

The University of New Mexico Faculty Senate

Meeting Agenda January 28, 2014 3:00 P.M. Scholes Hall Roberts Room

	AGENDA TOPICS	TYPE OF ITEMS/ PRESENTER(S)
3:00	1. Approval of Agenda	Action: Richard Holder
	2. Acceptance of the November 26, 2013 Summarized Minutes	Action: Richard Holder
3:05	3. Memorial Minute for Donna Cromer	Information: Todd Quinn
3:15	4. Graduate & Professional Student Association	Information: Priscila Poliana
3:25	5. Faculty Senate President's Report	Information: Richard Holder
3:40	6. Chancellor for Health Sciences Report	Information: Paul Roth
CONSENT AGENDA TOPICS		
3:55	7. 2013-2014 Faculty Senate Committee Appointments	Action: Pamela Pyle
	8. Form C	Action: Pamela Pyle
	Undergrad BFA Interdisciplinary Film & Digital Media Core (Prod. Crit. Studies) Undergrad BA Communication Critical Studies Mass Media Concentration Undergrad BA Journalism & Mass Communication Digital Field Multimedia Undergrad BA Communication Environmental Communication Concentration Major Revision BA & BS EPS and BS Environmental Science Undergraduate BS Intended Engineering Program Code	
AGENDA TOPICS		
4:00	9. 120 Credit Hour for Baccalaureate Degrees	Information: Greg Heileman
4:10	10. 120 Credit Hour for Baccalaureate Degrees	Action: Richard Holder
4:15	11. 2014 Shared Knowledge Conference	Information: Talal Saint-Lôt
4:25	12. UNM Legislative Update	Information: Marc Saavedra
4:35	13. New Business and Open Discussion	
5:00	14. Adjournment	

NOTES:

1. All faculty are invited to attend Faculty Senate meetings.
2. Full agenda packets are available at <http://www.unm.edu/~facsen/>
3. All information pertaining to the Faculty Senate can be found at <http://www.unm.edu/~facsen/>
4. Questions should be directed to the Office of the Secretary, Scholes 103, 277-4664
5. Information found in agenda packets is in draft form only and may not be used for quotes or dissemination of information until approved by the Faculty Senate.

FACULTY SENATE SUMMARIZED MINUTES

2012-2013 FACULTY SENATE November 26, 2013

(Draft – Awaiting Approval at the January 28, 2014 Faculty Senate meeting)

The Faculty Senate meeting for November 26 was called to order at 3:00 p.m. in the Roberts Room of Scholes Hall. Faculty Senate President Richard Holder presided.

ATTENDANCE

Guests Present: Joyce M. Szabo-Art and Art History, Stephen Burd-Anderson School of Management, Amy Neel-Speech and Hearing Sciences, Lora Stone-UNM Gallup, Monica Kowal-English, Mike Richards-HSC, Elaine Phelps-Human Resources

1. APPROVAL OF THE AGENDA

The agenda was approved as written.

2. APPROVAL OF SUMMARIZED MINUTES FOR October 22, 2013 MEETING

The minutes were approved as written with one abstention.

3. Faculty Senate President's Report

The formation of new colleges is one of the duties that the Board of Regents has assigned to the faculty for review and action. The policy that governs this review and action is A88 Policy and Procedures for New Units and Interdisciplinary Reorganization of Academic and Research Units at the University of New Mexico. The policy states that the Operations Committee will negotiate with the proposers on what is required by the Faculty Senate to approve or to not approve regarding a new college. In the formation of the College of Public Health it will have three steps: to create the college, to have a curriculum and to have new degrees. The creation of a curriculum and new degrees will occur in the usual way. What will be considered is if the College of Public Health be created or not. The Operations Committee has created a Request for Proposal (RFP) regarding what is expected in the proposal for the creation of this new college. The RFP has been presented to Provost Abdallah, Chancellor Roth and President Frank. The Faculty Senate should be reviewing the proposal for the College of Public Health within the next semester.

There is a group of faculty who want to create a College of Social Transformation; this will have to go through the same process as the College of Public Health.

The Committee on Governance is formulating a proposal that will require vote of the entire faculty regarding reapportionment of the Faculty Senate. There has been quite a growth in voting faculty since the last time there was a census. If the Faculty Handbook formula is used, the size of the Faculty Senate would be doubled. This will require an amendment to the constitution which is in section A of the Faculty Handbook. The Committee on Governance has met with the Operations Committee and presented a proposal for every unit being represented. This should be completed by Spring 2014.

The Institute of Social Research was working on an evaluation of the Faculty Senate Council structure. The cost to do this evaluation is over budget so the Institute of Social Research will not be continuing their evaluation. How to carry out this evaluation of the Council Structure ourselves will be discussed with the Committee on Governance.

Faculty Senate President Richard Holder is a member on the following committee's: Naming Committee, the Development and Alumni Strategy Council and the Strategic Budget Committee. He requests input from Faculty Senators on issues relevant to those committees.

4. Provost's Report

The Dean search for Anderson School of Management and Dean of University Libraries is ongoing. The Dean search for the College of Education has applicants in the pool but a request for another search will be submitted to get additional applicants. The Vice President for Research search is being delayed for a year since Interim Vice President for Research Michael Dougher is doing such a great job. Multiple people have given positive feedback to Provost Abdallah. The Administration and the Committee on Governance approved for this search to be delayed.

The University of New Mexico (UNM) receives around \$38 million for the New Mexico Lottery Scholarship. In the fall semester, the New Mexico Lottery funded a onetime money of \$10 million, the university is hoping to receive another \$10 million for spring 2014. There is a chance of the university not receiving this one time money. The administration in Santa Fe will submit a request on the first day of the legislation for one time money in the spring semester. In order to make the New Mexico Lottery sustainable they will need to make changes; Associated Students of the University of New Mexico's (ASUNM) President Isaac Romero has proposals that could help going forward. One of the ideas is to cut the support from eight semesters to seven semesters. Some are suggesting cutting from the end of the semester instead of the beginning. Some feel that it is best to cut from the beginning of the semester since that is the time when some students decide to drop their courses.

The Results Oriented Management Committee can measure graduation rates, number of degrees by colleges but one thing that is challenging is putting quality metrics to show what the student's outcome is from their learning. Currently the university is at a holding pattern with the HED proposal formula; this formula went to the Legislative Finance Committee and to the Department of Finance Administration. The formula puts money at risk, but presumably the idea is to receive money for example with the number of graduates there is, graduating students at risk etc.

5. Honorary Degree Nominations

Honorary Degree Committee member Joyce Szabo (Art & Art History) presented the 2014 Honorary Degree Candidates. The 2014 Honorary Candidates have been previously considered and approved by the Honorary Degree Committee and the Faculty Senate Graduate Committee, ballots with the candidate's biography was distributed to senators.

An open discussion of the candidates required a closed session. Confidentiality is maintained until the process is complete. The Faculty Senate voted unanimously to move into closed Executive Session to discuss the limited personnel matter related to the Honorary Degree candidates. All non-senators were asked to leave the room for the discussion. The senate discussed the candidate and asked questions of Professor Szabo. After the discussion concluded, the Faculty Senators turned in their ballots. The Faculty Senate unanimously voted to re-open the meeting.

After re-opening the meeting and allowing for non-senators to be reseated, the Faculty Senate unanimously voted to certify that the matter discussed in Executive Session was limited to the Honorary Degree Candidate.

6. Changes to Presbyterian Insurance Plans

Executive Physician-in-Chief Michael Richards and Director of University Benefits Elaine Phelps reported on the changes to Presbyterian Insurance Plans. There are two healthcare changes occurring in the market. The Lovelace Plan has been sold to Blue Cross Blue Shield, this shouldn't involve any significant changes in coverage and won't involve changes with the UNM Hospital. The medical plan of Lovelace was sold and until the Department of Justice and the Department of Insurance approves the sell there will be very limited information for the public.

Presbyterian as part of their negotiations with the UNM Health system has made some announcements and changes to the contract on the UNM Health system which involves a narrowing of their network. For those covered lives, the Presbyterian announcement is that the primary care services for individuals carrying the commercial or any of the Presbyterian Insurance products UNM Health systems will not be in the primary care network. An UNM Health system is still in the overall network and will continue to see referrals. What is confusing is UNM Health systems have a number of faculty and employees that have Presbyterian Health Plan Insurance cards; those changes that have been negotiated as part of the contract of UNM Health systems do not affect employees or retirees in any way. Elaine Phelps stated that the specific contract

does not affect UNM's Medical Plan for UNM's Post-Retirement medical plan. If a staff or faculty has a Presbyterian insurance card as a result of being a UNM employee there are no changes or access to the system. This is a fairly complicated transition for Presbyterian to manage; there are individuals who have received some incorrect information.

7. CONSENT AGENDA TOPICS

2013-2014 Faculty Senate Committee Appointments

The 2013-2014 Faculty Senate Committees appointments were approved by unanimous voice vote of the Faculty Senate.

Faculty Senate Committee Appointments Needing Senate Approval

First	Last	Title	Department	Committee	Date added
Scott	Hughes	Professor	School of Law	Budget Committee	10/22/2013
Charles	Cunningham	Associate Professor	College of Arts & Sciences	Policy Committee	10/31/2013
Kimberly	Jayne	Visiting Assistant Professor	College of Education	Research Policy Committee	11/22/2013
Tim	Ross	Professor and Regents' Lecturer	School of Engineering	Research and Creative Works Council	11/4/2013

Fall 2013 Degree Candidates

The Fall 2013 Degree Candidates were approved by unanimous voice vote of the Faculty Senate.

Form C from the Curricula Committee

The following Form C were approved by voice vote of the Faculty Senate:

C1247 BAEEd English
 C1246 B.S. Ed Earth and Planetary Sciences
 C1238 Educational Leadership Programs
 C1236 Teacher Education Department
 C1239 Educational Leadership Department
 C1229 Associate of Science in Computer Science
 C1226 BA Speech and Hearing Sciences
 C1223 Native American Studies Minor
 C1224 BA Native American Studies-Indigenous Knowledge Systems Concentration
 C1222 BA Native American Studies-Indigenous Arts & Media Concentration
 C1182 PhD & EdD Multicultural Teacher & Childhood Education
 C1137 MS Health Education - School Health Education Concentration
 C1132 MA Spec Ed-Mental Retardation & Severe Disabil Concentration
 C1118 Dual Degree BS Athletic Training & BS-ED Physical Education
 C1096 MS in Physical Education, concentration Curriculum & Instruction
 C969 NEW Bookkeeping Certificate (GA)

AGENDA TOPICS

8. Form D – Graduate Certificate – Anderson School of Management – MS in Information Systems and Assurance Program Proposal

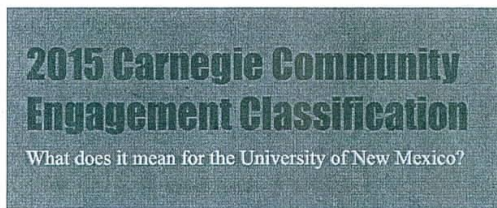
Associate Professor Stephen Burd presented on Form D, Graduate Certificate, Anderson School of Management, MS in Information Systems and Assurance Program Proposal. This is a replacement for part of an existing program. The Master of Business Administration in Anderson School of Management has several options associated with it, students can take it without a concentration or they can take it with a concentration. There are 10-11 concentrations available to students, one of them being Management Information Systems and Information Assurance. The intent is to provide a different pathway for students in the past that would have pursued an M.B.A. with either of those concentrations to instead go through a dedicated Master of Science program. This program will attract students who have an undergraduate background in Business Administration typically a B.B.A degree with an emphasis in Information Systems and students from Engineering primarily from Electrical Engineering or computer science.

Form D, Graduate Certificate, Anderson School of Management, MS in Information Systems and Assurance Program Proposal was approved by unanimous voice vote of the Faculty Senate.

9. Carnegie Foundations 2015 Community Engagement Classification

English Visiting Lecturer II Monica Kowal reported on the Carnegie Foundations 2015 Community Engagement Classification. This is a self-reporting tool for programs, not ranking or rating. This is to start measuring the impact that our service, outreach and engagement have on the community and beyond.

11/26/13



UNM Community Engagement Steering Committee

Executive Leadership: Virginia Scharff
Associate Provost for Faculty Development

Operational Leadership: Monica Kowal
English Language & Literature



Overview



- Elective classification
- Involves data collection and documentation of important aspects of institutional mission, identity and commitments
- Requires substantial effort invested by participating institutions
- Process of self-assessment and quality improvement resulting in evidence-based documentation of institutional practice
- Carnegie reviews this documentation to determine whether the institution qualifies for recognition as a community engaged institution

What is the Community Engagement Classification?



- 2005: Pilot of Documentation Framework (14 campuses)
- 2006, 2008: Classification for Curricular Engagement, Outreach and Partnerships, or both
- 2010: Classification only for both areas
- 2015: Shifts to five-year cycle; both Classification and Re-Classification

Classification History

Currently 311 institutions classified (389 have applied since 2006)

- 173 public/138 private institutions
 - 111 research universities
 - 103 master's colleges/universities
 - 59 baccalaureate colleges
 - 20 community colleges
 - Eight specialized (arts, medicine, technology)

Nine are UNM peer institutions: ASU, FIU, Oklahoma State, Texas Tech, University of Houston, University of Kansas, University of Missouri-Columbia, UTEP, and University of Utah

Classified Campuses

“*Community Engagement* describes the collaboration between higher education institutions and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.”



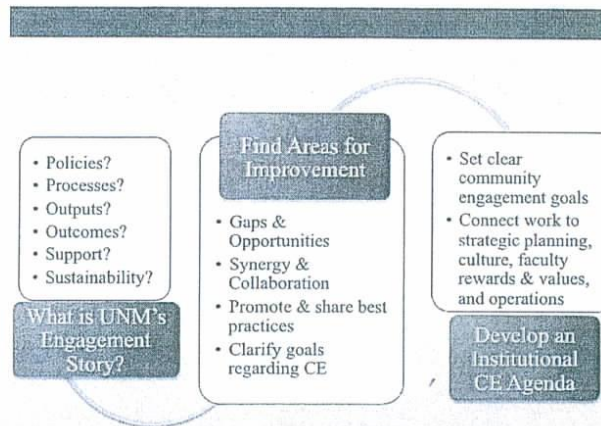
Community Engagement Defined

The purpose of community engagement is to connect college and university knowledge and resources with those of the public and private sectors to:

- enrich scholarship, research, and creative activity;
- enhance curriculum, teaching and learning;
- prepare educated, engaged citizens;
- strengthen democratic values and civic responsibility;
- address critical societal issues; and
- contribute to the public good.

