed Faculty Handbook interim policy B3.1 “Clinician-Educator and Practitioner-Educator Faculty Titles”** **TAB 1**  
*Sever Bordeianu, Chair of the Academic Freedom and Tenure Committee*
  - 2. Graduate Certificate: Quantum Science & Technology (New)** **TAB 2**  
*Victor Acosta, Associate Professor, Department of Physics & Astronomy*
  - 3. Request Adoption of the Security Managerial Group Resolution** **TAB 3**  
*Jessica Hermosillo, Facility Security Officer*
  - 4. Recommendations for Consent Agenda Items to Full Board of Regents’ Agenda**  
*Rob Schwartz, Regent, and Chair, SSTAR Committee*
- VI. Informational Item[s]:**
- 5. Annual Course Fee Review Report** **TAB 5**  
*Pamela Cheek, Ph.D., Associate Provost for Student Success*  
*Nicole Dopson, Assistant Vice President for Academic Resource*
  - 6. KUNM Radio Annual Report** **TAB 6**  
*Richard Towne, KUNM Station Manager*
- VII. Adjournment**

**UNIVERSITY OF NEW MEXICO BOARD OF REGENTS'**  
**STUDENT SUCCESS, TEACHING, AND RESEARCH COMMITTEE MEETING**  
**FEBRUARY 6, 2024 – 1:00 P.M.**  
**MEETING MINUTES**

*Committee members present: Regent and Chair Randy Ko, Regent and Vice-Chair, Robert L. Schwartz, Regent, Regent and Chair Kim Sanchez Rael (via Zoom), Provost & Executive Vice President for Academic Affairs, James Holloway, Faculty Senate President, Cris Elder, and Staff Council President, Grace Faustino*

*Administration Present: University President, Garnett S. Stokes, Associate Provost for Student Success, Pamela Cheek, General Counsel, Loretta Martinez, Sr. Associate, Deputy Counsel, Ariadna Vazquez, EVP for Finance and Administration, Teresa Costantinidis, Vice President for Research, Ellen Fisher, Vice President for Enrollment Management, Dan Garcia, Vice President for Student Affairs, Eric Scott, President's Chief of Staff, Terry Babbitt and, Provost's Chief of Staff, Jennifer Love*

*Advisors present: Krystah Pacheco, President, ASUNM,*

*Staff: Pam B. Kirchner, Jennifer Love*

**I. Call to Order (1:01PM) - Confirmation of a Quorum**

**II. Adoption of Agenda**

Motion to amend agenda; move items 6 through 12 to the top of the agenda; presenting them after the Provost's Administrative report.

Regent Schwartz also requested removal of Item 13: *Consideration of Resolution Regarding Adoption of Student Success Priorities*

**Motion to Approve amending the agenda:** Provost Holloway

**Second:** Regent Schwartz

**All members voted in the affirmative**

**Motion:** Passed unanimously

**Motion to Approve the agenda:** Provost Holloway

**Second:** Regent Schwartz

**All members voted in the affirmative**

**Motion:** Passed unanimously

**III. Approval of Meeting Minutes from December 5, 2023**

**TAB A**

Cris Elder requested that the spelling of her name be corrected in the minutes [removing 'h' from her name]

**Motion to Approve:** Provost Holloway

**Second:** Staff Council President Faustino

**All members voted in the affirmative**

**Motion:** Passed unanimously

- No Public Comment

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**STUDENT SUCCESS, TEACHING, AND RESEARCH COMMITTEE MEETING**  
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**IV. Provost's Administrative Report (attached)**

James P. Holloway, Provost & EVP for Academic Affairs

*Office of Research*

- Provost provided the new trifold on the UNM interdisciplinary institutes and center on behalf of the OVPR's office.
  - ARID (Accelerating Resilience Innovations and Drylands Institute), formed last fall. Has brought in \$3M in new funding to the institution.
  - Quantum New Mexico Institute which is a joint center with Sandia National Labs, which was launch in January of this year. And has brought in \$2M of new funding
- S.M.A.R.T Goals: The idea is to recognize institutions have goals at different levels. Developing smart goals around academic affairs 2040 goals; wellness and student success
  - At the SSTAR meeting in August we had 7 overarching tactics around UNM 2040. For each we are developing metrics. Milestones (we did it or didn't do it)-Measures (following a number-Targets (we want to get to a specific point)
  - Will be presented in a dashboard form (work of Spring semester)

*Enrollment*

- Fall 2023 enrollment on census date was up 2.95% year-over-year (Abq)
- Spring 2024, census date last Friday, enrollment is up 3.27% from a year ago (Abq)
- Increased enrollment has been a goal and increases are holding
- First-time, full-time freshman students' retention to 3<sup>rd</sup> term was at 90% prior to Covid. It went down to 80% and is steadily increasing. This was another goal. Working to get this over 90%.
- Sophomore retention Fall to Spring in 2019 was 89%. We have steadily increased that. Fall to Spring retention has increased in every student group other than freshman.

*Student Success Goals (Albuquerque campus undergraduates)*

- Top level goals:
- A system is in place to achieve goals:
  1. Student Wellness, Mental Health, Basic Needs
  2. Educational Innovation
  3. High Impact Practices and Success Infrastructure
- Specific and Measurable Goals
  - Improve 5- and 6-year graduation rates from 52% to 60% by 2030
  - Improve 3rd Semester retention rate to 73% for F22, 74% for F23 and on to 80% overall before 2030
  - Increase retention of state legislative scholarships by 15 percentage points
  - Improve transfer graduation rates 15 percentage points
  - Reduce 3<sup>rd</sup> Semester retention gaps for under-represented groups
  - Increase number of degree recipients from 3139 (2022-23) baseline.
- Wellbeing
  - Helping students financially is a basic needs strategy
    - Short term loan program-Disbursed \$133K in 2023

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- UNM Pack Assistance-allows students to remain registered-uses a grant to pay off small bursar balances
- Center for Financial Capability (CFC)-helps student learn good financial management. A 40% growth in participation since 2020
- Ongoing work to improve advisement to increase scholarship retention
- Programs in place
  - Lobo Wellbeing launched
  - Mobile Wellbeing station-a mobile source for information and access to services
  - Insurance navigators, Basic Need navigators, and Social work interns in place in the Dean of Student office
- New Pilot: “CARE Connections”
  - A new model to direct students to resources; out of the Dean of Student office
- Ongoing: Oasis Program
  - The creation of a quiet reflection space in the student union building. Should be complete and ready to launch by Fall.
- Mental Health
  - SHAC counseling plan fully functioning
    - Immediate access to therapeutic care
    - Crisis appointments handled in real time
    - Wait times for second/ongoing appointments less than one week with continuity of care
    - New associate director hired (will increase staffing support)
  - TimelyCare (end of December data)
    - Is part of the standard syllabus language, on flyers in residence halls and around campus. It is on digital signage. A link is being added to the online learning system
    - 574 students enrolled
    - 82 total visits in December (111 as of February for mental health support)
    - 2 days to second appointments without continuity of care
      - Much longer with continuity of care
- Basic Needs Support
  - A full inventory is ongoing of all the systems in place around campus and departments
  - Food Pantry Metrics
    - 2023 calendar year: Highest use on record of food pantry use: 3,882 students visited the pantry 6,422 times
    - 2024 to date: 604 students have visited 1,145 times
  - Ongoing:
    - Food pantry coordination with schools and departments
    - Hiring program officer for assessment to provide stronger tracking/metrics within student affairs

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- Impact Practices
  - First year student experience course: Fall of 2023, 1/3 of students had a first year student experience course. Working to scale for access to all students.

Educational Innovation

- Seven areas of faculty development we currently support
  - Belonging, Growth Mindset
  - Inclusion
  - Course Design and Technology use
  - Formative feedback
  - Active learning
  - Mentorship
  - Discipline-specific content and techniques

Approximately 200 faculty have completed 3 of the seven. Our next goal is to increase that number to 400 faculty completing three of the seven areas. There are many faculty that have done one or two modules. The ultimate goal is to scale this to more faculty. We are working with UA-UNM to have an agreement to compensate temporary part time faculty to do these programs to reach a wider audience.

Member Comments – see addendum.

Advisor Comments – None

\*Regent Ko reflected on his time as a Regent. Committee members thanked Regent Ko for his service and wished him well.

