INSTRUCTIONAL COUNCIL

Policies & Procedures Manual

2011 – 2012 Academic Year

Currently under Revision
A Word from the Dean of Instruction

It gives me great pleasure to work in higher education and particularly at the Valencia Branch Campus of the University of New Mexico. And I am particularly enthused about the impact we have on our students—and on each other. Nothing satisfies my desire to give back to my community more than seeing the transformation which a good education makes on our students, not only from the economic perspective, but also in the enrichment to their lives.

It is a privilege to work in a collaborative environment such as we have here at UNM-Valencia. I am honored to serve with like-minded and yet very diverse people. We are like-minded in the sense that we have chosen education as our profession and that our aim is to provide our students with highest quality of instruction and services. We are diverse in that we bring different perspectives and opinions to the table. And as we deliberate, sometimes with relative tranquility and at times with a good deal of passion, we arrive at the best practices.

I hope that this Policies & Procedures Manual will prove useful by way of detailing the aims and purposes of the different areas of Instruction and the policies and procedures which guide our actions. It is, of course, a “living document” and will be frequently updated.

Thanks!

Richard Sax

Dean of Instruction & Chief Academic Officer
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Instructional Council’s Mission, Purpose & Composition

Mission

The mission of the Instructional Council is to actively participate in fulfilling UNM-Valencia’s Mission to...

“...provide community residents with lifelong educational opportunities in order to better prepare them to actively participate in the world as productive, responsible and creative individuals.”

As faculty and staff administrators it is our aim to provide our students with the best possible opportunities to achieve their educational goals.

Purpose

The Instructional Council is an Advisory Board to the Dean of Instruction in all matters that pertain to instruction. It is also a forum for the exchange of information. All major decisions in the instructional area are made by the Instructional Council.

Composition

The Instructional Council is composed of 24 faculty administrators and staff managers most of whom are supervisors within the instructional area. The following are the positions and current members of the Instructional Council:

- ________________ L138, 925-8554, Instructional Technologist, Teaching & Learning Center;
- Rosa Auletta, rauletta@unm.edu, L133A, 925-8546, Manager, Adult Education Center;
- ________________ , 925-8701, Director, Student Affairs;
- Toni Black, tblack@unm.edu, V110A, 925-8714, Coordinator, Technology Area of the Business and Technology Division;
- ________________ , 925-8, ;
- Martin Castillo, castilmg@unm.edu, SC101, 925-8911, Senior LAN Administrator, Computer Support Services;
- Michael Ceschiat, ceschiat@unm.edu, V150B, 925-8702, President, Faculty Assembly and Coordinator, Fine Arts;
- Cindy Chávez, c2chavez@unm.edu, V126, 925-8706, Chair, Business and Technology Division;
- Miriam Chávez, mjchavez@unm.edu, H100B, 925-8613, Chair, Science Department;
Please refer to organizational chart on the next page.

### Meeting Times, Format, & Access to Information

The Instructional Council formally meets on the first Wednesday of each month from 1.30p to 3.30p during the fall and spring semesters and once each summer semester. Meetings usually are held in the administrative conference room.

Meetings are open to “visitors,” i.e., non-IC members, to include UNM-Valencia faculty, staff & students, as well as the public at-large. Visitors need not notify the Dean of Instruction or Academic Office Administrator prior to attending an IC meeting, but they should contact the dean ahead of a meeting if they wish to address the Instructional Council. The Dean of Instruction can be contacted as follows: 925-8601 (office), 331-9564 (mobile), or rsax@unm.edu (email).
More Information

For more information on the Instructional Council, including meeting times, agendas, and minutes of previous meetings please visit the IC’s web page @ http://www.unm.edu/~vic/.

Instructional Council’s Organizational Chart
Academic Support Departments

Academic Office

Mission Statement

Our mission is to provide professional and courteous administrative assistance to all our faculty and students, so that their experience here at UNM-Valencia Campus is a positive and productive one.

General Information

The Academic Office is located in the Arts and Sciences building. You may reach the academic office by calling 925-8600; the fax number is 925-8697.

The Academic Office performs the following functions:

- Process adjunct faculty hires;
- Process teaching agreements and faculty contracts;
- Process faculty approvals to teach courses;
- Assign classrooms;
- Create the schedule of classes (hardcopy, online and on UNM’s student information system);
- Maintain budgets for most academic departments;
- Process curriculum changes;
- Assistance to students (e.g., messages for faculty, will receive portfolio and homework for instructors, class cancellation posting and other general student assistance as needed);
- Provide other services to faculty (please refer to “Services Provided” below).

Academic Office Staff

The Academic Office staff consists of the following positions and general responsibilities and description of duties:

- **Office Administrator, Della Willis, djwillis@unm.edu, A111, 925-8602:** The Office Administrator reports directly to the Dean of Instruction and has the following responsibilities:
  - Manages all operations of the Academic Office and supervises most of the staff, including the work studies;
- Processes adjunct faculty hires;
- Processes teaching agreements and faculty contracts;
- Processes faculty approvals to teach courses;
- Assigns classrooms;
- Maintains tenure & promotion documents;
- Creates the schedule of classes (hardcopy, online and on UNM’s student information system).

- **Administrative Assistant III**, Debra Venable, dvenable@unm.edu, A114, 925-8606: The Administrative Assistant III reports directly to the Dean of Instruction and has the following responsibilities:
  - Provides administrative assistance to the Dean of Instruction;
  - Manages the dean’s and the academic office’s budget and assists most chairs by managing their academic department budgets;
  - Prepares purchase requests for faculty;
  - Prepares & processes travel vouchers;
  - Processes professional development forms;
  - Arranges meetings;
  - Maintains course and program records;
  - Serves as point of contact for faculty who require assistance with their office computers;
  - As needed, serves as backup receptionist and provides assistance to faculty and students.

- **Administrative Assistant II**, Andrea Santillanes, adsantil@unm.edu, A109, 925-8625: The Administrative Assistant II reports directly to the Academic Office Administrator and has the following responsibilities:
  - Assists Office Administrator with preparation of teaching agreements, faculty contracts and other administrative matters as requested;
  - Creates enrollment statistics each semester;
  - Assigns cubicles for adjunct faculty;
  - Issues instructor ID cards;
  - Creates final exam schedule;
  - As needed, serves as backup receptionist and provides assistance to faculty and students.
• **Administrative Assistant I Eve Stith**, reception area, 925-8600: The Administrative Assistant I reports directly to the Academic Office Administrator and has the following responsibilities:
  - Performs a variety of administrative and office support, primarily for our evening and Saturday faculty and students;
  - Manages the distribution, collection and processing of ICES;
  - Maintains inventory and records of surplus equipment.
  - Serves as receptionist and provides assistance to faculty and students.

In addition, the academic office has two work studies who serve as front desk receptionist and provide support to faculty, staff and students. Work studies report directly to the Academic Office Administrator.

**Office Hours**

Office hours for fall and spring semesters are
- **Mondays – Thursdays**: 7.30a to 8.00p;
- **Fridays**: 7.30a to 5.00p;
- **Saturdays**: 8.30a to 1.30p.

**Summer semester** hours are:
- **Mondays – Thursdays**: 7.30a to 7.00p;
- **Fridays**: 7.30a to 5:00p.

When classes are not in session, office hours are:
- **Mondays – Fridays**: 7.30a to 5.00p.

**Services Provided**

A few of the services we offer include:
- Arrangement for adjunct faculty to reserve a work area with PC and phone and mail box;
- Duplicating documents and fixing paper jams;
- Arranging for instructor evaluations (ICES – Instructor Course Evaluation System);
- Assistance (very basic) with electronic mail, internet access and electronic attendance module (for further assistance please access the Teaching & Learning Center @ [http://www.unm.edu/~tlc/](http://www.unm.edu/~tlc/) or call 925-8554 or 925-8555);
- Ordering desk copies (i.e., instructor manuals);
- Accessing basic classroom supplies (markers, folders, etc.);
• Provide a place for students to drop off/pickup homework and portfolios and leave messages for instructors;

• Arrange for class cancellations (the office staff will post cancellation notices on the classroom door and will make every effort to call students in the event an instructor cancels a class if possible);

• Assist students with questions, help them find their classrooms, post changes to classes.