An Engaged Institution

Rationale




Why do it?

- Acknowledge and celebrate exemplary programs, departments, schools and colleges;
- Affirm and document diversity of approaches to community engagement;
- Encourage further development of critical data sets and ongoing record keeping;
- Facilitate decision making and planning for development and institutionalization of engagement;
- Connect to accreditation by North Central Higher Learning Commission; and
- Promote institutional identity and market niche.

Why do it?



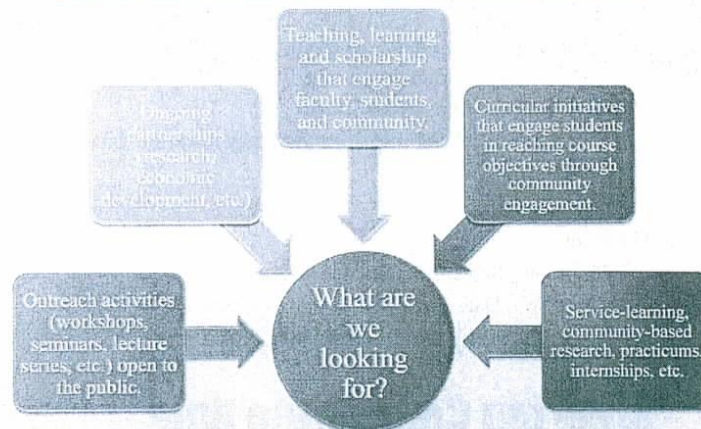
Data Collection

- 
- Mainly descriptive
 - Self-reported data/information
 - Institutions evaluate various aspects of their processes in relationship to standards of best practice and provide supportive evidence
 - Not a ranking tool – no hierarchy or levels of classification

Classification: Benchmarking Tool

- *Foundational Indicators:* Institutional Identity & Culture and Institutional Commitment to CE;
- *Curricular Engagement:* Service-learning and other forms of student-centered, classroom-based/community-based academic learning;
- *Outreach:* Application and provision of institutional resources for community use; and
- *Partnerships:* Collaborative interactions with community and related scholarship for the mutually beneficial exchange, exploration, and application of knowledge, information, and resources (research, capacity building, economic development, etc.).

Documentation Framework



Option 1

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

Option 2

- Individual faculty or program directors may use the UNM Community Engagement Portal to submit their courses, projects, or research.

Option 3

- You or a representative of department or program may fill out the Carnegie questionnaire on your own.

Options for Reporting CE

- Work with school, college, or program representatives to complete the questionnaire or clarify any questions about the nature of the data we are seeking.
- Follow-up with a brief meetings to clarify or refine data submitted.

Timeline

- Phase One: Schools & Colleges respond (Nov. & Dec.)
- Phase Two: Data analysis & compilation (Jan. & Feb.)
- Phase Three: Application drafted (March & April)

Steering Committee Role

Steering Committee Leadership

Virginia Scharff
Associate Provost for Faculty Development
vscharff@unm.edu

Monica Kowal
English Language & Literature
mkowal@unm.edu

Marjori Krebs
College of Education, President's Office
mkrebs@unm.edu

Steering Committee Members

Mark Childs, Professor
School of Architecture & Planning
 Claudia Isaac, Associate Professor
Community & Regional Planning
 Kate Krause, Dean
University & Honors Colleges
 Kiran Katira, Director
Community Engagement Center
 Jamal Martin, Clinical Asst. Professor,
HSC Family & Community Medicine,
Lecturer, Africana Studies
 Barbara Reyes, Associate Professor,
History, Director, Women's Studies
Program
 Dan Young, Director
Research Service-Learning Program

Questions?**10. Faculty Senate Budget Committee**

Faculty Senate Budget Committee Chair Douglas Thomas reported on the Faculty Senate Budget Committee. A concern that the Faculty Senate Budget Committee has is the professional schools not being well represented on the budget calendar with differential tuition being an issue. These issues will be discussed at the next Strategic Budget Leadership Team meeting. The State of New Mexico is moving from measuring credit hour and enrollment to completion. How it works and what the specific formula is still pending. On December 10, 2013 the Legislative Finance Committee (LFC) will get the details of the proposal from the Chair of Higher of Education. The State of New Mexico is taking 10% of all I&G money and pulling back. For the university it will total around \$18 million, depending on the metrics how they measure the success the university should get money back. The Results Oriented Management is a way to fund less successful units with more successful units. It is not a strategy that strengthens weaker units. An open forum discussion was proposed for faculty to be informed. Faculty Senate President Richard Holder suggested speaking with the Committee on Governance regarding a general faculty meeting.

Strategic Budget Leadership Team 2014-15

NAME	TITLE
Chairs: (3)	
Chaouki Abdallah	Provost
David Harris	EVP for Administration
Paul Roth	Chancellor for HSC
Academic Affairs: (7)	
Terry Babbitt	AVP for Enrollment Management
Robert Berrens	Director: Water Resources
Nicole Dopson	Financial Officer: Provost Office
Mike Dougher	VP for Research
Wynn Goering	Special Assistant for Branch Affairs
Curt Porter	AVP for Academic Administration
Rich Wood	Special Advisor to the Provost
Administration: (6)	
Dianne Anderson	Director of Communication
Andrew Cullen	AVP for Planning, Budget, and Analysis
Ava Lovell	Senior Exec Officer for Finance and Admin: HSC
Duffy Rodriguez	Chief of Staff: Office of the President
Billy Sparks	Executive Director of Communications & Marketing: HSC
Kevin Stevenson	Director of Strategic Projects: Office of the President
Deans: (4)	
Julie Coonrod	Dean of Graduate Studies
Kate Krause	Dean of Honors College and University College
Mark Peceny	Dean of College of Arts and Sciences
Amy Wohlert	Director of School of Public Administrations
Constituency Groups: (5)	
Gene Henley	Staff Council President
Richard Holder	Faculty Senate President
Priscila Poliana	GPSA President
Isaac Romero	ASUNM President
Doug Thomas	Faculty Senate Budget Committee Chair

UNM DEPARTMENT
BUDGET DEVELOPMENT CALENDAR FY 14/15
DRAFT

UNM - MAIN CAMPUS AND HSC BUDGET DEVELOPMENT SCHEDULE:		
	ITEM:	DUE DATES: COMMENTS:
January		
HSC	HSC Campus Budget Planner Projections System Overview	January 6, 2014
Main	Budget Planner Projections System Opens	January 8, 2014
Main	Main Campus ROM Academic Forecasting Tool Opens	January 13, 2014
Main	Main Campus Budget Planner Projections System Overview & Working Sessions	January 2014
HSC	HSC Campus Budget Planner Projections System Working Sessions	January 2014
Main	New Mexico Legislative Session Begins	January 21, 2014
Main	Main Campus ROM Training Sessions	Jan & Feb 2014
February		
HSC	HSC - Mid-Year Budget Reviews - FY14	Feb. & Mar. 2014
Main	Main Campus Mid-Year Budget Reviews - FY14	February 2014
Main	New Mexico Legislative Session Ends	February 20, 2014
Main	Main Campus ROM Academic Forecasting Tool - VP areas Lock Org Level 3	February 21, 2014
Main	Main Campus ROM Academic Forecasting Tool - OPBA locks all orgs	February 28, 2014
March		
HSC	HSC Budget Planner Training Begins	March 2014
Main	OPBA and Provost's Office review Academic Forecasts	March 1-7, 2014
HR	Staff Performance Review Deadline	March 1, 2014
BC	Branch Campuses - Proposed FY15 Tuition & Fee Rates presented to Strategic Budget Leadership Team	March 11, 2014
Main	Governor Veto Deadline	March 12, 2014
Main	Create Budget Planner Phase, Scenarios and Extracts	March 12, 2014
Main	Budget Development and Salary Planner Refresh Process starts	March 13, 2014
HSC	HSC Budget Planner Overview	March 14, 2014
HR	Salary Planner opens to the Campus	March 17, 2014
Main	UNM - FY15 Department Budget Planner Process Begins - Budget Planner Opens	March 17, 2014
Main	Main Campus - Banner Budget Planner Overview	March 18, 2014
BC	Branch Campuses - Final Proposed FY15 Tuition & Fee Rates to OPBA	March 18, 2014
BC	Branch Campuses - Preliminary HED Format BAR and State Format Document w/Revised FY14 Budget	March 18, 2014
HSC	Full Board of Regents Meeting - UNM Budget Summit - FY15 Budget Development Hearings/Adopt Tuition and Fee Rates and Salary Guidelines	March 25, 2014
HSC	HSC Guidelines Allocations released	March 26, 2014
Main	Final - UNM Budget guidelines issued and MSU guidelines issued	March 26, 2014
Main	Final - Main Campus Allocations to VP units released	March 26, 2014
Main	Main Campus Departments - BDT Transfer and BD4 JV Entry Deadline	March 26, 2014
Main	New index and account code requests (unrestricted and restricted) due to FSM for Budget Development and Mass Salary Update	March 28, 2014
HSC	HSC Units BDT and BD4 Budget Adjustment Deadline	March 28, 2014
April		
Main	Main Campus - Budget Planner Working Sessions	April 2014
HSC	HSC - HSC Administration and PPD - Lock Org Level 3	April 2, 2014
BC	Branch Campuses - Final HED Format BAR and State Format Document w/Revised FY14 Budget	April 8, 2014
HSC	HSC - HSC CON/UNMMG/HSLIC/COP - Lock Org Level 3	April 9, 2014
BC	Branch Campuses - Preliminary FY15 HED documents submitted electronically to OPBA for review	April 11, 2014
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Salary Planner	April 11, 2014
Main	Main Campus - Last Day for Colleges/Schools to Lock Org Level 4 in Budget Development	April 11, 2014
HR	Salary Planner Refresh Process Ends	April 15, 2014
Main	Moratorium on Chart of Account Terminations	April 15, to April 28, 2014
BC	Branch Campuses - HED Budgets Due - FINAL	April 15, 2014
BC	Branch Campuses - HR Locks Org Level 3 in Salary Planner	April 15, 2014
BC	Branch Campuses - OPBA Locks Org Level 3 in Budget Development	April 15, 2014
HSC	HSC - SOM - Lock Org Level 3	April 18, 2014
HSC	HSC - Banner Budget Lock	April 18, 2014
Main	Main Campus - Last Day for VP areas to Lock Org Level 2 Student Affairs in Budget Planner	April 18, 2014
Main	Main Campus - Last Day for VP areas to Lock Org Level 3 in Budget Planner	April 18, 2014
HSC	HSC - Budget analysis & review, develop HED budget document, prepare for printing	April 21-24, 2014
HSC	HSC - 1a Transfer Schedule (FY 14 and FY15) - FINAL	April 22, 2014
HSC	HSC/UNMH - FY 15 Original Plant Fund Budgets to OPBA	April 22, 2014
HSC	HSC/UNMH - BAR (HED & Regents format) Due - FINAL	April 22, 2014
HSC	HSC/UNMH - HED Budgets Due - FINAL	April 25, 2014
Main	Main Campus - All Budgets Completed in Budget Planner - OPBA Locks All Budgets	April 25, 2014
Main	Budget Development Refresh Process Ends	April 27, 2014
Main	Main Campus - OPBA Finish Tieouts in Budget Planner	April 27, 2014
Main	OPBA - Generate MC/Branch snapshots of Budget Development and Salary Planner working reports	April 28, 2014
Main	FSM - Open FY15 period 01	April 28, 2014
Main	FSM - Update ODS for FY15 new year budgets	April 28, 2014
Main	UNM - FY15 original budgets loaded to Banner operating ledger	April 28, 2014
HSC	HSC Units Deadline for SOM to Approve and Post all FY 14 Offsetting Contingency Entries	April 30, 2014
HSC	HSC/UNMH - HED Approval Forms, Regents Book schedules, pie charts, and narrative.	April 30, 2014
HSC	HSC/UNMH - BAR narrative	April 30, 2014
Main	Main Campus - FY14 Budget Adjustment Requests and FY15 Operating Budget Reports Complete	April 30, 2014
Main	Prepare Regents Summary Book	April 30 to May 5, 2014
HR	UNM - Final date for all out of guideline requests to HR consultants	April 18, 2014
HR	EPAF Moratorium on Job Change Reasons	April 30 to July 15, 2014

FY 15 Budget Development Timeline

Date	Description
January 8, 2014	Budget Planner Projections System Opens
January 13, 2014	ROM Forecasting System Opens
January 21, 2014	NM Legislative Session Begins
February 2014	Main Campus Mid-Year Reviews
February 20, 2014	NM Legislative Session Ends
March 12, 2014	Governor Veto Deadline
March 17, 2014	Budget Planner System Opens
March 25, 2014	UNM Budget Summit
March 26, 2014	Budget Guidelines and Allocations Released
April 11, 2014	Departments Locked in Budget Planner
April 18, 2014	Colleges/Divisions Locked in Budget Planner
April 25, 2014	Final Lock of Budget Planner
May 1, 2014	Budgets Due to NMHED
May 13, 2014	Regents Approve Budgets