**V. Action Items:**

**1. Request for Regent Approval of Proposed Revision to C200 “Sabbatical Leave”**

*Sever Bordeianu, Chair of the Academic Freedom and Tenure Committee*

**Motion to Approve:** Regent Schwartz

**Second:** Provost Holloway

All members voted in the affirmative

Motion: Approved

**2. Certificate in New Mexico General Education (New-Gallup)**

*Matthew D. Mingus, Associate Professor of History, UNM Gallup Branch Campus*

**Motion to Approve:** Cris Elder, Faculty Senate President

**Second:** Provost Holloway

All members voted in the affirmative

Motion: Approved

**3. Certificate in Elementary Education Alternative Teacher Licensure (New-Gallup)**

*Matthew D. Mingus, Associate Professor of History, UNM Gallup Branch Campus*

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**Motion to Approve:** Provost Holloway  
**Second:** Cris Elder, Faculty Senate President

All members voted in the affirmative  
Motion: Approved

- 4. Certificate in Secondary Education Alternative Teacher Licensure (New-Gallup)**  
*Matthew D. Mingus, Associate Professor of History, UNM Gallup Branch Campus*  
**Motion to Approve:** C. Elder, Faculty Senate President  
**Second:** Provost Holloway  
All members voted in the affirmative  
Motion: Approved
- 5. Pre-Health Scholars Certificate-New**  
*Laura Burton, PhD, Associate Director Business Operations*  
**Motion to Approve:** Regent Schwartz  
**Second:** Provost Holloway  
All members voted in the affirmative  
Motion: Approved
- 6. Request approval to appoint Jonathan Bolton, MD, as the holder of the “Jack and Donna Rust Endowed Professorship in Biomedical Ethics”**  
*Akshay Sood, MD, MPH, Interim Director, UNM HSC Faculty Academic Affairs*  
**Motion to Approve:** Regent Schwartz  
**Second:** Provost Holloway  
All members voted in the affirmative  
Motion: Approved
- 7. Request approval to create an endowed professorship the ‘Peter A. Winograd Endowed Research Professorship in Cancer Niche Signaling’**  
*Yolanda Sanchez, PhD, CEO of UNM’s Comprehensive Cancer Center*  
**Motion to Approve:** Regent Schwartz  
**Second:** Provost Holloway  
All members voted in the affirmative  
Motion: Approved
- 8. Request approval to appoint Dr. Jennifer Gillette, PhD, as the inaugural holder of the ‘Peter A. Winograd Endowed Research Professorship in Cancer Niche Signaling’**  
*Yolanda Sanchez, PhD, CEO of UNM’s Comprehensive Cancer Center*  
**Motion to Approve:** Regent Schwartz  
**Second:** Provost Holloway  
All members voted in the affirmative  
Motion: Approved
- 9. Request approval to create an endowed professorship the ‘Cowboys for Cancer Research/Elsie P. Barry Memorial Endowed Professorship for Cancer Epidemiology and Surveillance’**  
*Yolanda Sanchez, PhD, CEO of UNM’s Comprehensive Cancer Center*  
**Motion to Approve:** Regent Schwartz  
**Second:** Cris Elder, Faculty Senate President  
All members voted in the affirmative  
Motion: Approved

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- 10. Request approval to appoint Dr. Charles Wiggins, PhD, as the inaugural holder of the ‘Cowboys for Cancer Research/Elsie P. Barry Memorial Endowed Professorship for Cancer Epidemiology and Surveillance’**

*Yolanda Sanchez, PhD, CEO of UNM’s Comprehensive Cancer Center*

**Motion to Approve:** Regent Schwartz

**Second:** Cris Elder, Faculty Senate President

All members voted in the affirmative

Motion: Approved

- 11. Request approval to appoint Dr. Viswanathan Palanisamy, PhD, as the holder of the ‘Victor and Ruby Hansen Surface Professorship in Cancer Epigenetics’**

*Yolanda Sanchez, PhD, CEO of UNM’s Comprehensive Cancer Center*

**Motion to Approve:** Cris Elder, Faculty Senate President

**Second:** Provost Holloway

All members voted in the affirmative

Motion: Approved

- 12. Request approval to create an endowed chair ship ‘The Robert L. Rausch Chair of Parasitology’**

*Cristina Takacs-Vesbach, Chair, Department of Biology*

*Chris Witt, PhD, Director of the Museum of Southwestern Biology*

**Motion to Approve:** Provost Holloway

**Second:** Regent Schwartz

All members voted in the affirmative

Motion: Approved

- 13. Recommendations for Consent Agenda Items to Full Board of Regents’ Agenda**

*Randy Ko, Student Regent and Chair, Regents’ SSTAR Committee*

*Full Board Consent agenda: Items 1 through 5*

*Full Board Action: Items 6 through 12*

**VI. Information Item:** *Presentation attached*

**College of Education and Human Sciences Report and Discussion**

*Kristopher Goodrich, Dean of the College of Education and Human Science*

**VII. Adjournment**

**Motion to Adjourn:** Provost Holloway

**Second:** Regent Schwartz

All members voted in the affirmative

**Motion:** Approved

**Meeting adjourned: 3:46pm**



**UNIVERSITY OF NEW MEXICO BOARD OF REGENTS'  
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**February 6, 2024 – 1:00 p.m.**

**Addendum: Q & A**

**Questions following Provost's Administrative report:**

*Question:*

C. Elder: Using the term high impact practices, a lot of that work is focused on institutional policies and those kinds of things. Things such as discussing when a student should get a D versus and F. How do the high impact practices discussed here relate to the George Kuh's, eight high impact practices published by the Association of American College and Universities?

*Response:*

Provost Holloway: The high impact practices on the slide are very much the George Kuh's high impact practices. They are things like experiential learning, first year experience courses and so on. The policy you mention on withdrawal is one that I would put in the financial wellbeing presentation. Looking at our withdrawal policies is part of how do we keep students successful in their courses in a way that allows them to retain their scholarships? I wouldn't say that looking at all institutional policies is in the high impact practice wedge. It will turn up in some fashion in every wedge.

Associate Provost Cheek: If you look at it, you will see that under high impact practices (referring to the chart) those are the classic George Kuh list. He has recently added, in collaboration with other researchers, jobs on campus which I think is very in tune with where our university is today. I think you an thing of the other areas as infrastructure, including some of the policy changes that we are beginning to engage in with faculty senate.

C. Elder: Thank you. One of the high impact practices is writing intensive courses. Can you talk about how the Associate Provost for faculty success aligns with these goals and will support the work that Dr. Scott and Dr. Cheek are doing?

Provost Holloway: The Associate Vice Provost for Faculty Success and Associate Vice Provost for Student Success are really a team. What comes out of one is really something they developed together. A lot of the work I discussed under the heading of Educational Innovation comes out of the Associate Vice Provost for Faculty success. The two Associate Provosts work in tandem and we co-locate them. A lot of the work that we are doing in faculty development is really faculty success work. A separate piece under faculty success is the development of chairs; what we call our chairs colloquium. Chairs are important in this process too. Faculty are on the ground, teaching the courses and interacting with students. Chairs need to help make that work, facilitate that. Regarding writing intensive courses, you are right. That is not something we are pushing. It doesn't mean that it couldn't be.

Regent Schwartz: from the work that you do, how are we doing? Is it good that we have 178 applications and \$133K distributed in the short-term loans? Do we need three times that amount to satisfy the need or have a sense of what we need?

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**Addendum: Q & A**

Provost Holloway: Different elements of what we are doing. One of the goals that student affairs has laid out, that we equip them to do, is significant philanthropy to develop some of financial support systems, including the emergency loan program, including the Center for Financial Capability. For the first time ever, student affairs has their own gift officer to help us actually garner those resources.

E. Scott: One of the things the provost mentioned is the assessment officer that's being hired in the division of student affairs, that's going to equip us to better evaluate our co-curricular metrics and success. So not only will we be able to demonstrate efficacy, but we will be better equipped to measure need. Right now we grant virtually every short-term loan application that comes in, unless it is complete off the wall, the loan will be granted. The other piece, that the philanthropy has helped us to do, is being able to forgive part of the short-term loans on the back end. If students disclose certain information in their short-term application, it will automatically trigger them into consideration for partial forgiveness. That is done with philanthropic funds. The more we can raise philanthropically, the more capacity we'll have for the partial forgiveness loans. The reality is that there is probably additional demand. We are building capacity to understand what that target should be.

Regent Schwartz: Thank you. I appreciate your approach to those loans. I know we have been talking about mental health issues for the last couple of years. Are you okay with the number of people who see timely care? Was that a successful experiment?

Provost Holloway: I wouldn't judge it yet. It has only been deployed for about four months. While there is messaging out there around it, it is a tool where if I don't need it right now, a message about it is not going to penetrate very well. I can say that with 110 students using the mental health services and another 30 or so that use the medical health, that is low given what we are spending on it. Again, I don't think the time to decide on it is today as it is in its infancy.

Regent Schwartz: I appreciate the fact that you are working through this. It makes me a little nervous that it's low given the amount we spend on it and it is low given what we would expect at a university of our size.

Provost Holloway: It is worth noting we've also beefed up SHAC considerably and they've seen about 1100 students in the same fall period. There are more students seeking mental health resources but more of them are doing it through SHAC.

Regent Rael Sanchez: What process was used to set the retention goals by 2030? Is there a benchmark you are using or a process to aim for the 74%; 80% over time.

Provost Holloway: Most universities with student populations similar to ours have reached about a 55% five- or six-year graduation rate and are more or less stuck. So, we are not unusual sitting in these mid-50's and not moving. A lot of universities, in the last ten years, made great improvements in student graduation rates with populations like ours. Georgia State is kind of the

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**Addendum: Q & A**

model, sitting at 55%. We know a lot of us can reach 55%. The reason we picked 60% for the 5- or 6-year graduation rate is that we want to get out of the 50s. It is not a sophisticated analysis, but we are stuck in the 50s and need to get out of there.

If you think about the compounding of student loss from freshman to sophomore, to junior, to senior, and then 5<sup>th</sup> year senior, you start to see that you need retention rates in those higher grades. You need them in the low 90s. In the lower section, you need them to be at least around 80. If you do simple compounding of students transitioning from one piece of the pipeline to the other, 80% becomes a useful number to achieve that 60%, assuming continued loss throughout the entire pipeline. It is really about looking at the entire pipeline. These are very much back of the envelope calculations. We also want to choose goals early on so, the 73% 74% over the next couple of years we have a good confidence of achieving. If you look historically, we've been able to move those fall-to-fall retention rates by percentage points or so within a year by implementing various programs.