Some of the **services we cannot provide** (but will direct you to the appropriate department) include:

• Proctoring tests (please access the following web site for information on make-up exams: [http://www.unm.edu/~vic/make-ups.htm](http://www.unm.edu/~vic/make-ups.htm) or call the Testing Center @ 925-8577)

• Assistance with instructional equipment (please access the Teaching & Learning Center @ [http://www.unm.edu/~tlc/](http://www.unm.edu/~tlc/) or call 925-8554 or 925-8555);

• Document processing (you will need to create your own syllabi, study guides, tests, etc.);

• Entering attendance.

**Other Services/More Information**

Additional services and information, including the names of current office staff and work studies, may be found by visiting the Academic Office web site @ [www.unm.edu/~acadoff/](http://www.unm.edu/~acadoff/).
Adult Education Center

Mission

Our mission is to provide adult learners with free, positive, and quality learning environments, resources and instruction to reach any goal in education they set for themselves.

We believe that when adults achieve their full potential, they will have the increased skills and desire to be more active members in their communities and improve their quality of life.

Purpose

The Adult Education Center helps adults:

- Improve reading, writing and math skills;
- Prepare for the GED tests in both English and Spanish;
- Prepare for post-secondary education;
- Enhance employability skills;
- Learn English as a second language; and
- Enhance knowledge of civic activities

General Information

The Adult Education Center provides classes throughout Valencia and Torrance Counties. Classes may include use of video, audio and computer technology. The program also provides on-line GED instruction (available only in English), computer-based instruction, basic computer literacy for qualifying students and individualized tutoring at the Learning Center and through Valencia County Literacy Council.

The Educational Assistant Associate Degree Program provides the opportunity for Educational Assistants to earn an Associate Degree within a three year time period. Since the quality of a teaching staff is one of the major factors in student success, raising the educational level of K-12 Educational Assistants will enhance their ability to deliver excellent support services in the classroom thereby improving their students’ academic performance. In addition, completion of the AA degree by Educational Assistants will help school districts fulfill the goals of the “No Child Left Behind” legislation. Finally, the P-16 Bachelor’s Degree program assists Education Assistants with Associate Degrees to earn the Bachelor’s Degree in Education. This is a professional development opportunity for Educational Assistants to become teachers.
Adult Education Center Faculty & Staff

- **Adult Education Center Manager**, Rosa Auletta, rauletta@unm.edu, L133A, 925-8546: The Adult Education Center Manager, a 12-month faculty position, reports directly to Dean of Instruction and has the following responsibilities:
  - Provides general program oversight;
  - Manages Adult Education Center grants and accounts;
  - Supervises Adult Education Center staff;
  - Liaison between the Belen School district and UNM-Valencia Campus as part of supervision of P-16 grant.

- **Adult Education Center Coordinator of Curriculum and Instruction**, Tina Newby, tinan@unm.edu, L118, 925-8920: The Adult Education Center Curriculum and Instruction Coordinator, a 12-month faculty position, reports directly to the Adult Education Center Manager and has the following responsibilities:
  - Provides general curriculum and instructional activities;
  - Provides oversight of data collection and entry;
  - Provides oversight of Adult Education Center staff and faculty.

- **Administrative Assistant III**, Carol Claus, cclaus@unm.edu, L133, 925-8921: The Administrative Assistant III reports directly to the Adult Education Center Manager and has the following responsibilities:
  - Maintains accounting records;
  - Coordinates class sites/locations;
  - Provides oversight of clerical duties and staff.

- **Administrative Assistant III (for P-16 grant)**, Ruby Aragon, raragon@unm.edu, S236, 925-8982: This Administrative Assistant III position devotes part of her time to assisting the Adult Education Manager with clerical and accounting details related to the P-16 Associates Degree grant.

- **Administrative Assistant I**, Shirley Vest, svest@unm.edu, L114, 925-8900: The Administrative Assistant I reports directly to the Administrative Assistant III and has the following responsibilities:
  - Provides information concerning both the Adult Education Center and The Learning Center.

- **Data Operator III**, Debbie Maldonado, dmaldon@unm.edu, L112, 925-8922: The Data Operator III reports directly to the Adult Education Center Manager and has the following responsibilities:
  - Maintains state-mandated database of Adult Education Center student records;
  - Creates reports and collects data from various sources.
Senior Tutor, Peggy Marquez, peggymar@unm.edu, L115A, 925-8925: The Senior Tutor reports directly to the Adult Education Coordinator of Curriculum and Instruction and has the following responsibilities:

- Provides oversight of tutoring program;
- Manages intake and assessment procedures;
- Provides off-site support;
- Creates reports and collects data from various sources.

Student Support Assistant, Vacant, L109, 925-8922: The Student Support Assistant reports directly to the Adult Education Manager and has the following responsibilities:

- Organizes and provides problem-solving and employability skills workshops;
- Provides support, including PowerPath screening, for students with learning difficulties;
- Provides referrals for students facing various obstacles to education;
- Assists with student intake and assessment.

Part-Time Faculty, L114, 925-8900: Adult Education Center Part-Time Faculty (number varies) report directly to the Adult Education Coordinator of Curriculum and Instruction and has the following responsibilities:

- Instruct GED and/or ESL classes;
- Prepare required reports and assess student progress.

Other Services/Enrolling in Adult Education Center Classes

Enrolling in the program requires filling out a demographics form, assessment testing using CASAS (Comprehensive Adult Student Assessment System) and an interview with a tutor or instructor to set goals and develop an Action Plan appropriate for the student. Most students enter the program on a walk-in basis at the Learning Center and can begin their studies anytime during the semester.

Students studying for the GED on campus can begin individualized study at any time. Classes, however, are offered in 5-week sessions with 4 weeks of instruction and a fifth week for assessment and interviews. Students must attend a 3-4 day orientation session before they begin these classes. When students produce high scores (246 or better) on the CASAS assessments, it is recommended that they take the official GED Practice Test and sign up for the Test-Taking Strategies Workshop. Both the Practice Test and Workshop are required before taking the official GED test here at UNM-Valencia Campus. A workshop on preparing for the COMPASS test and enrolling in credit classes is also offered to GED students.

All off-campus classes, both GED and ESL, have open enrollment and students can enroll by going directly to the class or through the Learning Center.
More Information

More information is available in our brochure and on the web at http://vcabe.unm.edu.
Child Care Center

Mission & Philosophy

Our mission is to provide the children of UNM – Valencia Campus students, staff and faculty with a high quality early childhood educational experience, as well as offering the convenience of childcare on campus. We strive to maintain a safe learning environment that is child centered and developmentally appropriate for the different age levels of children in attendance.

UNM – Valencia Child Care Center believes in the human rights of all children to be cared for, valued and to be treated with dignity and respect. In a supportive, nurturing environment, where parents are recognized as their child’s first and most important teacher, the basic premise of our approach as we provide services to the children at the center is recognizing and meeting the needs of the children.

Goals

- To provide a nurturing, supportive environment in which children, parents, and staff are valued and treated with dignity and respect
- To create an environment for children where routines and boundaries are consistent, clear and predictable
- To offer a curriculum that is developmentally appropriate for children in the center meeting their individual needs and allowing them to make choices.
- To encourage children to think, reason, question, investigate, and experiment through engagement with materials, tools, people, language, ideas, and concepts
- To expand children’s language, literacy, and cognitive development through observations and interactions with the environment
- To assist children with their development of social skills and problem-solving abilities through cooperative play
- To foster positive self-identity and sense of emotional well being in children
- To support children in the development of self-expression, representation and appreciation for the arts
- To develop the children’s physical well-being by encouraging and demonstrating sound health, safety, and nutritional practices
- To respect and respond to cultural diversity
- To establish and maintain a positive relationship with the parents and community allowing for growth and learning
- To present staff with the opportunity for professional growth and development
General Information

The Center offers three different programs; a preschool child development program serving children ages 2 1/2 to 5; a pre-kindergarten program serving children who will be four years old by September; and a drop-in program for children from 2 1/2 up to age ten. Valencia Child Care Center is nationally accredited by the National Association for the Education of Young Children.