UNM Main Campus President's Budget Recommendation Fiscal Year 2012-2013 Summary	Proposed	% Increase
	Tuition (Resident/Non-Resident) ³	3.75%
	Student Fees (Undergraduate)	5.67%
	Student Fees (Graduate)	5.51%
	Resident Undergraduate-Tuition and Fee Increase	4.1%
Sources of Funds:		
HB 2 State I&G General Fund:		
State Appropriation FY 13 Base ¹		160,264,500
I&G Formula Workload/Outcomes		8,825,892
Judicial Selection reduction		(22,000)
ERB 1.75 Swap Reversal		3,269,300
Subtotal HB2 State I&G General Fund-FY 13 Budget		172,337,692
Tuition:		
Net Tuition Revenues-FY 13 Starting Base ²		101,947,375
Net Tuition Increase-Resident and Non-Resident	3.75%	3,579,375
Unbudgeted FY 12 Net Tuition-Permanent		500,000
Subtotal Tuition		106,026,750
One-Time Funding:		
One-Time Use of Reserve-Undesignated I&G Reserve		3,000,000
Subtotal One-Time Funding FY 13		3,000,000
Total Revenues		281,364,442
Transfers Out:		
Health Sciences Center FY 13 Base		(14,955,700)
Health Sciences Center FY 13 Formula Workload/Outcomes		(1,879,392)
Health Sciences Center Scholarship Funds (year to year)		587,700
Health Sciences Center to fund 50% of Alumni Relations Request		25,000
Subtotal Transfers to Health Sciences Center from I&G Base		(16,222,392)
Net Other Transfers FY 13 Base		(11,569,014)
Transfer to Student Aid-FY 13 3% Scholarships		(537,766)
Transfer to Student Aid-20 % Need-Based Aid		(715,875)
Subtotal Other Transfers Out		(12,822,655)
Total Sources of Funds:		282,319,395
Uses of Funds:		
Allocations and Requests:		
FY 13 Expenditure Base		245,044,765
EVP Provost-Academic Plan and Initiatives (Details next page)		4,273,330
African American Student Services		40,000
El Centro De La Raza		40,000
American Indian Student Services		40,000
Alumni Relations Initiatives		50,000
Faculty Senate Reorganization		100,000
Property Insurance-Fine Arts		180,000
Group Health Insurance Premium Increase		1,000,000
Group Health Insurance Plan Design Change Increase		427,000
Retiree Benefits Increase		350,000
GA/TA Health Insurance Premium-Subject to Regent Contract approval (1/2 Estimate)		205,000
ERB 1.75 Swap Reversal-Fringe Benefits Cost Increase		3,269,300
Subtotal Allocations and Requests		255,019,395
Cost Containment:		
Fringe Benefits-Administration		(2,200,000)
Academic Affairs Cost Savings		(500,000)
Subtotal Cost Containment		(2,700,000)
Total Uses of Funds		252,319,395
Balance		-



UNM Main Campus
President's Budget Recommendation
Fiscal Year 2012-2013
Summary

Proposed	% Increase
Tuition (Resident/Non-Resident) ³	3.75%
Student Fees (Undergraduate)	5.67%
Student Fees (Graduate)	5.61%
Resident Undergraduate-Tuition and Fee Increase	4.1%

Notes:

EVP Provost-Academic Plan and Initiatives (Year 1)

New Faculty (20)	\$	1,500,000
Distinguished Professors-Main Campus		130,000
Promotions (Annual)		155,000
Salary Compaction Adjustments		450,000
Support Staff (4)-related to faculty hires		134,000
Advisors (4)		150,000
GA/TA Positions		250,000
International Initiatives		150,000
Research Service Learning Program		34,600
Community Learning and Public Service		15,400
Faculty Retention		100,000
Fringe (Faculty and Staff)		916,830
Tuition Waivers (1% Increase)-Tied to a tuition increase		127,600
Center for Academic Program Support (CAPS)		60,000
Student Affairs Initiatives		100,000
Total	\$	4,273,330

	1% Number
Net Tuition Increase (ESTIMATE) ⁴	\$ 954,500
Mandatory Student Fees Increase (ESTIMATE)	\$ 229,600
Compensation Increase (Salaries and Fringe) (ESTIMATE)-Detail Below	\$ 1,854,790

Faculty	891,921
GA/TA	129,877
Staff	794,337
Students	38,655
Total 1% Increase-Compensation-Based on One-Time Compensation Package	1,854,790

¹ Excludes \$541,900 Extended University and \$127,200 Gallup Nursing State Appropriations

² Amount includes reduction for Main Campus Differential Tuition and FY 13 Tuition Growth Shift to Extended University

³ Applies to both Undergraduate and Graduate Tuition Rates

⁴ Resident \$887,685 and Non-Resident \$86,815

UNM Main Campus
Budget Recommendation
Fiscal Year 2013-2014
Summary

Sources of Funds:	
HB 2 State I&G General Fund:	
State Appropriation FY 14 Base	172,464,892
I&G Formula Workload/Outcomes	2,416,071
ERB 1.5 Swap Reversal	2,802,288
ERB .75 Increase (Funded at approx. 62.43%)	866,449
Compensation 1% Increase (Funded at approx. 59.85%)	1,312,900
Subtotal HB2 State I&G General Fund-FY 14 Budget	179,862,600
Tuition:	
Net Tuition Revenues FY 14 Starting Base (Pooled and EU)	125,360,617
Tuition Revenue - Resident Undergraduate Block Credit Hours 15-18	6,500,253
Tuition Revenue - Resident Graduate Unblock all credit hours	1,530,716
Subtotal Tuition	133,391,586
Other Revenue:	
Other Revenue Adjustments	922,600
Subtotal Other Revenue:	922,600
Total Revenues	314,176,186
Health Sciences Center Transfers:	
Health Sciences Center FY 14 Base	(17,573,412)
Health Sciences Center FY 14 Formula Workload/Outcomes	1,716,036
Subtotal Transfers to Health Sciences Center from I&G Base	(15,857,376)
Total Sources of Funds:	298,318,810
Uses of Funds:	
Allocations and Requests:	
FY 14 Expenditure Base	284,601,718
FY 14 Funding Requests (Details next page)	16,717,092
Subtotal Allocations and Requests	301,318,810
Total Uses of Funds	301,318,810
Balance	(8,000,000)

(1)
(2)

(3)

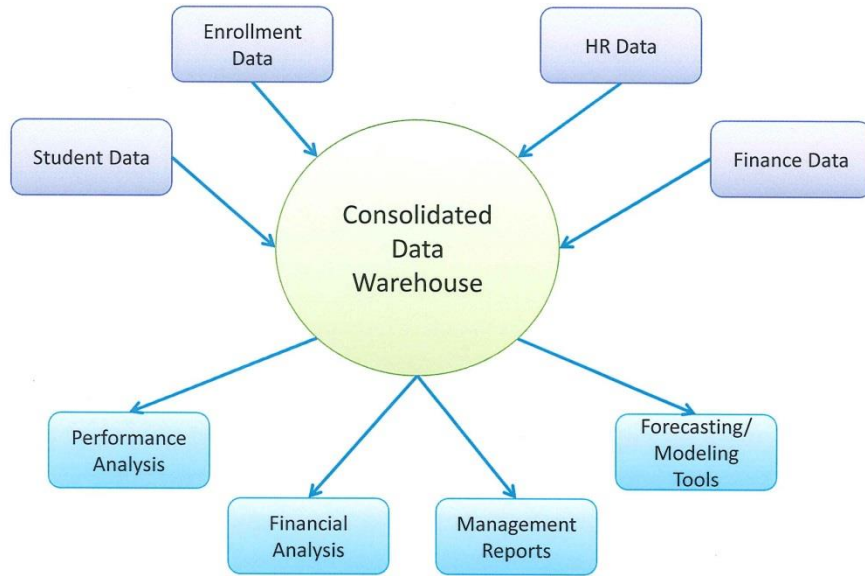
- (1) Tuition Revenue as a result of changing blocked tuition for Undergraduate Resident from 12-18 hours to 15-18 hours. Increase the part-time rate (the per credit hour rate for hours 1-14) by 17%, but decrease hours 15 and above by 17%.
- (2) Tuition Revenue as a result of unblocking Graduate Resident tuition and increasing the per credit hour rate 10%.
- (3) Does NOT include replacement of \$3M one-time funds with permanent funds.

General Notes:
Undergraduate enrollment decreases are calculated at 4% reduction on credit hours 1-14 and 1% fewer students at hours 15-18. Graduate enrollment decreases are calculated at a 2% credit hour reduction.

Current Estimates	1% Number
Tuition Waivers for GA/TAs	\$ 34,000
Net Tuition Increase	\$ 990,165
Mandatory Student Fees Increase	\$ 250,548
Compensation Increase (Salaries and Fringe) - Detail Below	\$ 2,374,129
Faculty	1,160,235
GA/TA	170,994
Staff	980,580
Students	62,320
Total 1% Increase - Compensation	2,374,129

FY 2013/14 FUNDING REQUESTS		
	I&G	Other
PRESIDENT'S OFFICE INITIATIVES		
President's Office Operations	130,000	-
Communications and Marketing	93,500	-
Science & Technology Corporation - Operations	-	200,000
Science & Technology Corporation - Economic Development	282,000	-
Compensation Increase 3% - Faculty	3,299,063	-
Compensation Increase 1% - Staff/GA/TA	1,145,623	-
One-Time \$1,000 Supplement Payment for Staff	-	1,500,000
ACADEMIC AFFAIRS		
New Faculty	1,069,109	-
Fringe (Faculty and Staff)	367,804	-
Faculty Performance Adjustments	608,632	-
Honors College Dean	160,000	-
Distinguished Professors	40,000	-
Support Staff	39,179	-
Global Education Office (GEO)	950,000	-
GA/TA Positions	106,407	-
Student Affairs - Dean of Students	100,000	-
Library	466,193	-
Tuition Waivers - (Graduate Resident)	340,000	-
ADMINISTRATIVE - FIXED COSTS		
Human Resources - Student Health Insurance Administration	-	125,500
Center for Occupational and Environmental Health Promotion	-	82,000
Group Health Insurance Premium Increase - Faculty/Staff (estimated 4% increase)	440,000	875,000
Police Department - Security	197,200	-
Parking and Transportation Services	-	220,400
Retiree Benefits Increase	-	200,000
Education Benefits - Miscellaneous FB (estimated 5% increase)	-	100,000
GA/TA Health Insurance Premium (estimated 7.5% increase)	240,000	-
ERB 1.5% Swap Reversal - Fringe Benefits Cost Increase	2,802,288	-
ERB 0.75% Increase - Fringe Benefits Cost Increase	1,387,872	-
Voluntary Employee Benefits Association (VEBA) Contribution .5%	600,000	-
STUDENT AID		
Transfer to Student Aid - FY 14 3% Scholarships	246,028	-
Transfer to Student Aid - 20% of Tuition Increase to Need-Based Aid (Undergraduate Resident)	1,300,051	-
Transfer to Student Aid - 20% of Tuition Increase to Need-Based Aid (Graduate Resident)	306,143	-
Total Funding Requests	16,717,092	3,302,600

ROM Technical Project



Expenditure Target Details

Senior Leadership determines overall expenditure target

EVPs determine targets for Level 3 units (Deans/VPs)

Deans/VPs determine targets for Level 5 units (departments)

Expenditure targets are implemented through an initial reduction to the base I&G budget allocation

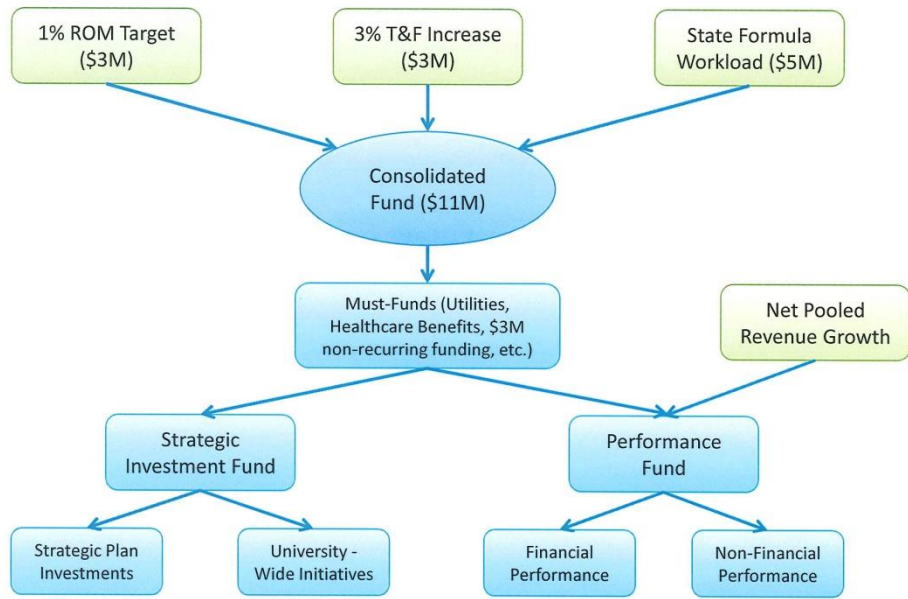


Expenditure Target 1% #'s

- What would a 1% university target mean?
 - FY14 pooled I&G allocation of \$287M
 - 1% improvement yields \$2.87M
 - \$71K President's Administration
 - \$1.643M Provost Units
 - \$46k Student Affairs
 - \$615k Administration
 - \$491K Monitoring Accounts (mostly fringe benefits)
- These funds are placed in a consolidated fund for investments and performance funding



University Example



Provost's Office

Formula Funding

Presented by: Curt Porter and Andrew Cullen

Strategic Budget Leadership Team

November 22nd, 2013

THE UNIVERSITY *of* NEW MEXICO



Council of University Presidents' / Carruthers Proposed Formula

Research Institutions:

- FY15 I&G= FY14 I&G plus...
 - \$5 per student credit hour (SCH)
 - \$500 per BA degree
 - \$1,000 per MA degree
 - \$2,500 per PhD degree
 - \$1,000 per STEMH degree
 - 1% of total research dollars

11. C190 Lecture Annual and Promotion Review

A couple of years ago the Faculty Senate approved changes to the Lecturer system, there were three kinds of lectures: Lecturers I, II and III. The faculty academic qualifications determined the kind of lecture the faculty should be when hired with no promotion possibilities. Employees should have promotions available to them. The Faculty Senate and the Faculty Senate Policy Committee approved a policy that included a promotion ladder in each of the three categories: Lecture, Senior Lecture and Principle Lecture. This has been approved and is in the handbook. It then became necessary on how to make decisions on promotions so C190 Lecture Annual and Promotion Review policy was drafted. There has been a 30 day comment period regarding the approval of this policy. Interim Senior Vice Provost Carol Parker and Senior Associate Dean Philip Ganderton reported on their concerns of C190 Lecture Annual and Promotion Review.