Regent Ko: I want to credit Chris Pacheco for this idea. The process would be having students sign up at the time of orientation so that all of the paperwork is completed, and they can immediately get services they need.

Provost Holloway: there is some work to reorganize orientation as well. We will keep that in mind.

Regent Ko: In follow-up to Regent Rael's point. The four-year graduation rate, from what I understand, is 33/9%. Does that metric fit into what we hope to see for the improvement for the 5- and 6-year graduation rate?

Provost Holloway: Anything we do to improve the 5- and 6-year graduation rate will improve the 4-year graduation rate. The reality for our student body is that very few will be able to finish in 4-years. The example I use is that 80% of our students come in ready for calculus and none of those students will finish a STEM degree in four years. It is undoable. I am concerned with trends in the state to reduce the math requirement. We will see students coming in even less prepared than they had been previously.

Associate Provost Cheek: Just for the record, because we worked so hard to make this happen, staff and faculty, we are about 37.7% for four-year graduation. A nice thing to note is that the average time to graduation has gone down overall among those who graduate. It used to be 4.6 years. Now it is 4.3-4.4 range.

C. Elder: Is it possible to have a dashboard with the President's goals and the Regents goals all in one place so we can see how all the goals align? To make sure we are on the same page?

Provost Holloway: one of the challenges we have, and it is implicit in that the original Smart goals paper, is that they are goals at multiple levels. The President has goals, Teresa has goals, I have goals. The idea of goals at different levels is that they feed into the top goal. The Regents

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**Addendum: Q & A**

have asked the President to develop a dashboard that captures some of her goals. Many of her goals live in that space that the smart goals paper list as non-quantitative.

C. Elder: Is there any reason not to make the whole system more transparent?

President Stokes: We are working towards that.

To: UNM Regents SSTAR Committee  
From: James Paul Holloway, Provost and Executive Vice President for Academic Affairs  
Re: Provost's Report  
Date: March 7, 2024

This format of report is a new one, as previously I have given oral reports at SSTAR. This new format is intended to support the Regent's pilot to restructure our committee system to be more efficient and effective. I expect that the format of this report will change over time as we learn what works and most usefully informs the SSTAR committee and our other stakeholders, and feedback on the form is welcome.

### **Leadership Searches**

Searches are underway for:

- Dean of Graduate Studies (internal search)
- Dean of University College (internal search)
- Dean of Honors College (national search)

In addition, Dr. Aeron Haynie, Director of the Center for Teaching and Learning (CTL) will be stepping down and returning to the faculty, and a national search will soon be launched to replace her as Director of CTL.

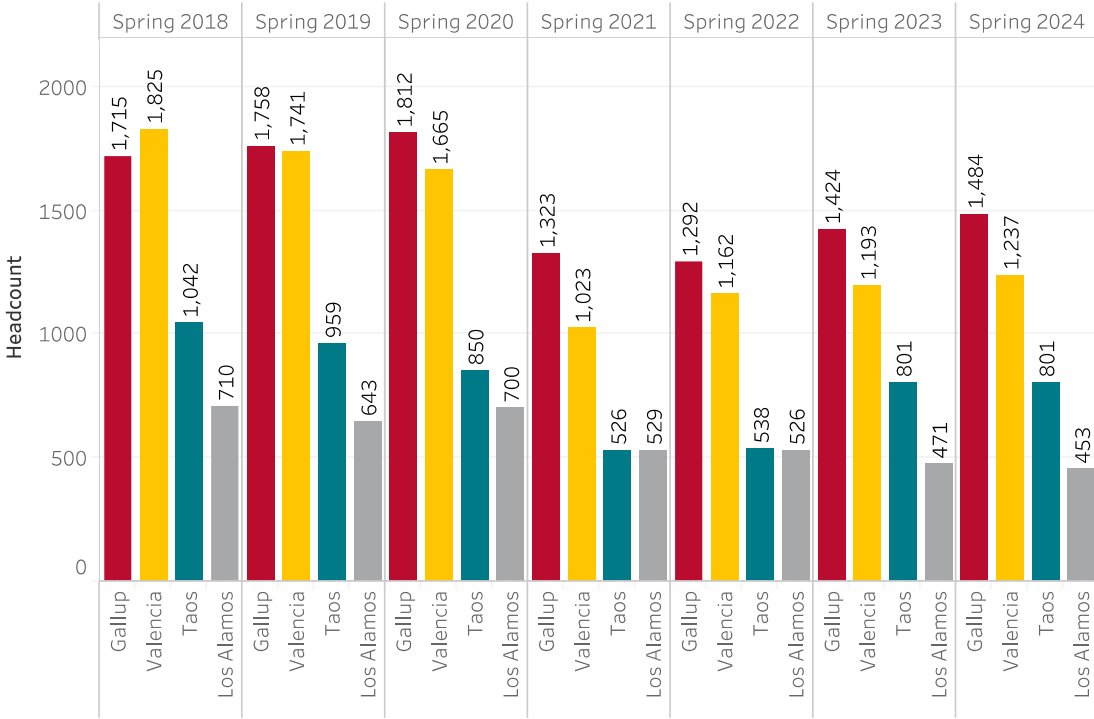
### **Progress on new Research Centers**

The Accelerating Resilience Innovations in Drylands (ARID) Institution, founded in late spring 2023 on the foundation of the Water Grand Challenge effort, has brought in \$3M in external funding to date.

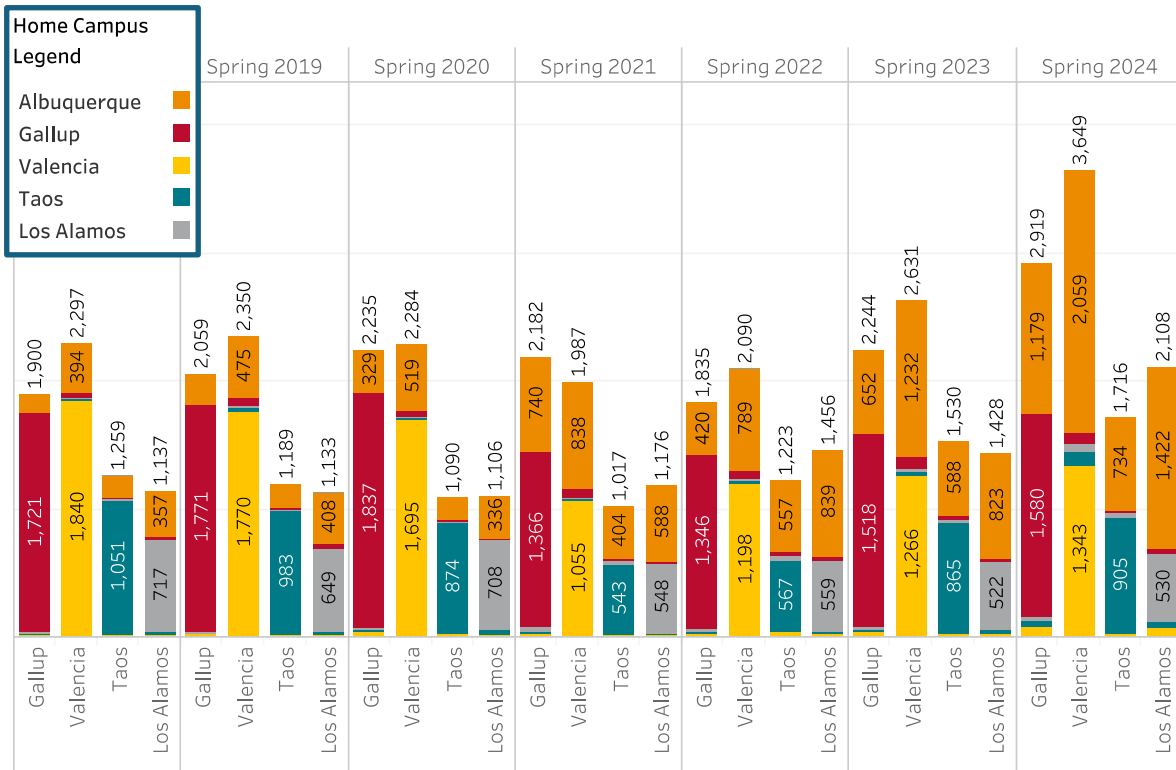
In January of this year, 2024, UNM launched the Quantum New Mexico Institute (QNM-I) as a joint effort with Sandia National Labs to use our joint expertise in Quantum Science and Engineering to help build the research, education, workforce development, and business infrastructure that will support quantum based businesses and industries in New Mexico. Quantum computing alone, just one of many market for quantum-based products that includes also quantum communications and quantum metrology, is expected to grow to over \$40B in the next decade, with an annual growth rate of over 30%. This brand new Category III center has already brought in over \$2M in external funding to UNM, and is now participating with the New Mexico EDD to bring significant funding to our state.

### **Branch Enrollment**

We talk about UNM-ABQ enrollment frequently. Today we will focus on the branches. The table below shows the unduplicated spring enrollment at the UNM branches – this is the number of students whose UNM enrollment is primarily at the branch, but is not the total number of students served at the branches.