The Child Care Center provides services for children ages 2½ through 5 (potty trained) in a learning environment. The environment becomes the curriculum with several different areas allowing the children to move freely choosing their activities. The day is scheduled into several blocks of time meeting the physical needs of the children and providing “program time” of either teacher-directed or self-selected activities. Throughout the day there is a balance between indoor and outdoor time, active and quiet activities, and individual and group routines. The schedule provides a familiar framework for the child that is secure and consistent.

Child Care Center Staff

- **Child Care Center Manager, Cheryl Boone, MA, cboone1@unm.edu, S110, 925-8872:** The Child Care Center Program Manager reports directly to Dean of Instruction and has the following responsibilities:
  - Provides general supervision of the Child Care Center;
  - Manages Child Care Center grants and accounts;
  - Seek funding means for the Child Care Center;
  - Supervises CCC staff.

- **Fiscal Services Technician, Helen Casillas, BA, mcasilla@unm.edu, S101, 925-8870:** The Fiscal Services Technician reports directly to the Child Care Center Program Manager and has the following responsibilities:
  - Provides information concerning the Child Care Center to parents and visitors;
  - Provides clerical assistance to the Child Care Center Manager.

- **Classroom Teachers, Debora Agee, dagee@unm.edu & Juanita Mitchell mitchj@unm.edu, S116, 925-8874:** The Classroom Teachers (currently 2) report directly to the Child Care Center Program Manager and have the following responsibilities:
  - Provides instruction to children implementing state and national standards;
  - Supervise children while they are at the Center.

- **Lobo Cub Teacher, Vacancy, S111, 925-8873:** The Lobo Cub Teacher reports directly to the Child Care Center Program Manager and have the following responsibilities:
Supervise children who are staying at the Child Care Center on a drop-in basis.

**Registration and Hours of Operation**

UNM-Valencia Campus students have first priority for slots in the Child Care Center. The next priority is children of parents enrolled in the Adult Basic Education programs. UNM-Valencia Campus faculty and staff and community members at large are welcomed to enroll their eligible children in the child development programs here on campus. All children must be pre-registered before they can participate in any of the three child development programs.

Children may be enrolled as follows:
- Full-time, 8.00a – 5.30p, Monday through Thursday;
- Part-time: mornings, 8.00a – 12.30p or mid-day, 10.00 – 3.00p, two, three, or four days per week.

The PreK Program only operates from 8:30 to 12:00, Monday through Thursday and follows the University’s calendar for the fall and spring semesters.

Children are accepted on a drop-in hourly basis in the Lobo Cub Den. The Lobo Cub Den can accommodate parents who need child care services 12.00pm to 9.00pm, Mondays through Thursdays, and not more than 5 hours a day.

**More Information**

For more details on the child development program, including Child Care Center policies, procedures and how to register your child at the Child Care Center please visit the Center’s web site at [http://www.unm.edu/~vcchild](http://www.unm.edu/~vcchild).
Community Education

Mission

The Community Education Program offers residents of the college service area the opportunity to participate in a wide variety of high-quality courses in subjects relating to personal enrichment, professional development, computer training and cultural events. These courses are offered with minimal fees at convenient locations. Classes, workshops and seminars are developed in response to needs as identified by representatives of all segments of the local communities. This includes specialized training for business, industry and governmental agencies.

General Information

The informal nature of Community Education Services provides residents with the opportunity for lifelong self-improvement, regardless of age or educational background, through collaborative efforts with local entities.

Community Education Services is comprised of the following unique programs providing learning opportunities for citizens of all ages.

- Courses in subjects relating to personal enrichment, professional development and computer training, both credit and non-credit.
- Programs for children of all ages which include The Summer Bring Your Kid to College Program, the Gifted-High Potential and the Accelerated Enrichment Program for At-Risk Youth, all designed for elementary school age children. Classes include computers, arts, crafts, science, and more.
- Cultural Enrichment Series, bringing a wide variety of informational lectures and entertainment from cultures around the world and in subjects of all disciplines.
- The Extended University brings bachelor and graduate courses both live, on-site at the Valencia Campus, or via satellite from UNM-Main Campus.
- CPR and First Aid training through the American Heart Association CTC (Community Training Center).
- Customized training for business, industry and government entities.
- Vocational/Workforce Training: Short courses to prepare dislocated workers and welfare recipients to enter the workforce or to enhance skills to enable incumbent workers to advance in their careers. Courses may include Certified Driver’s License (CDL), Heavy Equipment Operator, Carpentry (Drywall and Framing), Industrial Maintenance, and Certified Nursing Assistant. New courses are continually developed to meet changing work force needs. Call 925-8970 for information. Listed as Job Skills Certificate (Catalog pages 146, 147, 172).
• Certified Nursing Assistant (CNA): 8-credit-hour course to prepare students for the CNA accreditation examination and to provide patient care in a home, health care center or hospital under the supervision of a professional health care provider. (Catalog page 158)

• Emergency Medical Services (EMS): Credit courses offered at various levels to prepare students to recognize medical and traumatic emergencies and to intervene and stabilize patients while in transport to an advanced care facility. Upon successful completion, the students are eligible to apply for the NM State EMS licensing examination. (Catalog page 165-166)

• Facility Master Scheduling for the Valencia Campus.

Community Education Staff

• **Senior Program Manager, Rita Logan, rlogan@unm.edu, S228, 925-8971:** The Community Education Senior Program Manager reports directly to Dean of Instruction and has the following responsibilities:
  - Provides general supervision of the Community Education programs;
  - Designs, develops, implements and manages 10 community outreach programs’
  - Performs research to identify new programs;
  - Plans and develops strategies for generating resources and revenues and identifies funding sources;
  - Engages in contract negotiations;
  - Develops and manages budgets;
  - Serves as community liaison for University;
  - Participates in the development and establishment of policies and operating procedures, strategic planning and facility master planning.
  - Supervises CE staff.

• **Community Education Coordinator, Eileen Davis, eileend@unm.edu, S226, 925-8974:** The Community Education Coordinator reports directly to the Community Education Manager and has the following responsibilities:
  - Coordinates daily activities of Community Education programs;
  - Schedules classes and classrooms;
  - Identifies instructors;
  - Assists with course setup, registration and marketing;
  - Orders and distributes instructional supplies and ensures proper care in the use and maintenance of equipment;
- Administers and maintains program files, records, enrollment data and statistical reports; generates course completion documents; supervises student employees;
- Works with various entities both on- and off-campus.

- **Fiscal Services Technician, Sharon Fleenor, sharonf@unm.edu, S224, 925-8565:** The Fiscal Services Technician reports directly to the Community Education Manager and has the following responsibilities:
  - Schedules rooms for campus and non-campus events (other than regular classes);
  - Maintains and reconciles accounts and ledgers for Community Education operations;
  - Reviews and processes accounting data for analysis;
  - Monitors fund levels for daily operations; prepares billings, deposits and money lists;
  - Reviews purchasing and travel documents;
  - Maintains facility master schedule;
  - Provides backup telephone, customer service and clerical assistance.

- **Administrative Assistant II, Genevieve Montoya, gmontoy2@unm.edu, S219, 925-8970:** The Administrative Assistant II reports directly to the Community Education Manager and has the following responsibilities:
  - Operates personal computer to assist with various program documents;
  - Provides administrative support for programs;
  - Schedules and coordinates various special events;
  - Requisitions and distributes supplies.

- **Education Support Coordinator, Becky Culp, bculp@unm.edu, S222, 925-8973:** The Education Support Coordinator reports directly to the Community Education Manager and has the following responsibilities:
  - Coordinates and assists with programs offered through the contract with the American Heart Association;
  - Schedules, supports and facilitates all aspects of CPR and 1st Aid training services;
  - Ensures proper care in the use and maintenance of equipment and supplies and trains staff to assist;
  - Administers and maintains program files and records; maintains enrollment data and compiles statistical reports;
  - May teach CPR and 1st Aid courses.
The Community Education Program hires about 60 non-credit instructors and part-time faculty for the CNA and EMS courses.