When the promotion possibilities were approved there were a number of lectures in place mostly lectures II and III. The majority were promoted to Senior Lecture and Principle Lecture because without a procedure for promoting they were ready to be promoted. The procedure part in the policy was designed two years ago that was for a body of faculty that don't exist any longer. Senior Associate Dean Philip Ganderton reported in regards to the Arts and Sciences part of the procedures of the policy. There are four Lecturers within the College of Arts & Sciences who are being promoted at the moment because of the time table set by C250 Academic Leave for Principle Lectures was passed and Lecturers have to be notified of their new contract. If promoted deadlines have to be followed by C250. The College of Arts & Sciences will meet the guidelines this year for Senior and Principle Lectures. The College of Arts & Sciences would like to see a parallelism between the denials of promotion to lectures. Currently the policy states that if a Lecturer is denied a promotion they can apply to Academic, Freedom and Tenure (AF&T) Committee which is extreme. Tenure Faculty can't apply to AF&T until layers of reviews occur. Since applying to AF&T there are three processes that have to be followed prior to submitting; the

application review of the department, review of the college and review of the Provost level. The College of Arts & Sciences would like to see an appeal process that mirrors the Tenure Track Faculty process. Faculty Senate President Richard Holder stated that it is implied throughout the policy that there is latitude given to colleges in this policy to set their own standards. Philip Ganderton stated that in regards to Chairs, Departments and Deans there are issues where Chairs and Associate Chairs have power in regard to Tenure Track faculty in that Chairs don't determine salaries for Associate Professors or Full Professors and yet they are given that for Senior Lectures. In regards to service, the credit for service from other institutions is usually reflected in an offer letter not negotiated between a Chair and a Lecture. It needs the Deans approval. The policy is strict in regards to the dates just as C250 is restrictive regarding the dates on Lectures. For example what happens if the Dean or Provost do not receive the decision until April 1, can the lecture make an appeal on the March 31st date not being met? There needs to be more leeway on the due dates.

Interim Senior Vice Provost Carol Parker reported in regards to the ad-hoc promotion provision. The intent of the provision equates longevity with being up for promotion. One issue is last year about 23 people were promoted to Principle Lecture that went through a Tenure like review process. The ad hoc provision that has become this year states if a faculty has been here long enough the Chair and Dean can write a letter for promotion. Carol Parker requested to strip the ad-hoc procedure. The other issue is allowing department levels to set the compensation increase promotions. The Office of the Provost has the ability to provide the revenue for these compensation increases. Carol Parker suggested that rather than having the language, "A salary increase that is consistent with the policies and practices of the HSC, the College or School, and the Department." It should instead state that the compensation increase be consistent with the current practices of Health Sciences and the Provost office with respect to faculty promotions so there are no inequities between different departments.

The Policy on Policies allows procedural changes to policies to be made by the Faculty Senate Policy Committee and the Operations Committee. Faculty Senate President Richard Holder suggested a couple of options on how to proceed with approving C190; taking action including the two committees to remove the ad-hoc provisions; to table and send back to the Faculty Senate Policy Committee to reconsider with the comments made by Senior Associate Dean Philip Ganderton and Interim Senior Vice Provost Carol Parker; or to vote for the policy to be approved as is or disapprove. The Faculty Senate will take action that will include the Faculty Senate Policy Committee and the Operations Committee to remove the ad-hoc language.

C190 Lecture Annual and Promotion Review was approved by unanimous voice vote of the Faculty Senate with the removal of the ad hoc provisions and other suggestions made.



C190: Lecturer Annual and Promotion Reviews

Approved By: Faculty Senate

Last Updated: **Draft 10/10/13**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost and Office of the HSC Chancellor

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

POLICY RATIONALE

This document provides policies and procedures for annual reviews of lecturers and for promotion requirements for Senior and Principal Lecturers in accordance with **Section B: Academic Freedom and Tenure**, 2.3.2, 3.4.2, and 4.10.

POLICY STATEMENT

A. Lecturers, Senior Lecturers, and Principal Lecturers

Faculty may be appointed to the position of Lecturer I, II, or III. These appointments are for professionals with appropriate academic qualifications, who are demonstrably competent in the relevant areas of their disciplines. While not eligible for tenure, lecturers in each numerical class may hold the rank of Lecturer, Senior Lecturer, or Principal Lecturer.

1. Lecturer

Most newly hired lecturers are hired as either Lecturer I, II or III unless the department determines that they qualify as a Senior Lecturer or Principal Lecturer based on experience teaching at another college or university as described in sections 2. and 3. below. In such cases the designation of the newly hired lecturer will be Senior Lecturer I, II, or III; or Principal Lecturer I, II, or III.

2. Senior Lecturer

(a) Lecturers with at least five years of continuous service to the University at 0.5 FTE or greater who have demonstrated professional excellence and shown a conscientious interest in improving their professional skills.

(b) Appointment at, or promotion to, the rank of Senior Lecturer represents a judgment on the part of the department, School or College, and University that the individual has made and will continue to make sound contributions in their professional areas. The

appointment should be made only after careful investigation of the candidate's professional and leadership accomplishments and promise.

3. Principal Lecturer

(a) Senior Lecturers with at least eleven years of continuous service to the University at 0.5 FTE or greater who have sustained consistently high standards in their professional contributions, consistently demonstrated their wider service to the University community and its mission, and shown a conscientious interest in improving their professional skills. It is expected that Principal Lecturers will continue to develop and mature with regard to their professional activities and leadership within the University.

(b) Appointment at, or promotion to, the rank of Principal Lecturer represents a judgment on the part of the department, School or College, and University that the individual has attained and will continue to sustain an overall profile of professional excellence and engagement in the wider profession. The appointment should be made only after careful investigation of the candidate's professional and leadership accomplishments and promise.

B. Term Appointments and Performance Reviews

1. Annual Performance Reviews of Lecturers. All Lecturers will have annual performance reviews, which should be conducted according to [Section B: Academic Freedom and Tenure, 4.0](#) of the [UNM Faculty Handbook](#) and as specified in this document, as appropriately modified by each School, College, Department or equivalent to conform with each unit's standard faculty review processes and to reflect each unit's specific requirements for continuation and promotion of Lecturers. The annual review in the first year must be conducted in the spring, in time for the Chair to provide written notice to the Lecturer no later than March 31 whether the Lecturer's contract will be renewed. In the second and subsequent years, the review must be conducted in the fall, in time for the Chair to provide written notice to the Lecturer no later than December 15. The Department Chair's written notice to the Lecturer will be copied to the Dean for inclusion in the Lecturer's personnel file.

If any performance review of a Lecturer on a one-year appointment produces a negative evaluation, the Chair may exercise the University's discretion not to renew the Lecturer's contract. Alternatively, the Chair may provide the Lecturer a written description of the areas in which the Lecturer must improve if she or he is to continue as a member of the faculty. The Chair and the Lecturer must both sign this document. The Lecturer may then be issued a one year contract, with the understanding that if concerns are not adequately addressed, this contract will not be renewed.

2. Term appointments. Lecturers serve on one-year renewable term appointments. Senior Lecturers serve on renewable two-year term appointments, and Principal

Lecturers serve on renewable three-year term appointments. In addition, Lecturers who have completed at least three academic years of continuous service are eligible for renewable two-year term appointments. One-, two- and three-year term appointments are renewable at the discretion of the University. In the first contract year, written notice of renewal or non-renewal will be given to the Lecturer no later than March 31. In the second and subsequent contract years, notice of the status of the term appointment will be given no later than December 15. Those Lecturers who serve on two- or three-year term appointments will be provided written notice of the status of their appointments by December 15 of the final year of the term appointment.

Lecturers on two- or three-year term appointments will have annual performance reviews every fall. A negative review in the first year of a two- or three-year term appointment – or in the second year of a three-year term appointment - will result in a written remedial plan with specific requirements. A negative review in the second year of the two-year term appointment - or in the third year of a three-year term appointment - may result in a decision not to renew the appointment. Written notice of this decision must be given to the Lecturer no later than December 15.

3. Year Three Review of Continuing Lecturers: During the fall semester of a Lecturer's third year of service the Lecturer will be approximately half way to the earliest point at which he or she might seek promotion; after three years a Lecturer will also be eligible for a two-year term appointment. Consequently, to assess the Lecturer's progress at this time as well as the appropriateness of a two-year term appointment, the annual performance review will include an assessment based on these two issues. If the Lecturer receives a positive rating he or she can expect to retain the title of Lecturer (I, II, or III), with the assurance that promotion expectations are being met, and that the prospects for promotion are favorable. The Lecturer will continue to be eligible for renewable one-year appointments. If the Lecturer's performance has been evaluated as outstanding, the Lecturer may be offered a two-year term appointment that would start at the beginning of the next contract year. If the Lecturer receives a negative evaluation, the Chair may exercise the University's discretion not to renew the Lecturer's contract. Alternatively, the Chair may provide the Lecturer a written description of the areas in which the Lecturer must improve to continue as a member of the faculty. Both the Lecturer and the Chair must sign this document, which will be copied to the Dean. The Lecturer may then be issued a one-year contract, with the understanding that if concerns are not adequately addressed, this contract may subsequently not be renewed.

4. Promotion to Senior Lecturer. Upon completion of at least five years of service, a Lecturer will be eligible to apply for promotion to Senior Lecturer. The Lecturer interested in seeking promotion will generate a Promotion Package, the contents of which will be determined by each School or College, or equivalent. Materials

appropriate for such a package might include, but are not limited to, an updated CV, teaching evaluations by students, letters of support from other faculty members, reports from teaching observations by peers, professional recertification (if appropriate), other evidence of professional development, and a personal statement.

Each School or College or equivalent will determine how the Lecturer's promotion package is to be evaluated. The process should be similar to the process used to evaluate tenure-track and clinician educator (CE) faculty promotions, and should include input from departmental faculty members, including other Lecturers, the Department Chair, and the School or College Dean, who may use an ad-hoc advisory committee. The Department Chair's recommendation will be forwarded to the Dean. The Dean's recommendation will be forwarded to the Provost or Chancellor for Health Sciences. The Provost or Chancellor makes the final decision on promotion. The Provost/Chancellor's decision will be communicated in writing to the Lecturer, the Dean, and the Department Chair. If the promotion is approved, the Lecturer may expect the following.

- Promotion to Senior Lecturer.
- A renewable two-year term appointment.
- A salary increase that is consistent with the policies and practices of the College or School, and the Department.

Years of service at other institutions of higher learning may be used to meet the years needed to apply for promotion, at the discretion of the Department Chair and/or Associate Chair.

5. Promotion to Principal Lecturer. Upon the completion of a minimum of eleven years of service, a Senior Lecturer will be eligible to apply for promotion to Principal Lecturer, following the procedures described above for promotion to Senior Lecturer. If the promotion is approved, the Lecturer may expect the following:

- Promotion to Principal Lecturer.
- A renewable three-year term appointment.
- A salary increase that is consistent with the policies and practices of the HSC, the College or School, and the Department.
- The opportunity to apply for a one-semester of academic leave (See [Policy C250](#)) with pay to pursue other academic and/or professional opportunity activities. A Principal Lecturer will subsequently be eligible to apply for such leave every six years.

C. Denial of Promotion. In the event of a negative promotion decision (either from "Lecturer" to "Senior Lecturer" or from "Senior Lecturer" to "Principal Lecturer") the Lecturer will retain his or her former title and benefits, including – if applicable – eligibility for a two-year term appointment. After a two year period, the Lecturer may reapply for promotion.

D. Appeals: A Lecturer may appeal certain decisions not to renew his or her appointment. Non-renewal decisions made at the following time points are at the University's discretion:

- By the appropriate notice date for a Lecturer on a one-year appointment;
- By the appropriate notice date in the final appointment year of a Lecturer on a two- or three-year term appointment.

Because non-renewal decisions made at these times are at the University's discretion, such decisions can only be appealed on the basis that they violated laws, statutes, governmental regulations, or UNM policies. The Lecturer has the burden of proof.

Non-renewal or non-continuation decisions made at times other than those at which continuation or renewal is discretionary to the University may be appealed (see [Section B: Academic Freedom and Tenure](#), 5.4 and 6.2 of the [Faculty Handbook](#)). These times are:

- During a contract period, if an immediate termination is imposed;
- At the end of an annual contract that does not coincide with the end of a two- or three-year term appointment.

A Lecturer may appeal an unfavorable promotion decision by the Provost or Chancellor for Health Sciences, as delineated in [Section B: Academic Freedom and Tenure](#), 6.2 the [Faculty Handbook](#).

APPLICABILITY

All UNM academic faculty and administrators, including the Health Sciences Center and Branch Campuses.

DEFINITIONS

No specific definitions are required for this Policy

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

WHO SHOULD READ THIS POLICY

- Board of Regents
- Faculty
- Academic staff
- Academic deans and other executives, department chairs, directors, and managers

RELATED DOCUMENTS

CONTACTS

Direct any questions about this Policy to the Office of the Provost or the Office of the Chancellor for HSC.

PROCEDURES

Ad Hoc Transition Process Used for Current Lecturers—Expires June 30, 2014.

The following implementation procedures are designed as a one-time transition and apply only to Lecturers employed by UNM on the date this Procedures Document is approved and to decisions made prior to June 30, 2014. For all new hires, the promotion path will start at year one unless credit for service elsewhere has been applied (section **B.4.** above).

The University currently employs Lecturers who have been with their departments for varying years of service. Lecturers who have taught at institutions of higher education other than UNM may use these years of service (at the discretion of their Department Chair) to qualify for ad hoc advancement.

All existing Lecturers should initially be assigned the rank of "Lecturer" (I, II, or III). For those Lecturers who have served in their departments for five years or more, a one-time ad hoc decision for promotion to "Senior Lecturer (I, II, or III)" status can be made by the Provost or Chancellor upon the recommendation of the Department Chair and Dean, based solely upon the individual's current employment file. If approved, the benefits detailed in Section **4.** above will be applied to the Lecturer. Likewise, if a Lecturer has been employed by their department for 11 years or more, a one-time ad hoc decision for promotion to "Principal Lecturer (I, II, or III)" status can be made by the Provost or Chancellor upon the recommendation of the Department Chair and Dean, based solely upon that individual's current employment file. If approved, the benefits detailed in Section **5.** above will be applied to the Lecturer.

HISTORY

DRAFT HISTORY

October 10, 2013—Policy draft approved by the Policy Committee; awaiting Faculty Senate approval.

September 17, 2013—Draft revised for Policy Committee Changes, awaiting Faculty Senate approval.

September 9, 2013 --Draft of revised policy awaiting approval of Policy Committee and Faculty Senate.

COMMENTS TO: handbook@unm.edu	FACULTY HANDBOOK HOME	TABLE OF CONTENTS	TABLE OF POLICIES	UNM HOME
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12. Faculty Life and Scholarly Support Council Report

Faculty Life and Scholarly Support Council Donna Cromer notified Faculty Senate President Richard Holder that she would be unable to attend to provide a report to the Faculty Senate.