The table below shows the duplicated headcount at the branches. This shows students who are taking any class at the branches, even if their primary enrollment is at UNM-ABQ or at one of the other branches. Note that the number of students taking classes at any one branch is much larger than that number of students whose primary enrollment.



Note that all of the branch campuses are showing growing enrollment since a low in 2021, but have not achieved pre-pandemic enrollment based on their primary enrollments. However, the branches are also serving a growing number of UNM-ABQ students, and with these students accounted for are serving more students than pre-pandemic. Because the branches earn very little from tuition, this does not necessarily provide a strong revenue stream.

### **Albuquerque Undergraduate Recruiting for Fall 2024**

- First-year student applications down 3% compared to last year (11,620 for Fall 2024 vs. 11,981 last fall at this time)
  - NM resident applications down 1%
  - Non-residents down 6%
  - International applicants up 17%.
- Offers of admission down 2% (184 fewer)

FAFSA data has still not been received from the Department of Education. It is expected this month around the 15<sup>th</sup>, but this is notably late. We also have not received new coding to allow our systems to use this data, which we expect around March 20<sup>th</sup>. The result will be that we will not be able to fully package need-based aid until April.

We have gone ahead and released scholarship awards to admitted students, and provided them information on possible further aid they may expect.

Transfer student applications to UNM\_ABQ are down by 8.52%, but it is early in the process with only about 28% of the expected applications yet received.

### **Albuquerque Graduate Recruiting for Fall 2024**

- Master's level applications are up 7% (1,290 now vs. 1,209 last year at this time.)
  - Offers of admission up 3% (7 more compared to last year)
- Doctoral applications up 17% (1,544 this year compared with 1,318 last year YTD)
  - Offers of admission are up 2% (3 more this year).

### **Some good things happening!**

We just finished Interdisciplinary Design Week, a week of events to introduce students to the new Certificate in Interdisciplinary Design, a 12-credit program that provides students with an interdisciplinary program in design thinking. (See <https://i-design.unm.edu/> )

**DESIGNING THE FUTURE**  
*Student Exhibition*

**RAINOSEK GALLERY**  
GEORGE PEARL HALL  
FEB. 26 - MAR. 8, 2024  
PUBLIC OPENING + RECEPTION  
MAR. 1, 6-7 PM

**I-DESIGN Symposium**

**MONDAY, FEB. 26, 2:30-4 PM**  
**HOW TO SAVE THE WORLD**  
INTERDISCIPLINARY DESIGN WORKSHOP  
WITH DR. VANESSA SVIHLA  
Honors College Forum, Bldg #76

**THURSDAY, FEB. 29, 5-6 PM**  
**GAIL WIGHT**  
ARTIST'S LECTURE, OSTRACOD RISING  
UNM Art Museum, Clinton Adams Gallery

**FRIDAY, MAR. 1, 5-6 PM**  
**KEYNOTE LECTURE**  
JOHN-MARK COLLINS  
FOUNDER ELECTRIC PLAYHOUSE  
WONDER + LIGHT  
George Pearl Hall

**FRIDAY, MAR. 1, 6-7 PM**  
**DESIGNING THE FUTURE**  
OPENING RECEPTION OF THE EXHIBIT  
George Pearl Hall, Rainosek Gallery

**I-DESIGN Symposium**  
KEYNOTE SPEAKER  
JOHN-MARK COLLINS  
**FOUNDER**  
ELECTRIC PLAYHOUSE  
WONDER + LIGHT  
**LECTURE LOCATION**  
UNM ARCHITECTURE & PLANNING  
GEORGE PEARL HALL  
FRIDAY, MARCH 1, 5-6 PM

**HONORS COLLEGE**  
**FINE ARTS**  
**COMPUTER SCIENCE**

**UNM**  
**THE UNIVERSITY OF NEW MEXICO ART MUSEUM**

**I-DESIGN SYMPOSIUM**  
[HTTPS://I-DESIGN.UNM.EDU](https://i-design.unm.edu)

This week is Open Educational Resources (OER) Week, which supports our effort to increase the use of OER in UNM classes. (See <https://oer.unm.edu/>)

**2024 OPEN EDUCATION WEEK**

**MARCH 5**  
**UNM OER SHOWCASE**

Online & In-person Willard Room, Zimmerman Library  
1:00 PM - 2:00 pm MST

**OPENING REMARKS**

**SAMUEL DOSUMU**  
Chancellor of UNM  
Valencia Campus

**MODERATOR**

**REILLY WHITE**  
Associate Professor & Associate  
Dean of Teaching and Learning  
Anderson School of Management

**MARCH 4 - 8**

Community Engagement Week will be April 1 – 5. This will include a series of workshops aimed at exploring ways to enhance support for community-engaged scholarship at UNM.



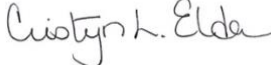


# ACTION ITEMS

**Memorandum**

Date: February 22, 2024

To: UNM Board of Regents

From: Matias Fontenla, Chair, Committee on Governance   
Sever Bordeianu, Chair, Academic Freedom and Tenure Committee   
Cristyn Elder, President, Faculty Senate 

Re: Request for Regent Approval of Proposed Interim Policy B3.1 “Clinician-Educator and Practitioner-Educator Faculty Titles”

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The Academic Freedom and Tenure Committee (AF&T) is recommending a proposed interim policy that will create the faculty title Practitioner-Educator, which would *not be tenured* but would be eligible for the ranks of instructor, assistant professor, associate professor, or professor. In consultation with the Academic Affairs areas from the Health Sciences Center and Provost’s Office, proposed interim Policy B3.1 “Clinician-Educator and Practitioner-Educator Faculty Titles” was sent to the campus for two review and comment periods. After incorporating feedback from those comment periods, the proposed policy was then sent for a vote and subsequently approved by the UNM voting faculty. AF&T and the Committee on Governance, with support from the Faculty Senate, respectfully submit the proposed interim policy to the Board of Regents for final approval.

The proposed policy was initially developed by AF&T to address a concern raised by the Health Sciences Center pertaining to accreditation, recruitment, and retention issues for faculty in healthcare professions, such as physician assistants, who hold terminal degrees in their field of study. Currently these faculty are only eligible for lecturer ranks. At most colleges and universities, similar faculty, although not tenured, are eligible for the ranks of instructor, assistant professor, associate professor, and professor. To address this situation, AF&T is proposing the creation of the title Practitioner-Educator. Once the title is approved, AF&T will develop detailed policies related to faculty reviews, appointments, and benefits. The Practitioner-Educator title is modeled after the UNM Clinician-Educator title, which is *not a tenured* position but is offered at the ranks of instructor, assistant professor, associate professor, or professor. The major difference between these two titles relates to the types of degrees required.

Thank you for consideration of this important policy matter.

cc: Garnett S. Stokes, UNM President  
James Holloway, Provost and Executive Vice President for Academic Affairs  
Douglas Ziedonis, Executive Vice President for Health Sciences  
Loretta Martinez, General Counsel  
Nancy D. Middlebrook, University Secretary



**Faculty Handbook**

**B3.1: Clinician-Educator and Practitioner-Educator Faculty Titles**

Approved By: Academic Freedom and Tenure Committee, UNM Faculty, and Board of Regents

Last Updated: **Draft 2/16/24** of **Interim policy** to create practitioner-educator title. Interim policy will be replaced with final policy when related Section B revisions are approved.

Responsible Faculty Committee: Academic Freedom and Tenure Committee

Office Responsible for Administration: Executive Vice President\_for Health Sciences

**Legend:** new interim policy

Revisions to the Applicability, Policy Rationale, and Policy Statement sections of this document must be approved by the Academic Freedom and Tenure Committee, UNM faculty, and the Board of Regents.

**APPLICABILITY**

This Policy applies to University of New Mexico (UNM) faculty that meet the eligibility criteria listed in this document including the Health Sciences Center and Branch Community Colleges. Agreements reached by collective bargaining will hold precedence over any element of this Policy for faculty members covered by the agreement. In areas where there are differences, the Collective Bargaining Agreement (CBA) will hold precedence.

**POLICY RATIONALE**

These appointments are non-tenure-track faculty titles. The continuing nature of these appointments and the required notice for termination are determined by the individual contract.

**POLICY STATEMENT**

**1. Clinician-Educator Faculty**

In the Health Sciences Center, faculty may be appointed to the position of clinician-educator. These appointments are for health professionals with a MD degree, a JD degree, a Ph.D. degree, or an equivalent doctoral degree (see definition below) who are primarily engaged in patient care and teaching and may have related scholarly responsibilities. While not eligible for tenure, clinician-educators may hold the rank of instructor, assistant professor, associate professor, or professor.

## 2. Practitioner-Educator Faculty

Faculty may be appointed to the position of practitioner-educator. These appointments are for professionals who:

- 1) possess the graduate or equivalent degrees required for entry into practice, as designated by the appropriate credentialing bodies in their field,
- 2) do not possess an MD degree, a JD degree, a Ph.D. degree, or an equivalent doctoral degree, and
- 3) who are primarily engaged in patient care or community/industry practice at UNM or at the behest of UNM and who are teaching and may have related scholarly responsibilities.

While not eligible for tenure, practitioner-educators may hold the rank of instructor, assistant professor, associate professor, or professor.