Community Education Programs

- Personal enrichment, professional development and computer training:
  - **For Credit:** Students can register through I-TEL-UNM or on-site at the UNM—Valencia Campus Student Services. This includes CNA and EMS courses.
  - **Non-Credit:** Students can register by phone with a VISA or Mastercard, by mail, fax or walk-in to Community Education Services located on the 2nd Floor of the Student-Community Center. Call 925-8970 for information.

- Programs for children:
  - **Summer Bring Your Kid to College Program:** Students/parents can register by phone with a VISA or Mastercard, by mail, fax or walk-in. Call 925-8970 for information.
  - **Gifted-High Potential and the Accelerated Enrichment Program for At-Risk Youth:** Students are identified for participation by local school district personnel who bus children to the Valencia Campus for 8-Friday mornings during the Fall and Spring semesters.

- **Cultural Enrichment Series:** Free program, open to the public. For information, call 925-8970.

- **The Extended University:** Students can register at UNM-Main Campus or through I-TEL-UNM. UNM Main Campus tuition and fees apply.

- **CPR and First Aid:** Training through the American Heart Association CTC (Community Training Center): Students can register by phone with a VISA or Mastercard, by mail, fax or walk-in. Special courses can be designed to meet the needs of area businesses. Call 925-8970 for information.

- **Customized Training:** Community Education staff meets with local business, industry and government entities to design programs in response to their workforce needs. Call 925-8970 for information.

- **Vocational/Workforce Training:** Community Education staff meets with local business, industry and government entities to design programs in response to their workforce needs. This may include construction curriculum offered through a sub-contract with Employment Training Services. For information, call 925-8970.

- **Facility Master Scheduling for the Valencia Campus:** Available to off-campus, non-profit entities, if available. Users must complete the Facility Usage Form, or call 925-8565 for information.

More Information
Information is routinely listed in the UNM-Valencia Campus Schedule of Classes for the following programs: Personal Enrichment, both credit and non-credit, Certified Nursing Assistant (CNA), Emergency Medical Services (EMS), the Summer Bring Your Kid to College Program, Cultural Enrichment Series, the Extended University, Out-of-District Instruction, CPR/1st Aid training. Ads are also placed in local newspapers through the service area, and flyers are distributed.

For the Gifted-High Potential, Accelerated-Enrichment for At-Risk Youth, and Gear Up Tutoring Plus programs, Community Education staff works with local school personnel to organize the program.

The Extended University classes are also listed in the Main-Campus Extended University Schedule of Classes.

Customized and Vocational Training programs are listed in the WCCNM (Workforce Connection of Central NM) Eligible Training Providers List, and at the One Stop Centers in a four-county area. Ads are sometimes placed in local newspapers. The sub-contractor, Employment Training Services, also promotes the construction programs state-wide. Community Education staff also responds to inquiries from local business, industry and government entities.
Computer Support Services

Mission Statement

*Provide top quality, timely technical support and training to all end users at UNM Valencia Campus. Provide support, service, install and maintenance of all information management systems for departmental users.*

General Information

Computer Support Services provides Computer and Information Management services to all Valencia campus users. CSS is responsible for the upkeep, repair and maintenance of all personal computers and servers on campus. Maintain all networking resources to include wiring closet support. We serve as a single point of contact for service requests pertaining to software problems and hardware issues. Additionally CSS supports and maintains the Valencia Information Management System (VMIS), UNM-Valencia’s web page as well as several departmental web pages.

Computer Support Services Staff

- **Senior LAN Administrator, Martin Castillo, castilmg@unm.edu, V107:** The Senior LAN Administrator reports directly to the Director of Campus Resources and has the following responsibilities:
  - Supervises all computer systems (hardware and software) and network system at UNM-Valencia;
  - Manages CSS accounts;
  - Supervises CSS staff.

- **LAN Administrator, Tod Singletary, todman@unm.edu, V107:** The LAN Administrator reports directly to the Senior LAN Administrator and has the following responsibilities:
  - Manages VMIS;
  - Provides student data to faculty and administrators;
  - Provides computer systems support (when needed).

- **Web Designer, Mary Ann Castillo, mgcastil@unm.edu, V107:** The Web Designer reports directly to the Senior LAN Administrator and has the following responsibilities:
  - Maintains UNM-Valencia’s web page;
  - Develops other campus departmental web pages;
  - Provides computer systems support (when needed).
• **User Support Analyst II, Bob Maxwell, bmaxwell@unm.edu, and V RD Brieno, rbrieno@unm.edu, V107:** The User Support Analyst II report directly to the Senior LAN Administrator and has the following responsibilities:
  - Provides support for service calls;
  - Provides other computer systems support.

• **Administrative Assistant III, Kimberly Chavez, kchavez6@unm.edu, V105, 925-8911.** The Administrative Assistant III reports directly to the Senior LAN Administrator and has the following responsibilities:
  - Provides administrative assistance to the Senior LAN Administrator;
  - Manages the Department budget;
  - Prepares purchase requests for the department;
  - Maintains software licensure and media inventory;
  - Assists in maintaining system maintenance records;
  - As needed, serves as backup receptionist.

### Services Provided

Computer Support Services provides the following services to faculty, staff and students:

#### User Support

- Perform general problem solving and assistance on diverse software applications and hardware systems for department users.
- Provide individual and/or group instruction and training to staff, students, and/or faculty on computer hardware and software.
- Write and maintains user instructions.
- Perform routine hardware and software maintenance and assists in proper upkeep and utilization of systems.
- Review, evaluate, and make recommendations on proposals for hardware or software acquisitions.
- Provide technical assistance and maintenance support to departmental end users.
- Maintain applicable records including user lists, user accounts and security, and equipment inventory.
- Supervise or provide functional direction to lower graded staff and/or student employees performing the same or similar type of work.
- Maintain knowledge of current technological developments/trends in area of expertise.
- Serve as team leader on technology projects with moderate scope and impact, providing some direction and integration of staff work.
Campus Web Development

- Develop and maintains plan for organization's Internet presence, based on management priorities, policy directions, and goals.
- Create enhancements and modifications to web sites; organizes and maintains the sites.
- Assess new standards, technologies and trends, and formulates strategies and plans for future enhancement of web sites.
- Ensure that web sites are accessible from a variety of different environments.
- Troubleshoot and repairs bugs and problems.
- Respond to web designer mail; provides and analyzes traffic statistics and reports.
- Develop, researches, writes/edits and creates layout for new sections/features.

LAN Administration

- Administer a complex network or group of networks typically consisting of around 600 or more workstations, utilizing one or more TCP/IP or non-TCP/IP networking protocols and/or one or more UNIX-based or non-UNIX based operating systems.
- Evaluate and/or recommends purchases of computers, network hardware, peripheral equipment, and software; provides technical consulting services to department/organization regarding use of computers and networks to satisfy business needs.
- Install, configures, and maintains personal computers, Novell networks, UNIX workstations, file servers, ethernet networks, network cabling, and other related equipment, devices, and systems; adds or upgrades and configures modems, disk drives, data acquisition boards, CD ROM units, printers, and related equipment.
- Perform and/or oversees software and application development, installation, and upgrades; maintains site licenses for department/organization.
- Plan and implements network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, and file system integrity, and adding and deleting users.
- Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Develop and conducts various training and instruction for system users on specific operating systems, applications, and programming languages in use in the department/organization; assists users in maximizing use of networks and computing systems.
- Perform a variety of administrative support functions, including laboratory, facilities, or shop supervision.
- Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
System Analysis

- Collect information to analyze and evaluate existing or proposed systems.
- Investigate, plans, implements, tests, and debugs operating system software.
- Analyze and evaluates present or proposed business procedures or problems to define data processing needs.
- Prepare detailed flow charts and diagrams outlining systems capabilities and processes.
- Research and recommend hardware and software development, purchase, and use.
- Troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration.
- Provide advanced technical assistance and maintenance support to departmental end users.
- Document projects and writes user instructions.
- Selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.
- Supervise and/or lead lower graded staff and/or student employees.
- Record and maintains hardware and software inventories, site and/or server licensing, and user access and security.
- Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Perform problem resolution and provides on-call support for computer/network systems.