13. New Mexico Lottery

Associated Students of the University of New Mexico (ASUNM) President Isaac Romero reported on the New Mexico Lottery Scholarship (NMLS). ASUNM President Isaac Romero has been working on gathering student leaders at other institutions across the state to gather ideas to create a proposal from the students. It has been decided to go forth with the proposal that suggests a cap per sector. Four year students will receive a certain amount, if their college increases the tuition the student is responsible to pay the difference. The three sectors will be: four year comprehensive, four year research and two year. The difference that would be paid by students will be based on the revenue of the current year. Keeping in mind the universities mission to keep graduation within four years would be to remove the last semester of eligibility which would push four year graduation incentives. Another option is increasing the G.P.A. that would be no higher than 2.75. The reason behind these decisions is solvency and access. Keeping access to students available, capping the scholarship that would not be attached to tuition which would create solvency. As far as next semester, the state will provide all students their New Mexico Lottery award for Spring 2014 but may change moving forward.

14. New Business and Open Discussion

Meeting adjourned at 5:00 p.m.

Memorial for Professor Donna Cromer

January 28, 2014

College of University Libraries & Learning Sciences

Donna Cromer, a native New Mexican, and a long time professor of librarianship at the Centennial Science and Engineering Library (CSEL), passed away in December 2013 after a short illness.

Donna completed her Bachelor of University Studies at UNM in 1976 and received her Masters of Arts in Linguistics and Masters of Library Science simultaneous at the University of Washington, in 1981.

Donna began her career at UNM as an Assistant Professor in Librarianship in 1987 after two years in the Technical Library with the Air Force Weapons Laboratory at Kirkland Air Force Base.

Donna spent her entire career at UNM engaged in a number of research projects with colleagues and faculty. As well, she was the long-time coordinator of public services at CSEL, was instrumental in leading CSEL into new information dissemination technologies, and served on numerous library and UNM faculty committees. She was a recognized resource for the science and engineering communities on and off campus.

Those who had the opportunity to work with Donna shared their mutual admiration for her. This admiration is expressed well by a former library intern.

“I loved working with Donna, although she knew roughly 8 million times as much about science and science-based research than I did, she always made me feel like she was genuinely happy to share what she knew with me. She was patient, she was laid back, she was smart, she was willing to share insider information about where to find the best New Mexican food, and she could tell funny jokes about chemistry manuals. What more could you ask for in a co-worker?”

Donna was an active member of the Special Libraries Association, serving as a membership chair and on their strategic planning committee among other services. A recent email sent from a long time SLA colleague expresses the feelings held by many of the members.

“Donna was a wonderful colleague and friend who will be missed by all of us.”

I would like now to have a moment of silence to honor Donna and to remember her in our own special way.

Faculty Senate Committee Appointments Needing Senate Approval

First	Last	Title	Department	Committee	Date added
Charles	Paine	Associate Chairperson	English	Budget	12/6/2013

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1125**

Fields marked with * are required

Name of Initiator: Deanna Sanchez-Mulcahy **Email:*** dmulcahy@unm.edu **Date:*** 10-16-12
Phone Number:* 505 277-4817 Initiator's Title* Director, CFA Advisement
Associated Forms exist?* Yes ▼
Faculty Contact* Dr. Regina Carlow Administrative Contact* Deanna Sanchez-Mulcahy
Department* College of Fine Arts Admin Admin Email* dmulcahy@unm.edu
Branch Admin Phone* 277-7323

Proposed effective term:

Semester Spring ▼ Year 2013 ▼

Course Information

Select Appropriate Program Undergraduate Degree Program ▼
Name of New or Existing Program * BFA Interdisciplinary Film & Digital Media - core (Prod. & Crit. Studies concentrations)
Select Category Degree ▼ Degree Type BFA
Select Action Revision ▼

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[IFDM Core CS 105L by dsm 10.16.12.docx](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request * (enter text below or upload a doc/pdf file)

The IFDM core is changing for all IFDM programs. Since this class is required for the BFA IFDM (production and critical studies concentrations), this revision is necessary to maintain consistency.

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications. *

[Justification for CS 105L Change by dsm 10.16.12.docx](#)

<p>1.</p> <p>Arts & Sciences Required Courses (including UNM General Education Core Curriculum)</p> <p>Select from courses offered by departments of the College of Arts & Sciences (see Fine Arts Graduation Requirements). Specific requirements for those in the Critical Studies Concentration include PHIL 156, AMST 182, and completion of a fourth semester of a second language.</p>	<p>34 hours</p>	<p>1.</p> <p>Arts & Sciences Required Courses (including UNM General Education Core Curriculum)</p> <p>Select from courses offered by departments of the College of Arts & Sciences (see Fine Arts Graduation Requirements). Specific requirements for those in the Critical Studies Concentration include PHIL 156, AMST 182, and completion of a fourth semester of a second language.</p>	<p>34 hours</p>
<p>2.</p> <p>IF&DM Core</p> <p>IFDM 105L Inter and New Media Studies 3</p> <p>CS 152L Computer Programming Fundamentals 3</p> <p>IFDM 205L Studio I: Activating Digital Space 3</p> <p>IFDM 210 Introduction to Modeling and Postproduction 3</p> <p>IFDM 300 Critical Intermediations 3</p> <p>IFDM 310 Studio II: Writing Digital Narrative 3</p> <p>IFDM 400 Ethics Science & Technology 3</p> <p>IFDM 410 The Business & Law of Film & New Media 3</p> <p>IFDM 450 IFDM Capstone I Senior Projects 4</p> <p>IFDM 451 IFDM Capstone II Senior Projects 4</p>	<p>32 hours</p>	<p>2.</p> <p>IF&DM Core</p> <p>IFDM 105L Inter and New Media Studies 3</p> <p>CS 105L Introduction to Computer Programming 3</p> <p>IFDM 205L Studio I: Activating Digital Space 3</p> <p>IFDM 210 Introduction to Modeling and Postproduction 3</p> <p>IFDM 300 Critical Intermediations 3</p> <p>IFDM 310 Studio II: Writing Digital Narrative 3</p> <p>IFDM 400 Ethics Science & Technology 3</p> <p>IFDM 410 The Business & Law of Film & New Media 3</p> <p>IFDM 450 IFDM Capstone I Senior Projects 4</p> <p>IFDM 451 IFDM Capstone II Senior Projects 4</p>	<p>32 hours</p>
<p>3.</p> <p>Concentration and</p>	<p>63</p>	<p>3.</p> <p>Concentration and</p>	<p>63</p>

Electives		hours	Electives		hours
Critical Studies:					
ARTH 250	Modern Art	3	ARTH 250	Modern Art	3
ARTH 252	Contemporary Art & New Media	3	ARTH 252	Contemporary Art & New Media	3
MA 210	Introduction to Film	3	MA 210	Introduction to Film	3
MA 326	Hist of Film I: Silent	3	MA 326	Hist of Film I: Silent	3
-or-					
MA 327	Hist of Film II: Sound	3	MA 327	Hist of Film II: Sound	3
MA 331	Film Theory	3	MA 331	Film Theory	3
	33 hours Major electives from (recommended): AMST 186, 320; ANTH 341; ARTH 422, 427; ARTS 130, 358; CJ 268; ENGL 419; HIST 439; MA 330; MUS 271; PHYC 105, 106, 106L, 108; WMST 357	33		33 hours Major electives from (recommended): AMST 186, 320; ANTH 341; ARTH 422, 427; ARTS 130, 358; CJ 268; ENGL 419; HIST 439; MA 330; MUS 271; PHYC 105, 106, 106L, 108; WMST 357	33
	15 hours electives in any field	15		15 hours electives in any field	15
-OR-					
Production:					
ARTH 252	Contemporary Art & New Media	3	ARTH 252	Contemporary Art & New Media	3
ARTS 130	Intro to Electronic Art	3	ARTS 130	Intro to Electronic Art	3
MA 111	Technical Introduction to Video Production	3	MA 111	Technical Introduction to Video Production	3
MA 210	Introduction to Film	3	MA 210	Introduction to Film	3
MA 216	Video Production	3	MA 216	Video Production	3
-or-					
ARTS 230	Video Art	3	ARTS 230	Video Art	3
MA 409	Advanced Video Art	3	MA 409	Advanced Video Art	3

-or-			
THEA 471	Multimedia Prod for Designers	3	
THEA 397	Sound for Performance	3	
-or-			
ARTS 231	Sound Art	3	
THEA 495	Studies in Theatre	3	
THEA 458	Screenwriting	3	
THEA 495	Art Direction for TV/Film	3	
	27 hours Major electives from (recommended): ARTS 106, 289, 330, 432, 433, 494; CS 394; ENGL 222; MA 326, 327, 330, 429; MUS 271, 305, 306, 311, 380, 412, 416, 481; PHYC 105, 106, 106L, 108; THEA 130, 196, 293, 296, 355, 371, 397, 403, 434, 458, 470, 472	27	
	6 hours electives outside the Major	6	
-or-			
THEA 471	Multimedia Prod for Designers	3	
THEA 397	Sound for Performance	3	
-or-			
ARTS 231	Sound Art	3	
THEA 495	Studies in Theatre	3	
THEA 458	Screenwriting	3	
THEA 495	Art Direction for TV/Film	3	
	27 hours Major electives from (recommended): ARTS 106, 289, 330, 432, 433, 494; CS 394; ENGL 222; MA 326, 327, 330, 429; MUS 271, 305, 306, 311, 380, 412, 416, 481; PHYC 105, 106, 106L, 108; THEA 130, 196, 293, 296, 355, 371, 397, 403, 434, 458, 470, 472	27	
	6 hours electives outside the Major	6	

Form C #1125

This change has no impact on long-range planning, budgets or faculty load.

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1155**

Fields marked with * are required

Name of Initiator: Gregoria Arienda Cavazos **Email:*** gcavazos@unm.edu **Date:*** 10-29-12

Phone Number:* 505 277-5305

Initiator's Title* Coord,Program Advisement: Communication

Journalism

Associated Forms exist?*

Yes ▼

Faculty Contact* Glenda Balas

Administrative Contact* Gregoria A. Cavazos

Department* Communication & Journalism

Admin Email* gcavazos@unm.edu

Branch

Admin Phone* 277-1903

Proposed effective term:

Semester

Fall ▼

Year

2013 ▼

Course Information

Select Appropriate Program

Undergraduate Degree Program ▼

Name of New or Existing Program

* BA Communication / Critical Studies in Mass Media concentration

Select Category

Concentration ▼

Degree Type

Select Action

Revision ▼

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[Critical Studies in Mass Media.docx](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request * (enter text below or upload a doc/pdf file)

This change was initiated by another department (IFDM) for partner course work not offered by the C&J department. Therefore, any affect will occur through IFDM rather than the C&J department.

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications. *

[Implications.docx](#)

The change exists in the IFDM courses, in which the original CS152L – Computer Programming Fundamentals course has been changed to CS105L – Introduction to Computer Programming, as reflected in the concentration course list below.

Critical Studies in Mass Media

(no minor is required for this concentration)

- 461 Mass Criticism
- 6 hours (2 courses) from:
- 268 Media Theories
- 335 Sociology of Mass Communication
- 365 History of Media
- 465 Media Ethics
- 467 Mass Communication: International Perspectives
- 469 Multiculturalism, Gender and Media
- IFDM 205L Inter and New Media Studies
- CS 105L Introduction to Computer Programming
- IFDM 205L Studio I: Activating Digital Space
- IFDM 210 Introduction to Modeling and Postproduction
- IFDM 300 Critical Intermediations
- IFDM 310 Studio II: Writing Digital Narrative
- IFDM 400 Ethics, Science and Technology
- IFDM 410 The Business and Law of Film and New Media
- IFDM 450 IFDM Capstone I Senior Projects Course
- IFDM 451 IFDM Capstone II Senior Projects Course

There is no impact on long-range planning, budget, or faculty workload in the department, since this course is offered under a partner program rather than the Communication & Journalism department itself.

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1156**

Fields marked with * are required

Name of Initiator: Gregoria Arienda Cavazos **Email:*** gcavazos@unm.edu **Date:*** 10-29-12

Phone Number:* 505 277-5305

Initiator's Title* Coord,Program Advise ment: Communication

Journalism

Associated Forms exist?*

No ▼

Faculty Contact* Glenda Balas

Administrative Contact* Gregoria A. Cavazos

Department* Communication & Journalism

Admin Email* gcavazos@unm.edu

Branch

Admin Phone* 277-1903

Proposed effective term:

Semester

Fall ▼

Year

2013 ▼

Course Information

Select Appropriate Program

Undergraduate Degree Program ▼

Name of New or Existing Program

* BA Journalism & Mass Communication - Digital Field Multimedia

Concentration

Select Category

Concentration ▼

Degree Type

Select Action

Revision ▼

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[Digital Field Multimedia.docx](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request * (enter text below or upload a doc/pdf file)

This change was initiated by another department (IFDM) for partner course work not offered by the C&J department. Therefore, any affect will occur through IFDM rather than the C&J department.

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications. *

[Implications.docx](#)

There is no impact on long-range planning, budget, or faculty workload in the department, since this course is offered under a partner program rather than the Communication & Journalism department itself.

The change exists in the IFDM courses, in which the original CS152L – Computer Programming Fundamentals course has been changed to CS105L – Introduction to Computer Programming, as reflected in the concentration course list below.

Digital Field Multimedia

No Minor is required for this concentration.

CJ 278	Writing and Editing for Multimedia Journalism
CJ 360	Broadcast News I
CJ 375	Intermediate Reporting
CJ 475	Advanced Multimedia Journalism
IFDM 105	Inter and New Media Studies
CS 105L	Introduction to Computer Programming
IFDM 205	Studio I: Activating Digital Space
IFDM 210	Introduction to Modeling and Postproduction
IFDM 300	Critical Intermediations
IFDM 310	Studio II: Writing Digital Narrative
IFDM 400	Ethics, Science and Technology
IFDM 410	The Business and Law of Film and New Media
IFDM 450	IFDM Capstone I Senior Projects Course
IFDM 451	IFDM Capstone II Senior Projects Course

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1227**

Fields marked with * are required

Name of Initiator: Gregoria Arienda Cavazos **Email:*** gcavazos@unm.edu **Date:*** 05-14-13

Phone Number:* 505 277-5305

Initiator's Title* Coord,Program Advisement: Communication
Journalism

Associated Forms exist?* No ▼

Faculty Contact* Tema Milstein

Administrative Contact* Gregoria A Cavazos

Department* Communication & Journalism

Admin Email* gcavazos@unm.edu

Branch

Admin Phone* 277-1903

Proposed effective term:

Semester Fall ▼ **Year** 2014 ▼

Course Information

Select Appropriate Program Undergraduate Degree Program ▼

Name of New or Existing Program * BA Communication - Environmental Communication Concentration

Select Category Concentration ▼ **Degree Type** B.A.