## 3. Continuing Non-Tenure-Track Appointments

Clinician-educator and practitioner-educator appointments are for a fixed term, subject to renewal at the discretion of the dean, following policies and procedures adopted by schools and colleges.

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

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## DEFINITIONS

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**Equivalent doctoral degree** is defined as any relevant doctoral degree which includes but is not limited to Doctor of Dental Medicine (DMD), Doctor of Dental Surgery (DDS), Doctor of Nursing Practice (DNP), Doctor of Occupational Therapy (OTD), Doctor of Pharmacy (PharmD), Doctor of Physical Therapy (DPT), Doctor of Public Health (DrPH), Doctor of Social Work (DSW), and Doctor of Speech Language Pathology (SLPD); MD equivalent degrees include Bachelor of Medicine, Bachelor of Surgery (MBBS) and Doctor of Osteopathic Medicine (DO).

**Patient Care** is defined by a need for a patient care license. The patient care and teaching must occur at the behest of UNM.

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## WHO SHOULD READ THIS POLICY

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- Board of Regents
- HSC professors and academic staff
- HSC academic deans and other executives, department chairs, directors, and managers

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## RELATED DOCUMENTS

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*Faculty Handbook Section B: Policy on Academic Freedom and Tenure*"

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## CONTACTS

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Direct any questions about this Policy to your chair or dean.

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## PROCEDURES AND GUIDELINES

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Colleges and schools will develop written procedures approved by their voting faculty pertaining to reclassification in accordance with this Policy, Faculty Handbook policies, and UNM hiring policies.

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## HISTORY

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**New interim policy that is necessary to add the title of practitioner-educator.**

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## DRAFT HISTORY

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February 15, 2024 – approved by UNM Voting Faculty  
January 30, 2024 – minor editorial revisions prior to sending out for faculty vote  
January 21, 2024 – revised to address campus comments  
November 17, 2023 – revised for AF&T changes  
November 4, 2023 – revised to address campus comments  
September 16, 2023 – revised for AF&T changes  
June 8, 2023 – interim draft to address practitioner educators

# Graduate Certificate in Quantum Science & Technology

An activity of the Quantum Photonics and Quantum Technology (QPAQT)  
Programming Committee:

Victor Acosta (Physics & Astronomy, Director)

Susan Atlas (Chemistry & Chemical Biology)

Viktoriia Babicheva (Electrical & Computer Engineering)

Ganesh Balakrishnan (ECE)

Elohim Becerra (P&A)

Tara Drake (P&A)

Terefe Habteyes (CCB)

Keith Lidke (P&A)

# Motivation

- Fascinating interdisciplinary curriculum probing one of the deepest technological questions of our era: how can we leverage quantum systems for new technology in computing, communications, and sensing?
- The certificate will draw in grad students from Chemistry, Engineering, Optical Science, and Physics with a broadly inclusive curriculum and minimal math/physics/quantum prerequisites.
- High demand from UNM grad applicants for the topic. OSE: >25 applicants/yr, Physics: >70 applicants/yr, growing interest from Engineering and Chemistry. Recruit from within NM through [QU-REACH](#).
- Quantum Science & Technology is a rapidly growing area for NM DOE labs, e.g. Quantum Systems Accelerator (Sandia/UNM) and Quantum Science Center (Los Alamos). The certificate complements the various UNM quantum initiatives ([QNM-I](#), QISE cluster hire, [QPAQT](#), [QU-REACH](#), etc.).

# Goals

- The Quantum Science & Technology Graduate Certificate program will train students to be generalists in quantum technology and give them the tools and academic preparation for a wide variety of Quantum Science & Technology applications.
- The program is designed to run concurrently with MS/PhD programs in Chemistry, Physics, Optical Sciences & Engineering, and Engineering. Physics PhD/Computer Eng. MS students may also obtain a Quantum Information concentration with minimal additional requirements.
- Following satisfactory completion of the program requirements (13 credits), the transcribed certificate will assert education and expertise in Quantum Science & Technology.



# Budget

- In Jul 2023, UNM received a \$3M NSF grant: NRT-QL: Quantum Photonics interdisciplinary training to Advance Quantum Technologies ([QPAQT](#))
- The goal of the award is to introduce and sustain a graduate program in quantum technology at the intersection of physics, chemistry, and engineering, which is the major goal of the proposed Graduate Certificate in Quantum Science & Technology.
- The award includes minimum required resources for starting the program, including 0.5 FTE Program Specialist, \$2.3M in grad student stipends, tuition, fringe, and additional trainee and faculty support.
- No additional faculty, space, or resources are required.



DATE: February 27, 2024  
TO: Board of Regents Student Success, Teaching, and Research Committee  
FROM: Nancy D. Middlebrook, University Secretary *Nancy D. Middlebrook*  
SUBJECT: Curricula Approval from the Faculty Senate

The Faculty Senate approved the proposed new Quantum Science and Technology Certificate at their Tuesday, February 27, 2024, meeting.

Please place this item on the next Board of Regents Student Success, Teaching, and Research Committee meeting agenda for consideration.

Attachment

# CM Program Code Quantum Science and Technology

Under Review | Fall 2024

## Proposal Information

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### Workflow Status

In Progress

**Faculty Senate Approval, Faculty Senate**

expand ▲

Waiting for Approval | Faculty Senate Approval

Rick Holmes

Nancy Middlebrook

## Proposal Information

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### Sponsoring faculty/staff member

Victor Acosta

### Sponsoring faculty/staff email

vmacosta@unm.edu

### College

Interdepartmental Shared  
Credit and Dual Degrees

### Department

Interdepartmental Shared  
Credit and Dual Degrees

### Campus

Main Campus

## Effective Term and Year

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### Proposed Effective Term and Year

Fall 2024

## Justification

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## Program Justification

The University of New Mexico was recently awarded a \$3M grant from NSF, "NRT-QL: Quantum Photonics interdisciplinary training to Advance Quantum Technologies (QPAQT)". The goal of the award is to introduce and sustain a graduate program in quantum technology at the intersection of physics, chemistry, and engineering. In order to carry out this ambitious goal, the QPAQT program faculty and leadership propose a new Graduate Certificate (GCERT) in Quantum Science & Technology.

The GCERT in Quantum Science & Technology fulfills two areas of need:

1) A transcribed certificate that is awarded to students who complete the QPAQT program. This award has \$2.3M allocated over the next 6 years to cover grad student stipends, tuition, fringe, and program perks for 45 "funded" graduate students. There is also funding for at least 45 "unfunded" students who will still receive funds for conference travel, laptops, software, textbooks, and related items. The transcribed certificate will be an incentive for trainees to complete all program elements and acknowledge their education gained through the program.

2) This will be UNM's first transcribed certificate in quantum science and technology available to students in Physics, Chemistry, Optical Science and Engineering (OSE), and Engineering programs. The Physics PhD and Computer Engineering MS programs have concentrations in Quantum Information Science/Systems that traditionally had a quantum information theory focus. Students in Engineering and Chemistry PhD programs do not have access to a transcribed concentration or certificate that asserts education and expertise in quantum science and technology. The GCERT will draw in students without a heavy math/physics/quantum background with a broadly inclusive curriculum in quantum science and technology. The GCERT has been designed to allow Physics PhD/Computer Engineering MS students to obtain both the GCERT and Quantum Information concentration with minimal additional requirements.

## Program Category and Level

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### Program Category

Certificate

### Program Level

Graduate

### Degree, Minor, or Certificate Name

Quantum Science and Technology

### Degree Type

Certificate (graduate)

### Degree/Certificate Level

Graduate Certificate

### CIP Code ⓘ

30.9999

### CIP Title ⓘ

Multi-/Interdisciplinary Studies, Other

### Is this program also offered online?

No

## New program courses

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## Composition of new program

Existing courses	Revised courses	New Courses	Total Credits
13			13

## Pre-proposal (new degrees/certificates only)

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### Pre-proposal Executive Summary

- Pre-proposal GCERT Quantum Science and Technology.pdf
- GCERT GCERT in Quantum Science & Technology.pdf

### Program Duplication

Faculty and Chairs from ECE, CCB, and P&A have been consulted in drafting the Certificate Program, and the proposal was approved by each Dept Chair (see Memos).

This will be UNM's first transcribed certificate in quantum science and technology available to students in Physics, Chemistry, Optical Science and Engineering (OSE), and Engineering programs. Interface with existing concentrations in related areas is discussed in the preproposal.

### Correspondence

- Memo on GCERT from PA.pdf
- Acosta\_GCERT\_CCB.pdf
- memo\_on\_GCERT\_ece.pdf

### Pre-proposal Approved?

Approved

## File uploads

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### Proposal File Upload

- GCERT\_newhed\_QuantumScienceandTechnology.pdf

## Associated Forms

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Select any associated course forms that exist

Select any associated program forms that exist

## Catalog Information

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### **Program Description**

Quantum science and technology harnesses the unique features of quantum mechanical systems, such as quantum superposition and entanglement, for devices that hold the promise to revolutionize future technologies in computing, communication, and sensing, and deepen our understanding of the universe. Potential outcomes include an exponential speedup in computation in specific algorithms, construction of a quantum Internet that sends information securely and anonymously, and the widespread use of sensors with a precision that is orders of magnitude better than traditional devices limited by classical noise.