More Information

Main support page for CSS is [http://www.unm.edu/~vchelp/](http://www.unm.edu/~vchelp/). This page holds most of the information on steps to contact CSS as well as request for information. Additionally with one phone number it is easy to contact us through phone 925-8911.

Other web pages include:

- Useful links page: [http://www.unm.edu/~vchelp/vclinks.htm](http://www.unm.edu/~vchelp/vclinks.htm).
- VMIS home page: [http://www.unm.edu/~vchelp/vmis.htm](http://www.unm.edu/~vchelp/vmis.htm).
- On line service request form: [http://www.unm.edu/~vchelp/Wo.htm](http://www.unm.edu/~vchelp/Wo.htm).
Library

Mission Statement

The mission of the UNM-Valencia Campus Library is to provide student and faculty access to scholarly materials adequate to support the current curriculum, along with an environment in which life-long learning is encouraged by responding to the information needs of all users in an interested and caring manner.

General Information

The campus Library is no longer just a place for books! We have several online databases with full-text articles available as well as links to help students set up e-mail accounts and do their financial aid online. In addition, the Library has about 36,000 books as well as magazines, newspapers, nearly 3000 videotapes, and several hundred maps. The online catalog (LIBROS) houses not only the Valencia Campus holdings, but also the holdings from several of the main campus and other branch libraries. Twenty computers are available for use, as well as a printer and photocopiers. Other services provided by the Library include interlibrary loan, course reserves, and group or individual instruction sessions on making the best use of the Library's resources. The Library is also home to a fine law Library.

Library Staff and Faculty

- **Library Manger**, Esther Shir, esthers@unm.edu, L150, 925-8991: The Library Manager reports directly to the Dean of Instruction and has the following responsibilities:
  - Supervises all Library processes to include:
    - Managing Library accounts;
    - Collection development;
    - Cataloging;
    - Interlibrary Loan;
    - Course reserves;
    - Circulation;
    - Reference services;
    - Department statistics and reports;
  - Supervising Library faculty and staff.

- **Public Services Librarian**, Vacant, x@unm.edu, L148, 925-8993: The Public Services Librarian reports directly to the Library Manager and has the following responsibilities:
  - Provides Library and information literacy instruction;
• Provides general and legal reference service;
• Creates and maintains the Library’s web page;
• Creates bulletin board designs;
• Maintains legal reference materials;
• Oversees New Mexico state document collection.

• Library Information Specialist, Judy Marquez, judym@unm.edu, L144, 925-8992:
The Library Information Specialist reports directly to the Library Manager and has the following responsibilities:
  • Maintains overdue/delinquent files;
  • Maintains serials check-in files;
  • Performs periodicals to be sent to binder;
  • Sorts mail;
  • Assists with reserves;
  • Assists with interlibrary loans;
  • Supervises work studies;
  • Repairs books;
  • Maintains circulation patron file.

In addition, the Library relies on four workstudy students to assist with various Library processes.

Services Provided

• Introduction on using Library resources
• Library tours
• Course reserves
• Circulation of library materials
• Interlibrary Loan
• Coin-operated photocopy machines
• Microform reader/printers
• Public computers with internet connectivity
• Assist students with setting up e-mail accounts
• Web access to financial aid and other campus services
• Access to thousands of online full text periodicals
• Access to UNM’s shared online catalog
- Access to a variety of legal resources for the community
- Community borrowing privileges (provided community member is 18 years or older)
- Access to a small Tome area archive collection
- Access to several years of campus budgets, schedules, catalogs, committee minutes, accreditation reports and other campus documents
- Telephone books from around the state
- Access to New Mexico government documents
- Maps and aerial photographs of the Valencia County area that are useful in determining water rights
- Access to nearly 3,000 films, 1,000 maps, and 36,000 books and periodicals

**Hours of Operation**

Regular Library hours are:
- Monday through Thursday, 8.00a – 8.30p;
- On Fridays, the Library is open from 8:00a – 5.00p on the 2\text{nd} and 4\text{th} Fridays of the month;
- On the 1\text{st} and 3\text{rd} Fridays of the month, the Library is closed for staff training until 10.30a.

**Computer Laboratory**

The Library has a 23-work station computer lab used to teach Library instruction. The lab may also be reserved for use by other classes as needed.

**More Information**

The public version of our policies and services can be found in detail on our website: [http://www.unm.edu/~unmvclib](http://www.unm.edu/~unmvclib).

In addition, there are two brochures: Valencia Campus Library information for community borrowers and Valencia Campus Library student handbook. These are available at the Library.

The full-time staff each has a copy of the Library’s own very detailed policy/procedure manual which is updated as needed. A copy of the policies and procedures in it’s Word original is housed on the Library’s departmental folder on the campus server. Several other documents such as the budget are also housed on the server so that all staff can have access.
Teaching & Learning Center

Mission

The Teaching and Learning Center (T&LC) seeks to enhance teaching and learning, improve student and faculty success and stimulate instructional effectiveness. The Center hosts a variety of faculty workshops and seminars and offers a wide range of instructional resources.

The T&LC will provide opportunities for faculty to support, publicize, and demonstrate the use of best practices and innovative approaches to teaching and learning by establishing formal and informal communications forums. The T&LC will publicize all training opportunities, workshops, and sessions in its calendar of events and activities.

General Information

The T&LC, which is located in Rooms 138 and 141 of the Learning Resource Center, provides information and training in instructional technology and other programs with an end to improving teaching and learning at UNM-Valencia. The Teaching and Learning Center has a library of books on instructional technology, education, and personal growth. The Center also has a large collection of web-based resources on many pedagogical areas, classroom management, and learning and teaching activities.

Teaching & Learning Center Faculty & Staff

- **Instructional Technologist, Karen Acree**, kacree@unm.edu, L138, 925-8554: The Instructional Technologist reports directly to the Executive Director, primarily in matters related to Title V, and to the Dean of Instruction in matters related to the Teaching & Learning Center. Responsibilities include:
  - Supervises all operations and programs in the T&LC;
  - Supervises all T&LC staff to include the Learning Center (tutorial) staff;
  - Provides and/or supervises workshops and training for faculty;
  - Manages all instructional technology equipment at UNM-Valencia;
  - Manages Title V grant.

- **User Analyst II, Rick Nesbitt**, rnesbitt@unm.edu, L139, 925-8556: The User Analyst II reports directly to the Instructional Technologist and has the following responsibilities:
  - Installs, troubleshoots and maintains instructional technology equipment;
  - Provides assistance to faculty with instructional technology equipment on an on-call basis.
• Administrative Assistant III, Cyndy Baca, cbaca2@unm.edu, L141A, 925-8559: The Administrative Assistant III reports directly to the Instructional Technologist and has the following responsibilities:
  ▪ Provides administrative and clerical assistance to the Instructional Technologists;
  ▪ Assists the Instructional Technologists with the administration of the Title V grant, including grant and institutional budgets;
  ▪ Provides assistance to faculty with instructional technology equipment (when needed).

In addition, a student employee assists the Instructional Technologist and the User Analyst II with equipment maintenance and faculty assistance.

Programs and Services

• Management and Maintenance of Instructional Technology Equipment: The Instructional Technologist supervises and approves the purchases, installation and maintenance of all instructional technology equipment at UNM-Valencia.

• Workshops: Workshops are offered in a wide range of areas including computers, audio visual equipment, online and hybrid instruction, pedagogy, and classroom management. Brown bag lunch seminars will be held covering a variety of topics.

• Other Workshops, Classes & Seminars: Each term the T&LC will provide workshops, classes and seminars to help the faculty and staff learn new skills and concepts so that they may better support student learning. Classes will include computer software applications, instructional media development, electronic communication skills and teaching methods.

• Individual Consultations To Faculty And Staff: Faculty can receive assistance developing strategies to improve student learning. Resources, mentors, and information will be provided. All consultations will be confidential.

• Instructional Technology Tutorials: The Center will provide tutorials for faculty and staff that need help with computer applications and technology.