Select Action New ▼

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[EnvironmentalComm.docx](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request * (enter text below or upload a doc/pdf file)

n High student interest; vocal call for the concentration n No new classes added: Already established and regularly offered two core classes already exist, are offered every year, and consistently overload with waiting lists n Timely, cutting edge field that is only growing in discipline, student interest, and society n BA will prepare students for increasing jobs appearing in new (green) economy/society n Growth for the department

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications. *

[Budgetary and Faculty Load ImplicationsEComm.docx](#)

Communication Major

To earn a degree in Communication, students must complete 36 credits in departmental courses, including 101, 300, 301, 332 or 333, and 400. Twenty-one of the required 36 credits must be taken in courses 300 level or above. Students must complete 101 with a C or better before being admitted as majors. 101 is a prerequisite for 300 and 301; 300 and 301 must be completed before taking 400.

Communication majors must also complete 9 credits in one of the concentrations in the department—intercultural communication, interpersonal communication, media studies, organizational communication, public communication, and environmental communication. **The first course in the sequence—noted in bold type—is required.** Students may select the remaining 6 units from the other courses in the track. Courses within the concentration may be taken in any order.

Intercultural Communication

- 314 Intercultural Communication**
- 318 Language, Thought and Behavior
- 320 Conflict Management and Mediation
- 323 Nonverbal Communication
- 413 Studies in Intercultural Communication
- 469 Multiculturalism, Gender and Media

Interpersonal Communication

- 221 Interpersonal Communication**
- 318 Language, Thought and Behavior
- 320 Conflict Management and Mediation
- 323 Nonverbal Communication
- 344 Interviewing
- 421 Communication and Relationships

Media Studies

- 461 Media Criticism**
- 268 Media Theories
- 365 History of Media
- 466 Media Ethics and Law
- 467 Mass Communication: International Perspectives
- 469 Multiculturalism, Gender and Media

Critical Studies in Mass Media

(No minor is required for this concentration)

- 461 Media Criticism
- 6 hours (2 courses) from:
- 268 Media Theories

365 History of Media
466 Media Ethics and Law
467 Mass Communication: International Perspectives
469 Multiculturalism, Gender and Media
IFDM 205L Inter and New Media Studies
CS 152L Computer Programming Fundamentals
IFDM 205L Studio I: Activating Digital Space
IFDM 210 Introduction to Modeling and Postproduction
IFDM 300 Critical Intermediations
IFDM 310 Studio II: Writing Digital Narrative
IFDM 400 Ethics, Science and Technology
IFDM 410 The Business and Law of Film and New Media
IFDM 450 IFDM Capstone I Senior Projects Course
IFDM 451 IFDM Capstone II Senior Projects Course

Organizational Communication

340 Communication in Organizations

225 Small Group Communication
314 Intercultural Communication
344 Interviewing
443 Current Developments in Organizational Communication
446 Organizational Analysis and Training

Public Communication

337 Rhetorical Theory

327 Persuasive Communication
331 Argumentation
334 Political Communication
336 Rhetoric of Dissent
435 Legal Communication

Environmental Communication

(Either CJ 339 or CJ 313 must be taken as a required course for this concentration)

339 Rhetoric and the Environment

313 Ecocultural Communication

314 Intercultural Communication
317 International Cultural Conflict and Community Building

318 Language, Thought and Behavior

327 Persuasive Communication

450 Health Communication

467 Mass Communication: International Perspectives

Budgetary and Faculty Load Implications

- No impacts are expected. No new classes need to be added. C&J already regularly offers the two core classes every year and they are already taught by faculty on load. The new concentration will change these faculty-taught classes from student electives to requirements. If more sections need to be added due to the concentration, we have additional faculty instructors and graduate student TAs who are interested in teaching the course within their existing load.

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1245**

Fields marked with * are required

Name of Initiator: Brian Vineyard **Email:*** vineyard@unm.edu **Date:*** 07-17-13

Phone Number:* 505 277-2140

Initiator's Title* Sr Academic Advisor: Arts Sciences
Advisement

Associated Forms exist?*: No ▼

Faculty Contact* Laura J. Crossey, Professor

Administrative Contact* Paula Pascetti

Department* Department of Earth and Planetary Sciences

Admin Email* pascetti@unm.edu

Branch Main

Admin Phone* (505) 277-4204

Proposed effective term:

Semester Fall ▼ Year 2013 ▼

Course Information

Select Appropriate Program Undergraduate Degree Program ▼

Name of New or Existing Program * BA & BS EPS and BS Environmental Science

Select Category Major ▼ Degree Type BS & BA

Select Action Revision ▼

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[Catalog Changes.pdf](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request * (enter text below or upload a doc/pdf file)

see attached
[Justification.pdf](#)

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications. *

[Justification.pdf](#)

Undergraduate Programs

Major Study Requirements

For the degree of Bachelor of Science: EPS required courses: 101, 105L (or ENVS 101 and 102L), 201L, 301, 302L, 303L, 304L, 307L, 319L, 401, 490 and 12 additional hours in Earth and Planetary Sciences above 299 (excluding 300, 491–492, 493 and 495).

Total credits for the Earth and Planetary Sciences sequence=43.

Non-Earth and Planetary Sciences Required Courses: CHEM 121, 123L, 122 and 124L; MATH 162 and 163, and either STAT 345 or EPS 428 or EPS 433; PHYC 160 and 161; and 7 additional hours from Chemistry, Math or Physics above the required levels, or BIOL 123/124L or higher, or ASTR 270 or above, or (with permission from the EPS Undergraduate Committee) from selected Anthropology, Engineering (including Computer Science) or Geography courses.

Total Credits of Supporting Science=32.

ENGL 219, 220 or 290 is required as an A&S Group Requirement.

ENGL 219, 220, or 290 is required.

Students completing the B.S. program will fulfill the requirements for a distributed minor, although an alternative minor or second major may be selected.

Students completing the B.S. program will fulfill the requirements for a Distributed Minor in support of an Earth & Planetary Sciences degree, although an alternative minor or second major may be selected.

For the degree of Bachelor of Arts: EPS required courses: 101, 105L (or ENVS 101 and 102L), 201L, 301, 302L, 303L 304L, 307L, 310L (or 319L), 401, 490 and 6 additional hours in Earth and Planetary Sciences above 299 (excluding 491-492, 493 and 495).

Total credits for the Earth and Planetary Sciences sequence=37.

Non-Earth and Planetary Sciences required courses: CHEM 121 and 123L and either PHYC 151 or 160; and 9 additional hours from Chemistry or Physics above the required levels, or from MATH 162 or above, BIOL 123/124L or higher, or ASTR 270 or above, or (with permission from the EPS Undergraduate Committee) from selected Anthropology, Engineering or Geography courses.

Total Credits of Supporting Science=16.

Minor Study Requirements

The minor in Earth and Planetary Sciences will consist of 20 credit hours, of which 12 must be above the 299 level (excluding 401, 493 and 495). No more than 3 credit hours of problems (491–492) may be applied to the Earth and Planetary Sciences minor.

Departmental Honors

Students seeking honors in Earth and Planetary Sciences should consult with the department honors advisor no later than two full semesters prior to graduation. EPS 493 and 495 are required, as is a written senior thesis that will be orally defended.

Environmental Science

B.S. in Environmental Science

The B.S. in Environmental Science synthesizes quantitative studies of the interactions between the solid earth, oceans, atmosphere and biological processes taking place therein. The degree provides scientific training for environment-related occupations, including environmental sciences per se as well as peripheral fields such as Law and Medicine. Environmental Science covers a vast sweep of applied Earth science. Students, therefore, have considerable flexibility in tailoring the major to their individual interests while pursuing a common core of supporting math and science. By taking courses from four out of seven subdisciplinary groups, a wide variety of approaches to environmental science can be accommodated, including preparation for graduate study in the subdisciplines. Students pursuing this degree are strongly encouraged to consult the Environmental Science undergraduate advisor in the Department of Earth and Planetary Sciences at an early stage in their program in order to design their curriculum in the disciplinary groups. All majors are encouraged to pursue an undergraduate thesis (493 and 495) in collaboration with a faculty advisor.

Required Environmental Science Core Courses:

ENVS 101 or EPS 101, ENVS 102L or EPS 105L, ENVS 330, ENVS 430, EPS 428 or 433 or STAT 345 or higher, and EPS 490.

At least 6 credits each from four of the following seven groups (of which no more than 4 credits may be below 300), plus additional credits from Earth & Planetary Sciences above 300 (excluding 491-492, 493 and 495) for a total of 30 credits:

1. Spatial analysis: EPS 455L; GEOG 381L, 487L, 488L
2. Geochemistry: EPS 203, 407L, 410, 415, CE 437L
3. Geoscience: EPS 201L, 301, 302L, 310L, 333
4. Earth Surface Processes: EPS 304L, 333, 481L, 485L
5. Hydroscience: EPS 462 or CE 441, EPS 443, 476
6. Climate: EPS 352, 436, 437, 439
7. Ecology: BIOL 203L, 310L, 405, 451, 461L, 463L, 475, 494, 495, 496L

Supporting Science required courses:

MATH 162, 163; BIOL 123/124L or higher; CHEM 121 and 123L; PHYC 160.

Students can satisfy the requirements for a distributed minor completing CHEM 122 and 124L, PHYC 161, and 7 additional hours from Chemistry (above 122 and 124L), MATH (above 163), Physics (above 161), Biology above 124L (not including courses counted in the Ecology subdisciplinary group) or Astronomy 270 or above or, with permission, from selected Anthropology, Engineering or Geography courses.

Students can satisfy the requirements for a Distributed Minor in support of an Environmental Science Degree by completing CHEM 122 and 124L, PHYC 161, and 7 additional hours from Chemistry (above 122 and 124L), MATH (above 163), Physics (above 161), Biology above 124L (not including courses counted in the Ecology subdisciplinary group) or Astronomy 270 or above or, with permission, from selected Anthropology, Engineering or Geography courses.

A student may also choose to complete a minor outside of the EPS Department. Six credits from courses in interdisciplinary group (g), all of which require additional Biology courses as prerequisites, will satisfy the requirements for a Minor in Biology (if taken separately from requirements for the B.S. in Environmental Science).

A student may also choose to complete a minor outside of the EPS Department.

Undergraduate Minor in Environmental Science

A total of at least 20 hours distributed as follows:

1. ENVS 101 and 102L (or EPS 101 and 105L), and ENVS 330.
2. Plus at least 13 additional hours selected from ENVS 430, EPS 433 (or STAT 345 or higher) and from at least two of the Environmental Science interdisciplinary groups. Only one course numbered 299 or below may count toward this requirement.

Natural Science (NTSC)

No major or minor offered.

Matthew W. Nyman, Coordinator
Natural Sciences
Northrop Hall 126
MSC03 2040
1 University of New Mexico
Albuquerque, NM 87131-0001
(505) 277-4355

ENGL 219, 220 or 290 is required as an A&S Group Requirement.

ENGL 219, 220, or 290 is required.

This change is being made because A&S Group Requirements only apply prior to 2012.
No impact on long-range planning, budget, or faculty workload.

Students completing the B.S. program will fulfill the requirements for a distributed minor, although an alternative minor or second major may be selected.

Students completing the B.S. program will fulfill the requirements for a Distributed Minor in support of an Earth & Planetary Sciences degree, although an alternative minor or second major may be selected.

This change is being made to allow for a Distributed Minor specific to EPS in the degree audit program.
No impact on long-range planning, budget, or faculty workload.

Students can satisfy the requirements for a distributed minor completing CHEM 122 and 124L, PHYC 161, and 7 additional hours from Chemistry (above 122 and 124L), MATH (above 163), Physics (above 161), Biology above 124L (not including courses counted in the Ecology subdisciplinary group) or Astronomy 270 or above or, with permission, from selected Anthropology, Engineering or Geography courses.

Students can satisfy the requirements for a Distributed Minor in support of an Environmental Science Degree by completing CHEM 122 and 124L, PHYC 161, and 7 additional hours from Chemistry (above 122 and 124L), MATH (above 163), Physics (above 161), Biology above 124L (not including courses counted in the Ecology subdisciplinary group) or Astronomy 270 or above or, with permission, from selected Anthropology, Engineering or Geography courses.

This change is being made to allow for a Distributed Minor specific to ENVS in the degree audit program.
No impact on long-range planning, budget, or faculty workload.

A student may also choose to complete a minor outside of the EPS Department. Six credits from courses in subdisciplinary group (g), all of which require additional Biology courses as prerequisites, will satisfy the requirements for a Minor in Biology (if taken separately from requirements for the B.S. in Environmental Science).

A student may also choose to complete a minor outside of the EPS Department.

This change is being made because the previously listed requirements do not necessarily complete the Biology minor.
No impact on long-range planning, budget, or faculty workload.

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1254**

Fields marked with * are required

Name of Initiator: Charles Fleddermann **Email:*** cbf@unm.edu **Date:*** 08-21-13

Phone Number:* 505 277-5521

Initiator's Title* Associate Dean: School of Engineering

Associated Forms exist?*

No ▼

Faculty Contact*

Charles Fleddermann

Administrative Contact*

Charles Fleddermann

Department*

SoE

Admin Email*

cbf@unm.edu

Branch

Admin Phone*

7-1423

Proposed effective term:

Semester

Spring ▼

Year

2014 ▼

Course Information

Select Appropriate Program

Undergraduate Degree Program ▼

Name of New or Existing Program

* Intended Engineering Program Code

Select Category

Subject Code ▼

Degree Type

BS

Select Action

New ▼

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request * (enter text below or upload a doc/pdf file)

See attached [REGISTRAR'S NOTE: THIS FORM REQUESTS A NEW PROGRAM CODE, RATHER THAN A NEW SUBJECT CODE. SUBJECT CODE SELECTED AS BEST OF THE AVAILABLE OPTIONS.]