The Quantum Science & Technology Graduate Certificate program will train students to be generalists in quantum technology and give them the tools and academic preparation for a wide variety of quantum science and technology applications. The program is designed to run concurrently with MS/PhD programs including Chemistry, Physics, Optical Sciences & Engineering, and Engineering. Following satisfactory completion of the program requirements, the transcribed certificate will assert education and expertise in quantum science and technology.

### **Admissions Requirements**

Students must be enrolled in a MS or PhD program in Chemistry, Physics, Optical Sciences & Engineering, Engineering, or a related program with advisor approval.

### **Graduation Requirements**

Students must maintain an average GPA of 3.0 or better in program courses. Students must pass the Capstone Presentation as part of their 650 Research credits.

## **Professional Credential/Licensure Program Information**

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**License/Certification associated with program**

No

## **Concentrations**

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**Program Concentrations**

**Code**

**Title**

**Concentration Required**

No

## **Certificate Information**

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## Certificate Requirements

- Complete all of the following
  - Complete at least 1 of the following:
    - CHEM573 - Introduction to Quantum Technology for Chemists and Engineers (3)
    - PHYS566 - Quantum Optics (3)
  - ECE 573 can replace CHEM 573.
  - Complete the following:
    - PHYS575 - Principles and Platforms of Quantum Technology (3)
  - CHEM 575 or ECE 587 can replace PHYS 575.
  - Complete at least 1 of the following:
    - CHEM567 - Topics in Physical Chemistry (3)
    - CHEM505 - Molecular Simulation (3)
    - CHEM501 - Molecular Structure Theory (3)
    - CHEM504 - Chemical Dynamics (3)
    - PHYS545 - Introduction to Quantum Information Science (3)
    - ECE545 - Introduction to Quantum Information Science (3)
    - PHYS571 - Quantum Computation (3)
    - PHYS572 - Quantum Information Theory (3)
    - PHYS476L - Experimental Techniques of Optics (3)
    - PHYS477L - Experimental Techniques of Optics (3)
    - PHYS463 - Advanced Optics I (3)
    - ECE463 - Advanced Optics I (3)
    - ECE564 - Guided Wave Optics (3)
    - ECE547 - Quantum Error Correction (3)
    - PHYS554 - Advanced Optics II (3)
    - ECE554 - Advanced Optics II (3)
  - The 3-credit elective above can also be satisfied by another 3-credit elective with advisor approval
  - Earn at least 3 credits from the following types of courses:
    - Any 650 Research course with approval from advisor.
  - Earn at least 1 credits from the following types of courses:
    - Any 500 Seminar course with approval from advisor.

**Grand Total Credits: 13**



## 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  
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 (32 CFR Part 117). 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 Paul Blanchard  
Regent Jack L. Fortner  
Regent Victor Reyes (Student Regent)  
Regent William H. Payne  
Regent Kimberly Sanchez Rael  
Regent Robert L. Schwartz  
Regent Paula Tackett

This resolution is approved by the Board of Regents of the University of New Mexico on March 7, 2024 and supersedes all previous Security Managerial Group Resolutions. A copy of this resolution will be furnished to the Defense Counterintelligence and Security Agency.

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Kim Sanchez Rael  
Chair of the Board of Regents



# Recommendations for Consent Agenda to Full Board of Regents

# INFORMATION ITEMS



University of New Mexico Board of Regents  
Student Success, Teaching and Research Committee  
March 5, 2024

### **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 school/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 2022 and 2023 for College of Arts and Sciences, College of Fine Arts, School of Law, Anderson School of Management, University College, Honors College, Provost Academic 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. 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 \$4,011,131 in class and curricular fees in FY23. Proportionally, that represents 1.5% 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 \$106, about 2.3% of the total resident full time (15+ 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



**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 2023 and Fiscal Year 2022**

**Main Campus Schools/Colleges:**  
 College of Arts and Sciences  
 College of Fine Arts  
 School of Law  
 Anderson School of Management  
 University College  
 Honors College  
 Provost Academic Units (Water Resources and NSMSE)

	<b>FY23- Actuals</b>	<b>FY22 - Actuals</b>
<b>REVENUE</b>		
OA2 - Student Fees	\$ 3,198,485	\$ 2,960,165
OA5 - Sales & Services	31,113	15,330
OA6 - Other Operating Revenue	525	-
OS1 - Transfers		
1160 - Transfer to Soc. Cultural	(1,000)	(2,000)
11H0 - Transfer To Internal Services	(28,984)	(28,984)
11J0 - Transfer From Internal Services Gen	854	2,010
1240 - Transfer To Plant Fund Minor	(80,237)	(26,001)
1260 - Transfer From Plant Fund Minor	11,019	2,850
OV1 - Allocations	(207,518)	(227,611)
OZ1 - Reserves	1,576,443	1,456,880
<b>TOTAL REVENUE</b>	<b>\$ 4,500,700</b>	<b>\$ 4,152,639</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 974,221	\$ 845,179
OG1 - Payroll Benefits	255,031	218,257
OJ1 - Supplies	1,076,120	873,302
OJ2 - Travel	62,801	31,025
OJ3 - Student Costs	126,114	115,383
OJ4 - Research Costs	5,393	-
OJ6 - Communication Charges	7,211	9,593
OJ7 - Services	392,799	309,660
OJ8 - Plant Maintenance	95,257	111,436
OJA - Other Expense	46,577	33,862
OM1 - Capital Expenditures	53,151	59,499
<b>TOTAL EXPENSE</b>	<b>\$ 3,094,675</b>	<b>\$ 2,607,195</b>
<b>RESERVES</b>	<b>\$ 1,406,025</b>	<b>\$ 1,545,443</b>


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**
**School/College/Branch:**
**College of Arts & Sciences**

	<b>FY23 - Actuals</b>		<b>FY22 - Actuals</b>	
<b>REVENUE</b>				
OA2 - Student Fees	\$	958,969	\$	884,475
OA5 - Sales & Services		8,925		-
OA6 - Other Operating Revenue		525		-
OS1 - Transfers				
11J0 - Transfer From Internal Services		854		2,010
1240 - Transfer To Plant Fund Minor		(55,237)		(21,001)
1260 - Transfer from Plant Fund Minor		10,000		-
OV1 - Allocations		175		-
OZ1 - Reserves		650,435		586,871
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>1,574,645</b>	<b>\$</b>	<b>1,452,355</b>
<b>EXPENSES</b>				
OF1 - Salaries	\$	186,075	\$	199,109
OG1 - Payroll Benefits		59,066		70,610
OJ1 - Supplies		402,425		392,922
OJ2 - Travel		15,297		12,660
OJ3 - Student Costs		4,534		3,658
OJ6 - Communication Charges		670		650
OJ7 - Services		62,782		82,068
OJ8 - Plant Maintenance		23,749		25,108
OJA - Other Expense		15,204		9,435
OM1 - Capital Expenditures		184		5,702
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>769,988</b>	<b>\$</b>	<b>801,920</b>
<b>RESERVES</b>	<b>\$</b>	<b>804,657</b>	<b>\$</b>	<b>650,435</b>

**Comments:**

Overall balances within the College increased by \$153K in FY23. The largest increase was in Chemistry due to the high cost of equipment, reserves allow the department to save up for the purchase new instruments when they are no longer serviceable. Chemistry is currently in the process of purchasing a new infrared instrument (FTIR). Reserves also reside in units such as Language Learning Center, Physics & Astronomy, and Anthropology. These departments all have technology and equipment intensive needs and balances are necessary to plan appropriately for replacement of aging equipment. In addition to regular replacements of lab equipment, software, and audio/visual equipment, the departments must have sufficient balances to respond to any unexpected repairs or replacements that may arise during the year. The College will continue to monitor all balances to ensure course fees are being charged appropriately and reserve balances are being managed efficiently.


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**
**School/College/Branch:**
**College of Fine Arts**

	<b>FY23 - Actuals</b>		<b>FY22 - Actuals</b>	
<b>REVENUE</b>				
OA2 - Student Fees	\$	1,513,301	\$	1,368,027
OA5 - Sales & Services		22,188		15,330
OS1 - Transfers		-		-
1160 - Transfer to Soc. Cultural		(1,000)		(2,000)
11H0 - Transfer To Internal Services		(28,984)		(28,984)
1240 - Transfer To Plant Fund Minor		(25,000)		(5,000)
1260 - Transfer from Plant Fund Minor		1,019		2,850
OV1 - Allocations		(217,193)		(230,942)
OZ1 - Reserves		573,762		636,362
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>1,838,092</b>	<b>\$</b>	<b>1,755,642</b>
<b>EXPENSES</b>				
OF1 - Salaries	\$	440,177	\$	392,029
OG1 - Payroll Benefits		119,415		88,691
OJ1 - Supplies		498,934		356,239
OJ2 - Travel		35,642		14,338
OJ3 - Student Costs		107,577		107,225
OJ4 - Research Costs		4,046		-
OJ6 - Communication Charges		3,518		3,470
OJ7 - Services		188,805		125,125
OJ8 - Plant Maintenance		41,395		62,267
OJ9 - Utilities		-		-
OJA - Other Expense		23,654		14,102
OM1 - Capital Expenditures		14,850		18,393
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>1,478,011</b>	<b>\$</b>	<b>1,181,880</b>
<b>RESERVES</b>	<b>\$</b>	<b>360,081</b>	<b>\$</b>	<b>573,762</b>

**Comments:**

Course fees in FY22 and FY23 were primarily spent on Salaries and Supplies, each comprising about 30% of total course fee revenue for the respective years. Remaining course fees are mainly spent on Student Costs (8%) and Services (~10%). Although reserves ended above 10% in both FY22 and FY23, they have been going down year to year since they accumulated to a high point due to the COVID-19 pandemic, which significantly impacted spending during that time.