• Assistance with Instructional Equipment, Office and Classroom PCs: T&LC staff will provide on-call faculty assistance with instructional equipment and PCs in the office and the classroom.

• Point-of-Contact for Instructional Software: The T&LC will serve as the “router” for all instructional software requests (please see instructions below).

Teaching and Learning Center General Procedures

• To request technical support for a Presentation System: Call 925-8555 or page @951-0048 and ask for assistance
• **To check out a book:** Select book from T&LC collection in LRC 138. Ask one of the TLC staff to check out the book and provide your name. The staff will enter the checkout information in the TLC database. Books are checked out for three weeks.

• **To return a book:** Bring the book to the T&LC in LRC 138. Ask one of the TLC staff to check in the book. The staff will enter the information in the TLC database.

• **To view scheduled workshops:** Go to [www.unm.edu/~tlc](http://www.unm.edu/~tlc) and click on the Workshop Calendar link. You can also request a calendar by email tlc@unm.edu or by phone 925-8555

• **To register for a workshop:** Go to [www.unm.edu/~tlc](http://www.unm.edu/~tlc) and click on the Register for Workshop link. You can register by calling 925-8554 or by email at tlc@unm.edu.

• **To request installation of software on A/V PC’s or in labs or to request any other assistance from the Teaching and Learning Center:** Call 925-8554 or email tlc@unm.edu.

The following guidelines and instructions apply to instructional software installations:

- The software purchase must be funded in advance of purchase.
- The proposed software installation must first be approved by the Instructional Technologist (who will consult with the LAN Administrator as to the capability of our systems to handle the software). Once the software has been approved for installation, the Instructional Technologist will contact the LAN Administrator for scheduling installation.
- CSS must be informed of instructional software installations by the following dates:
  - June 15th (or last working day prior to) for the fall semester;
  - November 15th (or last working day prior to) for the spring semester; or
  - May 1st (or last working day prior to) for the summer semester.

Please note that if CSS is not notified of software requests by the given date, the software will not be installed in time for the start of classes and may not be installed until the next period. Consequently, software installation requests should be submitted to the Instructional Technologist at least one month in advance of the dates listed above.

**More Information**

A comprehensive website for the Teaching and Learning Center can be found at [www.unm.edu/~tlc](http://www.unm.edu/~tlc). Information on the Title V Cooperative Grant and be found at [www.unm.edu/~titlevco](http://www.unm.edu/~titlevco). The grant application is available for viewing in LRC 138.
The Learning Center (Tutorial)

Mission

The mission of the Learning Center is to contribute to the retention of students by facilitating student learning and to assist students in their academic achievement by the development of self-efficacy through forming attributes that sustain learning.

The Learning Center is committed to the development of independent learners who assume responsibility for their education.

General Information

The Learning Center (TLC), a part of the Teaching & Learning Center, provides tutoring, study areas and computer labs for individuals and/or groups. Students registered for UNM-Valencia courses are automatically registered for services so need only login to use the Center services. Students may drop-in or make appointments for services. Instructors and/or students may request lab or test reviews (math, sciences, grammar) and workshops in a variety of topics (calculator, math components, grammar, and software). Tutoring is provided for developmental, vocational/technical, and college courses.

Since many UNM-Valencia students transfer to Main Campus and/or TVI, services are also extended to these students with Valencia Campus students receiving priority. UNM-Main Campus and T/VI students not currently enrolled at UNM-Valencia must fill out a short form, which is then entered into the VMIS data system under Community Education to be eligible for services. All students must login to use the TLC labs and services.

At the beginning of each semester TLC provides orientations to developmental studies classes, which cover tutorial and computer lab services, software and reference materials, and a tour of TLC. During the first two weeks of each semester tutors provide a 10 minute presentation to other classes to let students know that tutoring is available and free, and to explain the procedure for making appointments and scheduling study groups or review sessions.

Learning Center Staff

- **Senior Tutor, Lucille Farrington, Ifarring@unm.edu, L116, 925-8931:** The Senior Tutor reports directly to the Instructional Technologist and has the following responsibilities:
  - Provides general oversight of the tutorial program;
  - Tutors students;
  - Supervises and trains student tutors;
  - Provides oversight for department account and data records.
• **Administrative Assistant I, Shirley Vest, svest@unm.edu, 925-8900:** The Administrative Assistant I reports directly to the Adult Education Center coordinator and has the following responsibilities within the TLC:
  - Serves as receptionist for both Adult Education Center and TLC programs;
  - Schedules appointments and ensures that students login for services;
  - Maintains tutor data, compiles reports and maintains department accounts.

• **Student Tutors:** The Student Tutors, 925-8930, report directly to the TLC Senior Tutor and have the following responsibility:
  - Provide one-to-one and group tutoring, develop and conduct workshops and reviews.

**Services Provided**

The Learning Center provides the following services for students:

- Peer and professional tutors trained to recognize and accommodate diverse learning styles;
- Tutors who provide support to students in computer applications;
- Access to state-of-the-art technology and software;
- Workshops and seminars on basic skills, goal setting, learning strategies, and time management;
- Course specific study groups and reviews;
- Tutor CRLA (College Reading and Learning Assoc.) training and certification for tutors in three programs: the Learning Center, the TRIO On-Trac Program, and Adult Education Center.

**Computer Laboratories**

Computer labs in the Learning Center are as follows:

- **L119:** 22 workstations (developmental studies lab);
- **L105:** 25 workstations (open lab – no instruction);
- **L129:** 19 workstations (open lab – no instruction);
- **L172:** 2 PC’s and 2 audio workstations (language lab – self-paced).

**More Information**

Detailed information including resources (texts, videos, and software), tutor requirements and certification, CRLA link, orientation to and procedures for utilizing TLC can be found on the website, [www.unm.edu/~tutor](http://www.unm.edu/~tutor). Links to additional resources are also available.
Tech Prep & Out-of-District Instruction

Mission

The Tech Prep education program accomplishes systematic educational improvement by providing an innovative, practical and challenging course of study that utilizes instructional linkages among secondary and post-secondary institutions, business, industry, and labor. Collaboration among these entities provides New Mexico’s students with the advanced technical and academic skills necessary for entry into high-demand, high-wage technical employment at the completion of the post-secondary program.

General Information

Tech Prep education is:

- A program that integrates academic and technical skills leading to a certificate, an associate degree, or preparation for a bachelor’s degree.
- Applied courses in mathematics, science, and communications.
- A contextual curriculum in which academic and technical skills are learned through practical application as well as classroom instruction.
- Worksite experience through cooperative agreements among business, industry, and educational institutions.
- Development of a strong work ethic based on productivity, teamwork, creativity, and personal responsibility.

Out-of-District instruction generally refers to courses offered outside of UNM-Valencia Campus’ taxing district and generally includes Socorro, Magdalena, Moriarty, Estancia, Mountainair. Although Los Lunas and Belen are within UNM-Valencia’s taxing district, courses offered at these sites are also administered through Out-of-District Instruction.

Tech Prep Staff

- Tech Prep Manager, Bea Sánchez, beasanch@unm.edu, S220, 925-8717. The Tech Prep Manager reports directly to the Dean of Instruction and has the following responsibilities:
  - Write and manage the Tech Prep grant;
  - Regularly meet with consortium administrators and faculty for purposes of curriculum alignment, equipment purchase, dual enrollment credit, and all other aspects of the Tech Prep program;
  - Promote, schedule and assist with hiring faculty for classes offered outside the immediate UNM-Valencia campus.
Services Provided

The University of New Mexico-Valencia Campus provides program services to students and instructors at Belen High School, Los Lunas High School, Estancia High School, Mountainair High School, Magdalena High School, and Socorro High School.

More Information

For more information about the Tech Prep program or Out-of-District instruction please contact Bea Sánchez at 925-8717.
Academic Departments/Divisions & Departmental Units

Business & Technology

Mission Statement

The mission of the Business and Technology Division is to offer vocational and academic programs of studies leading to successful employment in business and industry or transfer to four-year universities.