[Form C to create Intended Engineering.pdf](#)

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications. *

[Engineering UC letter.pdf](#)

Creation of Intended Engineering (IENG) Program Code

The purpose of this Form C is to create a new code: Intended Engineering (IENG). At the same time, it is proposed that existing engineering/computer science codes within University College be deleted. A description of the proposed changes:

1) A new code in the School of Engineering will be created called Intended Engineering (IENG – EN). Students in this code will primarily be first-year undergraduate UNM students planning a major offered by SoE who place into Math 101 through 121. Students will remain in IENG – EN until they complete Math 101, 102, 103 and 121 at which time they will be moved into GENG – EN.

The existing GENG – EN code will be used for students who have advanced to the level of Math 123 and Math 150 or above. When students have completing the admission requirements for their degree program, they will be admitted to their degree program by the appropriate department.

2) A new code in University College will be created called Intended Engineering (IENG – UC). The current group of designations for engineering students in UC - i.e., MechEng - UC, ElectrEng - UC, NucEng - UC, CS – UC, etc. will be eliminated, to be replaced by the new IENG – UC code. The new IENG - UC designation will be used for students who intend to major in SoE degree programs but who initially place into Math 100 or below. Upon successful completion of Math 100, these students will be moved into the new IENG – EN code.

Summary: Incoming first-year students will be placed into one of three designations: IENG - UC, IENG - EN, or GENG-EN. Students are assigned to one of these designations based on mathematics placement. (In rare cases, a first-year student will have sufficient AP or dual enrollment credit to be directly admitted to the degree program.)

To simplify the admissions process, the UNM Admissions Office will admit students who place into Math 100 directly into IENG – UC. All other students who plan an SoE major will be admitted into IENG – EN; during new student orientation, School of Engineering advising staff will move those who place into Math 123/150 or higher into the GENG – EN designation, or directly into the degree program as appropriate.

Transfer students will be admitted into IENG-EN and will be moved either to GENG or into a degree program depending on number of hours completed towards the degree. It is expected that most transfer students will be immediately placed into the degree program.

Advising: Under most circumstances, students in IENG-UC will be advised by UC advising staff. Students in IENG-EN will be advised by advisors in Engineering

Student Services or by departmental advisors. Students in GENG-EN will be advised by departmental advisors.

There are two purposes achieved with these changes:

- 1) With these changes, almost all students who are intending to major in engineering will be able to immediately identify themselves as engineering students, and will be able to access advising and other resources within the School of Engineering. Currently these services are available to students in UC who are intending to major in engineering, but in practice they don't identify as engineering students and don't realize that they may access the services that SoE provides first-year students.
- 2) The addition of the Intended Engineering designation gives students who start at a lower math level a milestone to work towards- the promotion to General Engineering. This will provide motivation to students to persist, and will also provide a sense of accomplishment.



Office of the Dean

August 20, 2013

To: Charles Fleddermann, Associate Dean, School of Engineering

From: Kate Krause, Dean, University College and Honors College

A handwritten signature in black ink, appearing to read "Kate Krause", with a horizontal line extending to the right.

Re: New engineering designation for UC students

I am in support of your proposal to create a new code for engineering students in University College to be called IENG. This code will replace all of the existing codes within UC that are related to engineering majors, computer science, or construction management. Since we are already transitioning to a new model where nearly all first-year students intending to major in School of Engineering undergraduate programs will now be housed in engineering, I think the time is right to restructure the UC codes related to these programs.

In the future, the only students intending to major in engineering programs housed in UC will be those who test into Math 100 or below. These students will be placed into the new IENG-UC code. Upon successful completion of Math 100 and other Introductory Studies requirements, UC advising staff will work with SoE advisors to move these students into the new IENG-EN code.

I think that having students who intend to major in engineering begin their careers in the School of Engineering will be a positive experience for them, allowing these students to identify with their major earlier, and to access the resources available within the School of Engineering from the beginning of their undergraduate career at UNM.

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1262**

Fields marked with * are required

Name of Initiator: Diane Lee Marshall **Email:*** marshall@unm.edu **Date:*** 09-09-13
Phone Number:* 505 277-1168 Initiator's Title* Associate Dean: College of Arts and Sciences

Associated Forms exist?*

No ▼

Faculty Contact* Diane Marshall

Administrative Contact* Stephanie Hands

Department* Arts and Sciences

Admin Email* ssmith@unm.edu

Branch

Admin Phone* 277-7373

Proposed effective term:

Semester

Fall ▼

Year

2014 ▼

Course Information

Select Appropriate Program

Undergraduate Degree Program ▼

Name of New or Existing Program * All baccalaureate degrees

Select Category

Degree ▼

Degree Type

BA and BS

Select Action

New ▼

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[Graduation Requirements for UNM.docx](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request * (enter text below or upload a doc/pdf file)

This is a request to change the minimum number of student credit hours for all undergraduate degrees from 128 to 120. The reasons are included in two files. See below

[Reasons to change university requirement to 120 student credit hours.docx](#)

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications. *

[UNM-TimeToDegree2013.pdf](#)



UNM

OFFICE *of the* PROVOST/EVP
for ACADEMIC AFFAIRS

Timely Completion at the University of New Mexico: Excessive Credits and Baccalaureate Degree Program Minimums

Academic Affairs Policy Report 2013-001

August 26, 2013

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1 Introduction

This report addresses the issue of timely completion of baccalaureate degrees at the University of New Mexico (UNM), with a focus on the number of credit hours required by UNM degree programs. In this section we provide some background on this problem, along with the relevant policies at UNM that govern graduation requirements. In Section 2, we provide recent UNM data related to student success; more specifically, we provide data describing the number of credit hours on average accumulated by UNM graduates. Next, in Section 3, we compare this UNM data to similar data in other states and at other institutions. In addition, we describe a number of state efforts aimed at addressing timely completion of baccalaureate degrees. Finally, in Section 4, we provide some recommendations for policy and curricular changes that will facilitate more timely degree completion at UNM.

There are three manuals containing policies related to the governance and operation of UNM. These are the Board of Regents' Policy Manual, the Faculty Handbook and the University Administrative Policies and Procedures Manual. None of these manuals contain any policies related to the number of credit hours required for a baccalaureate degree at the University of New Mexico. Rather, the only policy we have discovered related to the minimum number of credit hours required for a baccalaureate degree program at UNM is contained in the UNM University Catalog. This policy states, under the Graduation Requirements section, that [3]:

“Candidates for an undergraduate bachelors degree must meet the following University minimum degree requirements and are subject to the following University limitations:

–A **minimum** of 128 semester hours of earned credit is required. . . .”

The Office of the Secretary at UNM has performed a search for any actions taken by the UNM Faculty Senate on the number of credit hours required for a degree. The archives were searched dating back to 1976, the earliest date that Faculty Senate minutes are available electronically, with no records found pertaining to any actions or discussions related to this topic.

2 UNM Student Success

In order to set the context, in this section we provide some recent data related to degree completions at UNM. Specifically, Figure 1 shows the average number of credit hours, by college, for students that graduated with a bachelor's degree from UNM during the 2011-12 academic year. The gray line in this figure shows the range of credit hours required. Thus, any credit hours above this line are in excess, and provide a measure of inefficiency in the production of UNM bachelor's degrees. Although the three colors used to construct the bars in this figure—corresponding to credits earned at an institution other than UNM,

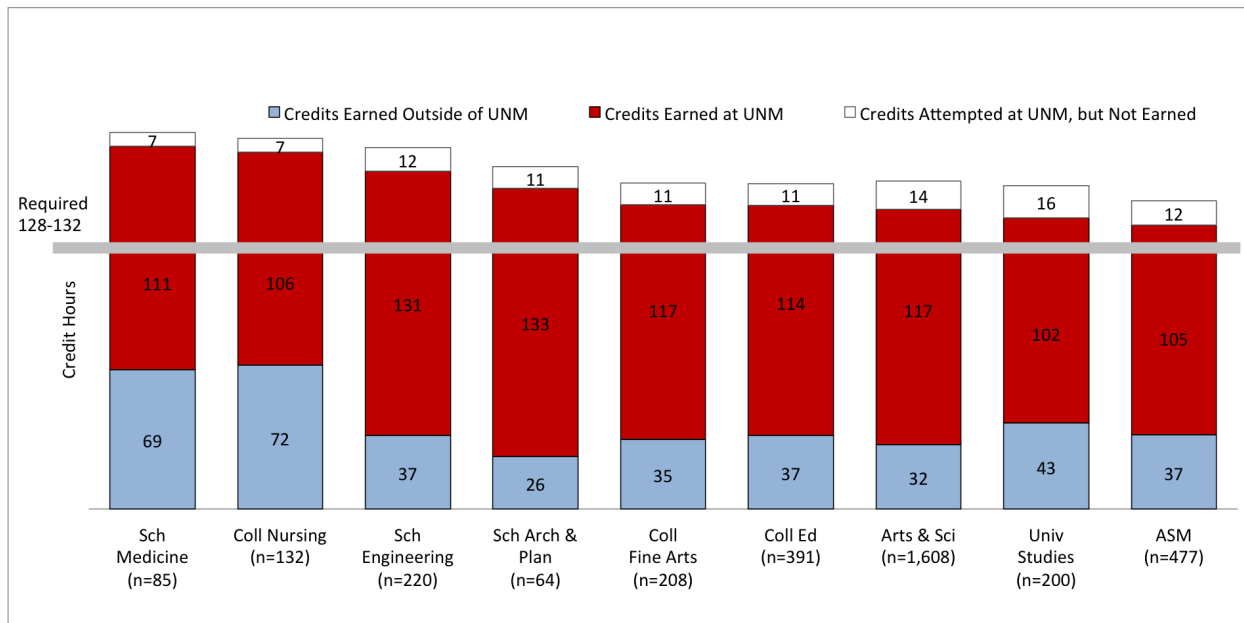


Figure 1: The average number of credit hours by college for bachelor's degree recipients at UNM during the 2011-12 academic year.

credits earned at UNM, and credits attempted but not earned at UNM—are shown on top of one another, it is important to recognize that these are *not* intended to imply a temporal relationship. That is, the credits earned outside of UNM do not all necessarily occur prior to earning credits at UNM, and the unsuccessful attempts at credit hours could have occurred at any time during students' progress towards degrees. Indeed, it is common for UNM students to intersperse credits over time between those earned at UNM and those earned elsewhere.

Figure 1 demonstrates that the excess credit hours accumulated by students in many colleges at UNM are significant. For instance, students that graduated with baccalaureate degrees in the 2011-12 academic year from the School of Medicine, the College of Nursing, the School of Engineering and the School of Architecture and Planning accumulated on average 187, 185, 180 and 170 credits hours, respectively. In the largest unit at UNM, the College of Arts & Sciences, students in this graduating class averaged 163 credit hours. To put these numbers in perspective, consider that a bachelor's as well as a masters degree are often obtained with 150 total credit hours—assuming 120 credit hours for a bachelor's degree, and 30 credit hours for a masters degree, the minimum requirements at many institutions.

Figure 2 shows the total number of earned credit hours, by degree program, for students that graduated with a bachelor's degree from UNM during the 2011-12 academic year. For each program, the low end of the line corresponds to the 25-th percentile and the high end to the 75-th percentile of the population that graduated with a particular degree. In addition, for each program, the center point of each circle corresponds to the median, and the size of the circle corresponds to the number of degrees awarded. Only programs that awarded more than 10 degrees during this time period are shown. Although many programs in engineering

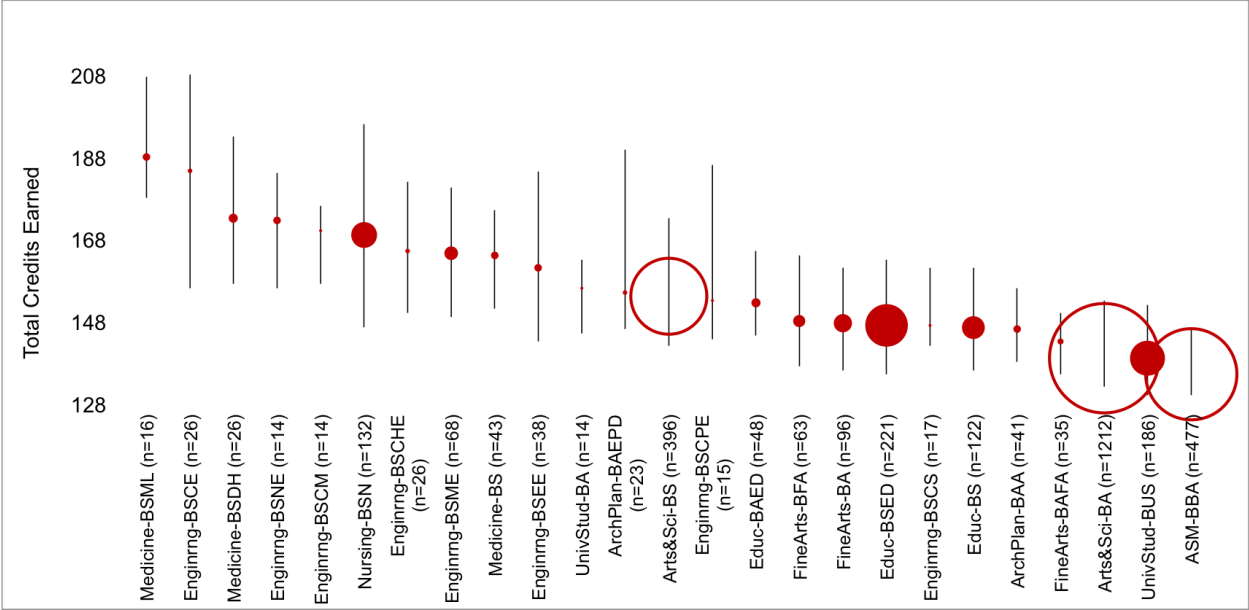


Figure 2: The total number of credit hours earned by program for bachelor's degree recipients at UNM during the 2011-12 academic year. The low end of each line corresponds to the 25-th percentile and the high end to the 75-th percentile. The center point of each circle corresponds to the median, and the size of the circle corresponds to the number of degrees awarded. Only programs that awarded more than 10 degrees during this time period are shown.

and medicine are on the high end in this chart, the number of students these programs graduate is small. The bulk of students at UNM graduate with degrees from the College of Arts & Sciences, and Figure 2 shows that students in bachelor of arts programs are far more efficient than those in bachelor of science programs.

3 Comparisons to Other States and Institutions

For the high school graduating class of 1972, the national average for the number of credit hours accumulated in the pursuit of a bachelor's degree was 130; by 1982, this rose to 134, and by 1992, it was 138 [4]. In the mid-1990s, a number of states began to investigate the problem of "credit creep," and this problem was addressed in many cases through legislative actions. In this section we summarize a few of the more prominent cases, and then we provide comparisons between UNM and a number of institutions in other states.