**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**

School/College/Branch:	School of Law	
	FY23 - Actuals	FY22 - Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 160,436	\$ 153,038
OZ1 - Reserves	106,623	100,599
<b>TOTAL REVENUE</b>	<b>\$ 267,058</b>	<b>\$ 253,638</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 33,554	\$ 21,861
OG1 - Payroll Benefits	16,447	10,519
OJ1 - Supplies	18,889	25,322
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	3,662
OJ7 - Services	60,553	59,737
OJ8 - Plant Maintenance	29,045	24,061
OJ9 - Utilities	-	-
OJA - Other Expense	1,877	1,854
OM1 - Capital Expenditures	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 160,366</b>	<b>\$ 147,015</b>
<b>RESERVES</b>	<b>\$ 106,693</b>	<b>\$ 106,623</b>

**Comments:**

In FY21-22 and FY22-23 School of Law was able to complete some upgrades including: new laser projection, touch-enabled flat screen displays, WAP, updated classroom computers, additional TV monitors, screencast devices for student personal devices, and improved PA/vocal systems for larger classrooms. The next phase of upgrades in FY23-24 and FY24-25 will include approximately \$130,00 - \$150,000 in new equipment, which reserve balances will be used.


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**

School/College/Branch:	Anderson School of Management	
	FY23 - Actuals	FY22 - Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 493,440	\$ 505,800
OZ1 - Reserves	197,065	115,197
<b>TOTAL REVENUE</b>	<b>\$ 690,505</b>	<b>\$ 620,997</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ 314,415	\$ 232,180
OG1 - Payroll Benefits	60,103	48,437
OJ1 - Supplies	148,914	91,904
OJ3 - Student Costs	3,476	-
OJ6 - Communication Charges	3,023	1,811
OJ7 - Services	31,907	10,696
OJ8 - Plant Maintenance	1,068	-
OJA - Other Expense	5,235	3,500
OM1 - Capital Expenditures	38,118	35,404
<b>TOTAL EXPENSE</b>	<b>\$ 606,258</b>	<b>\$ 423,932</b>
<b>RESERVES</b>	<b>\$ 84,247</b>	<b>\$ 197,065</b>

**Comments:**

The technology fees at the Anderson School of Management (ASM) are used to purchase equipment for the student computer lab, V-lab and the ASM's classrooms. One full-time staff and approximately 10 student employees are paid to service the equipment, help students with hardware and software issues and faculty with classroom equipment. The ASM computer lab also provides laptops to ASM students for daily use in classes. Any reserves over 10% of total fees are due to timing issues when equipment is ordered around the fiscal year-end.



**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**

School/College:

University College

	FY23 - Actuals	FY22 - 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 - Reserves	-	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	-	-
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ4 - Research 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.





**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**

School/College:

**Honors College**

	<b>FY23 - Actuals</b>		<b>FY22 - Actuals</b>	
<b>REVENUE</b>				
OA2 - Student Fees	\$	67,685	\$	43,100
OV1 - Allocations		9,500		3,331
OZ1 - Reserves		10,762		12,554
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>87,947</b>	<b>\$</b>	<b>58,985</b>
<b>EXPENSES</b>				
OJ1 - Supplies		3,696		2,754
OJ2 - Travel		10,301		4,027
OJ3 - Student Costs		10,527		4,500
OJ4 - Research Costs		1,347		-
OJ7 - Services		48,302		32,034
OJA - Other Expense		527		4,909
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>74,700</b>	<b>\$</b>	<b>48,224</b>
<b>RESERVES</b>	<b>\$</b>	<b>13,247</b>	<b>\$</b>	<b>10,762</b>

**Comments:**

The reserve balances for the Honors' program are minimal and will be used on materials and supplies needed to deliver the curriculum.



**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**

School/College/Branch:

	Provost Units	
	FY23- Actuals	FY22 - Actuals
<b>REVENUE</b>		
OA2 - Student Fees	\$ 4,655	\$ 5,725
OZ1 - Reserves	6,798	5,297
<b>TOTAL REVENUE</b>	<b>\$ 11,453</b>	<b>\$ 11,022</b>
<b>EXPENSES</b>		
OF1 - Salaries	\$ -	\$ 4,162
OJ1 - Supplies	3,262	-
OJ2 - Travel	1,561	-
OJ7 - Services	450	-
OJA - Other Expense	79	62
<b>TOTAL EXPENSE</b>	<b>\$ 5,352</b>	<b>\$ 4,224</b>
<b>RESERVES</b>	<b>\$ 6,100</b>	<b>\$ 6,798</b>

**Comments:**

The reserve balances for the NSMSE program are minimal and will be used on supplies and equipment renewals and replacements.


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**
**School/College/Branch:**
**Gallup Campus**

	<b>FY23 - Actuals</b>		<b>FY22 - Actuals</b>	
<b>REVENUE</b>				
OA2 - Student Fees	\$	69,077	\$	65,186
OA5 - Sales & Services		317		-
OV1 - Allocations		-		(6,067)
OZ1 - Reserves		154,199		140,474
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>223,593</b>	<b>\$</b>	<b>199,593</b>
<b>EXPENSES</b>				
OJ1 - Supplies		102,047		44,945
OJ7 - Services		846		-
OJA - Other Expense		1,092		449
OM1 - Capital Expenditures		6,336		-
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>110,322</b>	<b>\$</b>	<b>45,394</b>
<b>RESERVES</b>	<b>\$</b>	<b>113,271</b>	<b>\$</b>	<b>154,199</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.


**OFFICE OF  
ACADEMIC AFFAIRS**
**Review of Course Fees  
Fiscal Year 2023 and Fiscal Year 2022**
**School/College/Branch:**
**Taos Branch Campus**

	<b>FY23 - Actuals</b>		<b>FY22 - Actuals</b>	
<b>REVENUE</b>				
OA2 - Student Fees	\$	141,142	\$	304,884
OA5 - Sales & Services		50,000		56,210
OZ1 - Reserves		-		-
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>191,142</b>	<b>\$</b>	<b>361,094</b>
<b>EXPENSES</b>				
OF1 - Salaries	\$	41,672	\$	41,419
OG1 - Payroll Benefits		10,419		10,431
OJ1 - Supplies		59,851		132,961
OJ2 - Travel		7,415		16,872
OJ3 - Student Costs		8,311		104,449
OJ6 - Communication Charges		4,619		3,773
OJ7 - Services		25,378		43,814
OJ8 - Plant Maintenance		7,816		45,509
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>165,481</b>	<b>\$</b>	<b>399,228</b>
<b>RESERVES</b>	<b>\$</b>	<b>25,661</b>	<b>\$</b>	<b>(38,134)</b>

**Comments:**

Reserve deficit in FY22 was cleared and reserves for FY23 will be used for program support expenses, which vary year to year.