General Information

The Business and Technology Division is committed to helping students succeed and provide superior career programs that will prepare them to succeed in the 21st Century workforce. We are committed to partnering with the community and working with K-12 educators to establish career pathways in conjunction with Tech Prep. The staff and faculty recognize and respond positively to the necessity of change and will continue to explore unique ways to deliver instruction whether that is through traditional, online, hybrid, televised, weekend, evening, or short courses.

Our programs offer practical experiences that provide students with knowledge, skills and abilities that today’s employer’s want and need.

The Division of Business and Technology offers five Associate and Certificate programs to choose from: Business Administration, Computer Aided Drafting, Digital Media Arts, Information Technology and Office & Business Technology. The Business Administration degree is 100% transferable to the Anderson School of Management at the main campus.

Faculty & Administrative Structure

The Business & Technology Division has five continuing faculty and one staff person as follows:

- **Business & Technology Division Chair & Lecturer II in Office & Business Technology**, Cindy Chávez, MPA, c2chavez@unm.edu, V126, 925-8706. The Business & Technology Division Chair reports directly to the Dean of Instruction.

- **Technology Area Coordinator & Associate Professor of Information Technology**, Toni Black, MA, tblack@unm.edu, B-110A, 925-8714. The Technology Area Coordinator reports directly to the Business & Technology Division Chair.

- **Lecturer III in Computer Aided Drafting**, Alex Sánchez, MA, aless@unm.edu, V105A, 925-8716. Business & Technology faculty report directly to the Business & Technology Division Chair.
• **Fine Arts Coordinator & Lecturer III in Fine Arts, Michael Ceschiat, MFA, ceschiat@unm.edu**, V150B, 925-8702. The Fine Arts Coordinator teaches Media Arts courses and reports directly to the Fine Arts Department Chair.

• **Lecturer II in Office & Business Technology, Diana Cole, MA, dianacol@unm.edu**, V127A, 925-8713. Business & Technology faculty report directly to the Business & Technology Division Chair.

• **Lecturer II in Business Management, Steve Castillo, MS, stevenpc@unm.edu**, V114, 925-8710. Business & Technology faculty report directly to the Business & Technology Division Chair.

In addition, several adjunct faculty teach courses in the Business & Technology Division on a semester-by-semester basis.

• **Division Secretary, Susan Jackson, ssljacks@unm.edu**, V151A, 925-8711. The Division Secretary reports directly to the Business & Technology Division Chair.
  - Provides administrative assistance to the Chair of Business & Technology;
  - Manages the Carl Perkins and the Business & Technology department budgets;
  - Provides administrative assistance in monitoring the Carl Perkins Grant;
  - Prepares purchase requests for Business & Technology faculty;
  - Prepares & processes travel vouchers;
  - Processes professional development forms;
  - Arranges meetings;
  - Records department and OBT Advisory Committee meeting minutes;
  - Assigns cubicles for adjunct faculty;
  - As needed, serves as backup receptionist in the lab to provide assistance to faculty and students.

In addition, the Business & Technology Division employs several student employees to assist with the maintenance of labs and to provide assistance to students. A few of the services available include:

• Duplicating documents;
• Assists students with questions, help them find their classrooms;
• Assist students with computer software problems;
• Provide a place for students to drop off/pickup homework and portfolios and leave messages for instructors;
• Check out presentation room keys;
• Unlock classrooms for faculty members;
• Document and Report computer hardware and software failure to the Computer Help Desk
• Distribute basic classroom supplies (markers, erasers, etc.)

For information on the job description for chairs and coordinators please refer to “Department and Division Chairs” on page 123 and “Department Unit Coordinators” on page 127.

**Business Administration**

**Curriculum**

The Business Administration Department offers a degree and certificate as follows:

- **Associate of Arts Degrees:**
  - Business Administration: Catalog, pp. 82-83;

- **Certificates:**
  - Business Administration: Catalog, pp. 84-85.

Courses offered by the Business Administration Department are as follows:


**Computer Aided Drafting**

**Curriculum**

The Computer Aided Drafting Department offers a degree and certificate as follows:

- **Associate of Applied Science Degrees:**
  - Computer Aided Drafting: Catalog, pp. 122-123;

- **Certificates:**
  - Computer Aided Drafting: Catalog, pp. 124-125.

Courses offered by the Computer Aided Drafting Department are as follows:

- Computer Aided Drafting (CAD): Catalog, pp. 159-160.

**Digital Media Arts**

**Curriculum**

The Digital Media Arts program is organized as follows:
Core courses offered in Digital Media Arts include Information Technology and Fine Arts.

Information Technology

Curriculum

The Information Technology Department offers a degree and certificate as follows:

- **Associate of Applied Science Degrees:**
  - **Information Technology:** Catalog, pp. 134-135;
- **Certificates:**
  - **Information Technology:** Catalog, pp. 136-137.

Courses offered by the Information Technology Department are as follows:

- **Computer Science (CS):** Catalog, pp. 160;
- **Information Technology (IT):** Catalog, pp. 170-172.

Office & Business Technology

Curriculum

The Office & Business Technology Department offers a degree and certificate as follows:

- **Associate of Applied Science Degrees:**
  - **Office & Business Technology:** Catalog, pp. 138-139;
- **Certificates:**
  - **Office & Business Technology:** Catalog, pp. 140-141.

Courses offered by the Office & Business Technology Department are as follows:

- **Office & Business Technology (OBT):** Catalog, pp. 177-179.
Construction Technology

Curriculum

The Construction Technology program is organized as follows:

- **Associate of Applied Science Degree:**
  - Construction Technology: Catalog, pp. 126-127.

Courses offered in Construction Technology are as follows:

- **Construction Technology (CT):** Catalog, pp. 160;
- **Construction Technology Core (JS):** Catalog, pp. 160-161.

Job Skills

The Job Skills Certificate (JSC) program was developed in conjunction with the Su Parte (Sign Up! People Acting Responsibly Through Employment) welfare reform program. However, it is available to all students who need to “hone up” on basic writing, reading, computing, and mathematics skills along with basic interpersonal communication and job finding strategies skills.

Curriculum

The Job Skills program is organized as follows:

- **Certificate:**
  - **Job Skills:** Catalog, pp. 136-137.

Courses offered in Job Skills are as follows:

- **Job Skills (JS):** Catalog, pp. 162.

Computer Laboratories

Computer labs in the Business & Technology Building are as follows:

- **V107:** 20 workstations plus instructor work station (DMA lab);
- **V110:** 20 workstations plus instructor work station (CAD lab);
- **V111:** 25 workstations plus instructor work station (CS 150 lab);
- **V121:** 10 workstations plus instructor work station;
- **V123:** 20 workstations plus instructor work station (“Open Lab” – no instruction);
• V123A: 20 workstations plus instructor work station;
• V124: 20 workstations plus instructor work station;
• V127: 20 workstations plus instructor work station (OBT lab).

Business & Technology Division courses have priority with scheduling for these labs. Faculty teaching non-technology courses may reserve a lab on a regularly scheduled or temporary basis by contacting the Academic Office Administrator (925-8602).

More Information

For more information about the programs in the Business & Technology Division please visit the Division’s web site at http://www.unm.edu/~unmvc/Busntech/BnT/bnt.htm.
Education

Mission Statement

The UNM-Valencia Education Department offers training in the first two years of academic preparation for transfer to colleges of education leading to a baccalaureate degree and New Mexico State Teacher Licensure in selected disciplinary concentrations. Courses leading to credential, certificate, and associate degrees are currently offered in early childhood education, elementary education, secondary education, education and technology, health education, physical education, fitness and wellness education, and special education. Education Department curricula allow for flexibility in planning for careers in education, social work, and human services, as well as advanced academic preparation in sociocultural studies and educational psychology.

General Information

The Education Department serves our students by providing them with opportunities for licensure as New Mexico teachers, child care professionals or health education professionals. The associate degree programs can be applied as the lower-division requirements towards corresponding degrees at UNM or other four-year institutions.

The Associate of Arts degree in Early Childhood Multicultural Education provides students with the knowledge and skills they need to work with children from birth through age eight and their families in a variety of settings including child care centers, Head Start programs, family child care settings, preschools, and as early childhood teaching assistants in the public schools. The Associate of Arts in Education is designed to meet New Mexico State Teacher Licensure requirements for the first two years of study. The Associate of Science in Health Education degree is designed to provide the first two years of study for students planning to pursue a Bachelor of Science degree at UNM-Main Campus in the professional areas of Health Education (Community Health Education, or School Health Education).