In 1995, the State of Florida legislated that all baccalaureate degree programs at all state institutions, with exceptions allowed, be reduced to 120 credit hours. Prior to this, the state policy was that programs were not to exceed 128 credit hours. This legislation also mandated that all general education requirements be reduced to 36 hours, and that common degree program prerequisites be standardized, offered and accepted by all of the state's public universities and community colleges. In addition, the timeline provided for completing this work was only one year. Within six months of enacting this legislation, the statewide inventory of degree programs by credit hour had been reduced by 1,571 credit hours [5]. At the University of Florida, the largest university in the state at the time, this change translated into a savings of nearly 56,000 credit hours annually, which equated to approximately 400 additional four-year degrees without changing the overall enrollment level.

In 1993-94, the University of Wisconsin enacted curricular reforms similar to those instituted in Florida. Over the next sixteen years, the average number of credit hours attempted by graduates was reduced from 145 to 132. This change allowed the University of Wisconsin to accommodate 15,000 additional students in 2009-10, as compared to what would have been possible in 1993-94 [4].

In 2005, the State of Texas enacted legislation that placed a limit, with exceptions, on the number of semester credit hours that a public university in that state may require for any bachelor's degree. The statute in the case reads [2]:

"To earn a baccalaureate degree, a student may not be required by a general academic teaching institution to complete more than the minimum number of semester credit hours required for the degree by the Southern Association of Colleges and Schools or its successor unless the institution determines that there is a compelling academic reason for requiring completion of additional semester credit hours for the degree."

Furthermore, this statute “does not prohibit the institution from reducing the number of semester credit hours the student must complete to receive the degree.” Similar to all other higher education accreditation commissions we are aware of, the Southern Association of Colleges and Schools assumes a minimum requirement of 120 credit hours for any baccalaureate degree program.

In addition, it should be noted that both Texas and Florida have passed laws requiring universities to charge additional tuition for excessive undergraduate credit hours. Specifically, in 2009, the State of Florida enacted legislation which requires universities to add a surcharge on each credit hour taken in excess of 120% of the total hours required for a degree [1].

Upon searching the State of New Mexico Constitution, Administrative Code and Statutes, we have not found any requirements or guidelines from the state regarding credit hours for degree completion for institutions of higher learning; however, the Higher Learning Commission, the institutional accreditor for UNM, outlines minimum expectations in the Assumed Practices section of their criteria. Specifically, the minimum credit hour guidelines for degrees are listed in Section B.1.a. as follows:

“The institution conforms to commonly accepted minimum program length: 60 semester credits for associates degrees, 120 semester credits for bachelors degrees, and 30 semester credits beyond the bachelors for masters degrees. Any variation from these minima must be explained and justified.”

A search of the minimum credit hour requirements for degree completion was conducted for UNM’s newly proposed peer list. A majority of UNM’s peers set the minimum credit hour requirements for a bachelors degree at 120 hours, with the exception of New Mexico State University (128), and the University of Utah (122). Most of these peers also set a minimum requirement for a second degree at 30 hours, although Texas Tech University requires 24 hours. A majority of the institutions also state that the minimum requirements for specific bachelors degrees may vary by college and degree. A summary of these results is provided in Figure 3, where we have also listed the minimum credit hour requirement for four-year institutions in New Mexico. Note that all but one of the seven four-year institutions in New Mexico require a minimum of 128 credit hours for a bachelor’s degree. The exception is New Mexico Tech University, which requires a minimum of 130 credit hours.

In addition, the Office of Institutional Analytics at UNM contacted a few of our peer institutions in order to obtain data related to the actual number of credit hours attempted by graduates. The results are shown in Figures 4 and 5. Figure 4 shows the average number of credit hours accumulated by degree recipients at three of UNM’s peer institutions, Arizona State, University of Houston and University of Tennessee. It is interesting to note that Arizona State University has the minimum value for all colleges across all four institutions shown in the figure. Not only does Arizona State University have a 120 credit hour minimum for the baccalaureate degree, but the university has mandated that *all* programs, including those in architecture and engineering, must meet the minimum with their degree requirements. Contrast this to the University of Houston. Even though the State of Texas

Institution	Min. Credit Hours bachelor's Degree	Notes
Arizona State University	120	Policy allows for exceptions; however, <i>all</i> programs, including those in architecture and engineering, meet the minimum.
University of Arizona	120	
University of California–Riverside	180 (quarter system)	Equates to 120 semester credit hrs.
University of Colorado–Boulder	120	
University of Colorado–Denver	120	
Florida International University	120	
University of Iowa	120	
University of Kansas	120	
University of Missouri–Columbia	120	
University of Nebraska–Lincoln	120	
University of Nevada–Las Vegas	120	
University of Oklahoma	120	
University of Tennessee (Texas System)	120	120 credit hours is the legislated maximum, with exceptions allowed. Texas State Law on Excessive Undergraduate Hours assesses a penalty for exceeding 30 hours beyond those required for degree.
Texas A&M University–College Station		
Texas Tech University		
The University of Texas at Arlington		
The University of Texas at Austin		
The University of Texas at El Paso		
University of Houston		
Oklahoma State University	120	Some programs are as high as 150 credit hrs.
University of Utah	122	
<i>New Mexico Institutions</i>		
Eastern New Mexico University	128	
New Mexico Highlands University	128	
New Mexico State	128	At least 48 hrs. numbered 300 and above.
New Mexico Tech University	130	
Northern New Mexico College	128	
Western New Mexico University	128	
University of New Mexico	128	

Figure 3: The minimum number of credit hours required for a bachelor's degree at UNM peer institutions and other four-year institutions in New Mexico.

	UNM		Arizona State		Univ Houston		Univ Tennessee	
Degree Year	'11-'12		'11-'12		'10-'11		'11-'12	
Min. Credit Hours for Degree	128		120		120		120	
<u>Average Credit Hours by Coll.</u>								
School Medicine	180.5							
Coll. Nursing	177.7		Nursing & Health Innovation	153.0			Coll. Nursing	148.5
School Engineering	168.1		Engineering	147.0	Cullen Coll. Engineering	166.2	Engineering	151.0
School Arch. & Planning	159.5		Design & The Arts - Design	136.0	School Architecture	177.8	Architecture & Design	171.7
Coll. Fine Arts	151.5		Design & The Arts - Fine Arts	137.0				
Coll. Education	151.3		Teachers Coll.	134.0	Coll. Education	160.5		
Coll. Arts & Sciences	149.3		Liberal Arts & Sciences	133.0	Coll. Liberal Arts & Soc Sci	152.5	Arts And Sciences	141.1
University Studies	145.1		Letters & Sciences	129.0				
Anderson Schools Management	141.5		Business	134.0	Bauer Coll. Business	155.2	Business Administration	135.0

Figure 4: The average number of credit hours accumulated by graduates of specific colleges at UNM, Arizona State University, University of Houston and University of Tennessee.

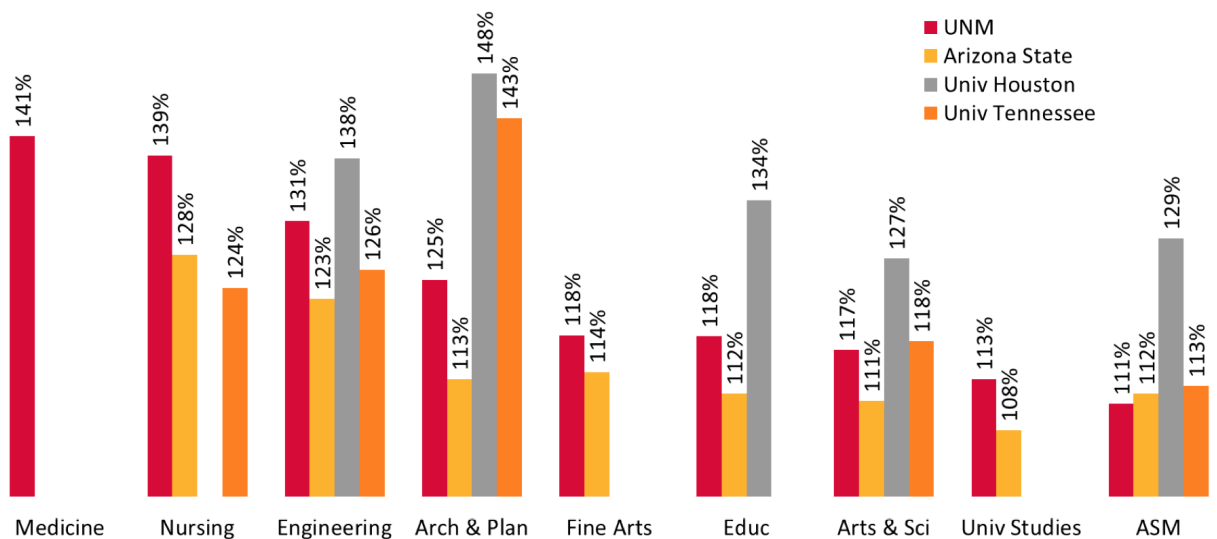


Figure 5: The excess credit hours for graduates of specific colleges, as a percentage of the minimum required for the degree, at UNM (2011-12), Arizona State University (2011-12), University of Houston (2010-11) and University of Tennessee (2011-12).

mandates a 120 credit hour minimum, exceptions are allowed, and the University of Houston makes use of them. For instance, in the Cullen College of Engineering at the University of Houston, degree programs have between 127 and 131 required credit hours. The Bachelor of Architecture degree at the University of Houston is a five-year 160 credit hour program.

4 Recommendations

Complete College America provides three policy recommendations aimed at reducing time to degree. These include [4]:

1. Control credit creep by limiting program length.
2. Establish model four-year semester-by-semester road maps for all programs.
3. Guarantee the transfer of general education curriculum.

UNM should follow the examples set by other states, as well as the recommendations of Complete College America, in order to streamline our curricula and address the excess credit hour issue that exists on our campus. This should be accomplished through the following actions:

- Work with the UNM Faculty Senate to create a policy that reduces the minimum number of credit hours required for a baccalaureate degree at UNM from 128 to 120. Many of our peer institutions have demonstrated that this is possible while also maintaining program quality.
- Once the previous policy is in place, work with the UNM Faculty Senate Curriculum Committee and academic departments to review all degree programs, with the goal of reducing degree requirements in order to match the 120 credit hour minimum, with exceptions allowed if compelling academic reasons are provided.
- Work with academic units at UNM to create four-year semester-by-semester road maps for all programs, and provide mechanisms for tracking the progress of students relative to these road maps.
- Create degree road maps that may be customized to a student's particular circumstances—e.g., that start at the math course a student tests into, or that incorporate work completed at other institutions in the state (taking into account articulation agreements).

References

- [1] Florida Statutes. www.leg.state.fl.us/Statutes, 2012. 1009.286 – Additional student payment for hours exceeding baccalaureate degree program completion requirements at state universities.
- [2] Texas Higher Education Coordinating Board. <http://www.thecb.state.tx.us>, 2013. 61.0515 – Statutory Limitation on Semester Credit Hours Required for a Baccalaureate Degree.
- [3] UNM Catalog. <http://catalog.unm.edu/catalogs/2012-2013/undergrad-program.html>, 2013.
- [4] N. Johnson. Three policies to reduce time to degree. Technical report, Complete College America, Washington, DC, February 2011.
- [5] R. E. LeMon and G. W. Pitter. Standardizing across institutions: Now that we all look alike, what do we look like? Technical report, Office of Academic Program Review, State University System of Florida, Tallahassee, FL, 1996.

We are proposing that the minimum number of credit hours required for a baccalaureate degree be reduced from 128 to 120.

We are proposing this for several reasons.

1. This will allow students to graduate in 8 semesters by taking 15 hours per semester. This is particularly important for students who are not taking laboratory courses. When students take a course with a lab it is straightforward to take 16 hrs per semester. However, when students are not taking a lab, they must take more than 5 courses per semester to meet the 16 hrs per semester required to graduate in 8 semesters.
2. 120 hours per semester is standard practice among our peer institutions – a minimum of 120 credit hours for schools on a semester schedule or 180 credit hours for schools that operate on the credit system is required by University of Arizona, University of Colorado, University of Iowa, University of Kansas, University of Kentucky, University of Missouri, University of Nebraska, University of Oklahoma, University of Oregon, University of South Carolina, University of Tennessee, University of Texas (Austin, El Paso, and Arlington), University of Virginia, University of Washington, University of California at Riverside, Arizona State University, Texas A&M, University of Houston, University of Nevada, University of North Texas, and Florida International University. The University of Arkansas and Oklahoma State University require 124 credit hours, the University of Utah requires 122 and New Mexico State University Requires 128.
3. This changes works well with the new tuition policy that encourages students to take a least 15 hrs of courses per semester.

It is important to note that this is a minimum, not a maximum. It is possible for particular degrees to require higher numbers of hours, especially if their disciplinary accreditation requires this. That practice is common among our peer institutions.

Graduation Requirements

Bachelor's Degrees

Graduation from the University of New Mexico is not automatic. Application for candidacy for graduation is required. Each college may have differing deadlines for degree application. Students anticipating graduation should make arrangements in advance with their college.

Candidates for an undergraduate bachelor's degree must meet the following University minimum degree requirements and are subject to the following University limitations:

1. The student must be admitted to the University of New Mexico college from which the degree is awarded at the time of graduation.
2. A **minimum** of ~~128~~120 semester hours of earned credit is required.
3. Complete the University Core Curriculum.
4. Residence credit requirement: A minimum of 30 semester hours of credit, exclusive of extension and correspondence (independent study) credit, must be earned at the University of New Mexico. Of these 30 semester hours in residence, 15 semester hours must be earned after the candidate has accumulated 92 hours of earned semester hour credit; these 15 hours, however, do not necessarily have to be the last hours of a degree program. A student may fulfill all or part of this residence requirement by attending summer session.
5. The student must have a minimum cumulative grade point average of 2.0.
6. The student must demonstrate a minimum competence in English writing by passing ENGL 102 with a "C" or better or attaining a suitable score on an authorized proficiency test prior to graduation. Students exempt from taking ENGL 101 and students who receive a grade of B- or higher in ENGL 101 or its equivalent at another institution, may choose to satisfy the minimum competence in English writing requirement through the Writing Proficiency Portfolio program administered in the English Department.
7. A maximum