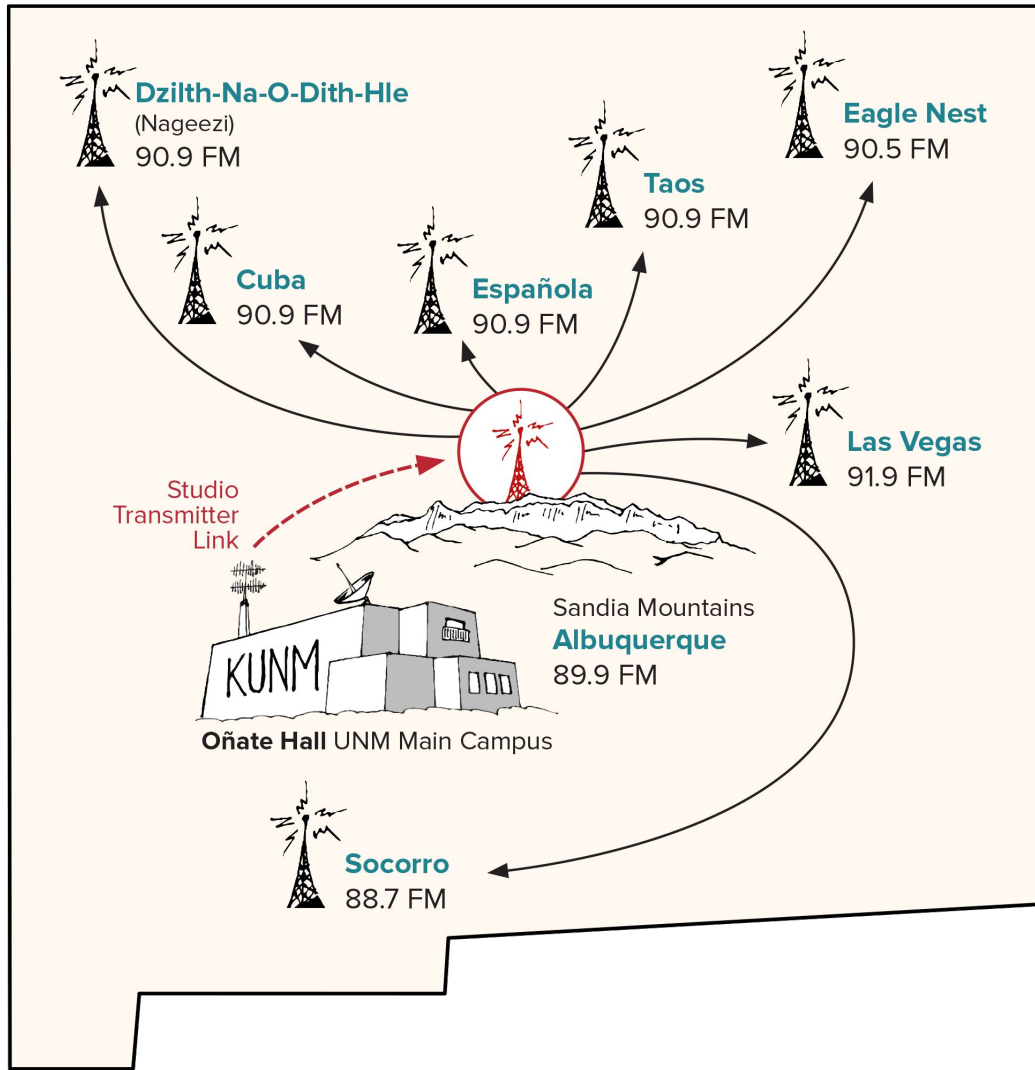
# **KUNM Radio**

## **Radio Board Annual Report**

**FY: July 2022 – June 2023**

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# KUNM listening area



## Listeners per Week

The Radio Board reviews publicly available data from Nielsen Audio, Inc and CPB (Corporation for Public Broadcasting) to examine trends in listenership and voluntary listener contributions to KUNM. This is important because KUNM's contributing listeners and local program sponsors provide about \$1.8 million of the station's annual cash budget of about \$2.3 million.

2019 - 83,000 listeners

2020 - 96,100 listeners

2021 - 89,800 listeners

2022 - 89,100 listeners

2023 - 91,750 listeners

*On average, listeners spend 6 hours per week with KUNM. In FY 2023, people spent 28,640,000 hours listening to KUNM. KUNM's signal reaches 1,115,000 New Mexicans. Currently, we reach just over 8 % of our potential audience. (Source: Nielsen age 12+, full week cumulative audience in total service area).*

# Listener Support

---

KUNM tracks the number of individual donors contributing to the radio station each fiscal year for reporting to CPB. This information was reviewed by the Radio Board for this report.

	<u>Donors</u>	<u>Total</u>	<u>Average Gift</u>
FY19	8,149	\$ 1,217,100	\$ 149
FY20	7,903	\$ 1,302,200	\$ 165
FY21	8,110	\$ 1,475,200	\$ 179
FY22	8,100	\$ 1,401,800	\$ 174
FY23	6,920	\$ 1,252,140	\$ 181

*Note FY23 excludes Vehicle Donations for the first time in keeping with CPB reporting rules. The total value of vehicle donations in FY23 was \$178,740.*



# Staffing Updates

## Fiscal year 22-23 produced strong new staff for the KUNM newsroom

- **Megan Myscofsky** was hired in April 2023 as a Technical Journalist on the Kellogg-funded Public Health and Poverty grant with a term ending in September 2024. She is based in Santa Fe.
- **Kaveh Mowahed** was promoted from his grant-funded Reporter position to a regular staff Reporter (no end date) to produce Let's Talk New Mexico. Mowahed is a recent master's-level graduate of UNM. He is also based in Santa Fe.
- **Gus Tafoya**, a recent UNM graduate, was hired as a Digital Multimedia Assistant to replace Eli Henley who resigned to pursue his academic work in design.
- **Jeanette DeDios** (Jicarilla and Navajo) completed her grant-funded Fellowship after graduating from UNM in May 2022. KUNM secured funding for Jeanette to remain on our professional staff through the end of 2023.
- **Emma Gibson** completed her term as Technical Journalist on June 30, 2023. KUNM was unable to extend her term because the Mountain West News Bureau funding for her salary was eliminated.

# Radio Board Updates

---

The Radio Board met monthly with the majority of members attending via Zoom. Feedback included the benefit to those with health concerns as well as increasing accessibility for board members living outside of Albuquerque.

In response to low attendance rate and handful of absent radio board members, the radio board implemented an attendance policy based on the bylaws. In addition, outreach was made to have new board members appointed when applicable. Alternate elected board members were appointed to sitting positions when elected positions were made vacant. As of the end of FY 2023, monthly radio board meetings have a high attendance rate and radio board members are more engaged in the meetings and work that is accomplished outside of meetings.

The Radio Board has formed a programming review committee in order to meet the requirements that programming be reviewed annually to ensure that the mission of KUNM is being met. This committee has been tasked with creating a rubric for reviewing KUNM programming and making recommendations as stated in the radio boards Bylaws.

# Radio Board 2023 Elections

---

The Radio board's biennial elections were held from January through March of 2023. Four members along with two alternates were elected by radio listeners to serve two-year terms.

A huge thank you to Juliette Craig for serving as our board chair through April 2023. Due to term limits she is no longer able to serve on the Radio Board and we are pleased to welcome Myja Peterson as our New Board Chair as of May 2023.

# KUNM Station Updates

---

The station, its staff and volunteers have continued to return to in-person programming and work. Remote programming is still used and available.

A new Security System was implemented for the KUNM building on campus. The system upgrade was funded by listener contributions and increase the security of staff and volunteers by expanding access control throughout the facility, integrating directly with the UNM access control cards.

KUNM continues to see success as a self-supporting department at UNM. Revenues have exceeded expenses for the past 26 years. The station has an emergency reserve of \$500,000 (2.5 months operating expenses) along with anticipated planned gifts totaling just over \$2,000,000.

# KUNM Recognitions

## Fiscal year 22-23 KUNM Newsroom received a variety of awards and recognitions.

### Public Media Journalists Association (regional)

Nash Jones took second place for spot news for their coverage of an [SUV driving through a parade](#) celebrating Indigenous heritage in Gallup.

Megan Kamerick won second place for a news and public affairs program for a UNM Showcase half-hour episode on researchers using [psychedelic therapy to curb heavy drinking](#).

### Regional Edward R. Murrow Award - Radio Television and Digital News Association

Alice Fordham continuing coverage of last year's wildfires.

### Top of the Rockies - Society of Professional Journalists Region 9

Bryce Dix, Alice Fordham, Kaveh Mowahed, and Yasmin Khan collectively took home an award for extended coverage of the largest wildfire in state's history and its aftermath

Nash Jones won for Mental Health News for [Behavioral health copays waived for only fraction of New Mexicans](#)

Megan Kamerick along with Andy Lyman, formerly of New Mexico Political Report and now with the Santa Fe Reporter, and Kevin McDonald, formerly with NMPBS, took first place for the podcast "[Growing Forward: Cannabis and New Mexico](#)," several episodes of which ran on KUNM during its first season.

# KUNM Recognitions

## Fiscal year 22-23 KUNM Continued

### Native American Journalists Association

Jeanette DeDios won six student awards including:

First place - Best News Story - [Training helps law enforcement identify human trafficking victims](#)

First place - Feature Story - [Indigenous woman tells her story through children's book 'Finding My Dance'](#)

First Place - Excellence in Beat Reporting - Celebrating Native American History Month by Highlighting Prominent Native Americans in History

### National Federation of Press Women

Alice Fordham won first place for a Prepared Report, Radio for [A town is running out of drinking water after wildfire contaminates supply](#)

### New Mexico Press Women and National Federation of Press Women

\*First Place

Alice Fordham, prepared report, Radio - [A town is running out of drinking water after wildfire contaminates supply](#)

Megan Kamerick, interview, Radio - [In Ramona Emerson's first novel a Diné woman confronts ghosts while working as forensic photographer](#)

KUNM News Team - in collaboration with Source NM, KSFR, NMPBS, The Daily Lobo - Special programming - Election Night 2022.



# Recommendations

- ❑ KUNM continue expanding its streaming and digital content, including increasing digital availability of all programming, podcasting many locally-produced programs and promoting its internet services.
- ❑ Review the KUNM Website and create a plan to update the website. In addition, review social media footprint and identify any underutilized or outdated platforms that can be implemented with a low tech debt commitment.
- ❑ Aging and outdated facilities at KUNM are long overdue for improvement. The Board recommends that KUNM facilities be considered in the allocation of capital improvements in the 2040 UNM vision. The board also recommends proximity to the university be considered to raise awareness and engagements with UNM students, faculty, staff, and the community.
- ❑ Continue outreach efforts to KUNM students, faculty, staff, and the community to increase awareness in KUNM
- ❑ KUNM should continue to take a cautious approach to reopening its facilities and provide reasonable options for staff and volunteers in response to continued risk from COVID.
- ❑ Review KUNM policies with the UNM Office of General Counsel to assure compliance with federal and campus regulations.

KUNM remains a vital part of the University of New Mexico and the New Mexico media landscape. The Radio Board remains committed to its role as an advisor to the station.

We thank the Regents, the Office of the Provost, along with UNM leadership and staff for their on-going support for KUNM's services to the community.

This report was prepared and reviewed by the Radio Board and approved at its meeting on November 7th, 2023. The report was presented to the Regents STARR Committee on —————.

# Conclusions