Faculty & Administrative Structure

The Education Department has three continuing faculty as follows:

- Education Department Chair & Associate Professor of Education, Jon Conescu, PhD,iconescu@unm.edu, A142F, 925-8614. The Education Department Chair reports directly to the Dean of Instruction.
- Fitness & Wellness Education Coordinator & Lecturer II in Health Education, Dubra Karnes-Padilla, MS, dubra@unm.edu, FWEC, 925-8833. The FWEC Coordinator reports directly to the Education Department Chair.
Lecturer II in Early Childhood Multicultural Education, Linda Lawrence, MA, linla@unm.edu, A142B, 925-8610. Education faculty report directly to the Education Department Chair.

In addition, several adjunct faculty teach courses in the Education Department on a semester-by-semester basis.

For information on the job description for chairs and coordinators please refer to “Department and Division Chairs” on page 123 and “Department Unit Coordinators” on page 127.

Curriculum

The Education Department offers a variety of associate degrees, and certificates as follows:

- **Associate of Arts Degrees:**
  - Early Childhood Multicultural Education: Catalog, pp. 90-91;
  - Education, Elementary Education Option: Catalog, pp. 92-93;
  - Education, Secondary Education Option: Catalog, pp. 96-97.

- **Associate of Science Degree:**
  - Health Education: Catalog, pp. 118-119.

Certificates:

- Early Childhood Multicultural Education: Catalog, pp. 90-91;
- Education, Elementary Education Option: Catalog, pp. 94-95;
- Education, Secondary Education Option: Catalog, pp. 98-99;
- Group Fitness Instructor Leadership: Catalog, pp. 120-121.

Courses offered by the Education Department are as follows:

- Education (ARTE, EDUC, ETSS, & SPCD): Catalog, pp. 164-165;
- Early Childhood Multicultural Education (ECME): Catalog, pp. 161-163;
- Health Education (HED): Catalog, pp. 168-169;
- Physical Education (PENP & PEP): Catalog, pp. 182-183.

More Information

For additional information please call 925-8614.
Fitness & Wellness Education Center

Mission Statement

Our Mission is to improve the quality of life and health of the campus community concerning all aspects of wellness by providing education, safe effective exercise activities, and assistance in developing a healthy lifestyle. Additionally, it will remain our objective to endeavor to meet the diverse physical activity and wellness needs of the UNM-Valencia Campus student body, ensuring that the Fitness and Wellness Education Center is a place “Where Every Body Counts.”

General Information

The Fitness and Wellness Education Center (FWEC), which is located on the southeast side of the campus next to the Bookstore, provides a welcoming place for students enrolled in a physical education course to exercise, obtain information on living a healthy lifestyle, and participate in health and wellness activities. The FWEC and Wellness Club organize a variety of wellness events open to the public. Many of the physical education and community education activity courses offered on campus are held in the FWEC. The center includes a cardio and resistance room, group fitness room, classroom, fitness assessment room, showers and locker rooms.

Administrative Structure

The Fitness & Wellness Education Center (FWEC) is supervised by a 12-month Faculty Coordinator as described below:

- **Fitness & Wellness Education Coordinator & Lecturer II in Education**, Dubra Karnes-Padilla, MS, dubra@unm.edu, FWEC, 925-8833. The FWEC Coordinator reports directly to the Education Department Chair.

In addition to the FWEC Coordinator, the FWEC relies on three student employees to manage the FWEC.

Hours of Operation

Hours of operation are as follows:

- **Mondays – Thursdays**: 8.00a to 8.00p;
- **Fridays**: 8.00a to 3.00p;

The FWEC is closed between semester breaks and all UNM-Valencia Campus official holidays.
Guidelines:

The following guidelines apply to anyone using the FWEC:

- Anyone 18 years and older or who has graduated from high school may enroll in a Physical Education class.
- Students log in and out of the FWEC to record visits.
- Students are required to complete an “Informed Risks and Waiver” form.
- If the Instructor deems it necessary, the student may be asked to follow up with a signed consent form from their doctor.
- The cardio/weight room is accessible only to students enrolled in a Weight Training or Introduction to Fitness class. (An orientation is mandatory for students enrolled in the Introduction to Fitness class.)
- Daily use lockers are available in the locker rooms for your valuables and personal items. Please, return the key for the locker before leaving the center. Items left overnight are taken to the Security Office.
- The center does not provide a towel service at this time.
- Food is not permitted in the FWEC at any time. Water is the only beverage permitted and must be kept in a spill proof, plastic container.
- Instructors can help with any question you may have regarding your exercise program.
- Student employees are available to take questions, suggestions and comments relating to equipment, policies and rules.
- After using the exercise equipment, spray with the cleaning solution and wipe down.
- Return all attachments and weights to the proper designated location.
- Do not place bars on weights on the benches.
- If you need to place your feet on the bench, please have a towel underneath them.
- Limit yourself to 20 minutes on the cardio machines if the FWEC is busy.

In addition, dress requirements are:

- Athletic footwear is required to exercise in the group fitness room and cardio/weight room. No open-toe shoes, sandals, or boots, or shoes of any kind with metal hooks will be allowed in the cardio/weight room.
- Wear comfortable, clean, athletic clothing. No jeans, belts or exposed metal.
- No weightlifting belts with metal buckles.

Faculty & staff:

The cardio and weight room equipment is available for your use by using your tuition remission to enroll in the one credit hour course, Introduction to Fitness. The FWEC guidelines apply to all users.
Other Services

Services available at the FWEC to all Introduction to Fitness Students:

- Personal training sessions can be scheduled by any Introduction to Fitness student; the user receives an initial meeting to establish fitness goals and discuss any physical activity limitations; an individualized exercise program is then developed and demonstrated for the student;
- Body fat testing;
- Fitness assessment tests.

Services available at the FWEC to the campus community and community members:

- Massages are offered throughout the year at the FWEC (for a donation);
- Special Friday Workouts;
- Annual Wellness Fair;
- Health education events organized in honor of national health observances.

More Information

Wellness Club:

The Wellness Club is a chartered, campus club with its membership open to any student, with a 2.5 GPA, interested in promoting health and fitness on the campus and in the community. The FWEC coordinator serves as the advisor to the club.

A brochure is currently in the process of being revised. For additional information please call 925-8830 or visit the FWEC’s web site, http://www.unm.edu/~fwec.
Fine Arts

Mission Statement

The objective of the Fine Arts Department is to provide students with the highest level of professional instruction possible within our means. As a department, we believe it is important to build a student’s confidence and creative problem solving skills through the curriculum of our foundation art courses.

Critical thinking and cultural awareness are vital aspects of the educational experience at UNM Valencia. We do our best to be a premier cultural arts center for Valencia County by offering gallery exhibitions of local and international artists, performances, and extensive community outreach with classes and workshops for area schools.

We strive for continual growth by consistently upgrading our existing facilities and developing new progressive programs.

General Information

The Fine Arts program at UNM Valencia provides students with opportunities to discover art principles and develop their creativity in such subjects as drawing, painting, printmaking, 2D and 3D design, ceramics, sculpture, photography, digital media, music and theater. The Studio Art Certificate program is designed to provide a variety of learning experiences, and courses are planned to meet the needs of all levels of students. The first levels of courses are designed for beginning students with little or no experience in fine arts.

Faculty & Administrative Structure

The Fine Arts Department has two continuing faculty as follows:

- **Fine Arts Department Chair & Lecturer III in Fine Arts, David Coker, MFA, davidxc@unm.edu, V104, 925-8712.** The Fine Arts Department Chair reports directly to the Dean of Instruction.

- **Fine Arts Coordinator & Lecturer III in Fine Arts, Michael Ceschiat, MFA, ceschiat@unm.edu, V150B, 925-8702.** The Fine Arts Coordinator reports directly to the Fine Arts Department Chair.

In addition, several adjunct faculty teach courses in the Fine Arts Department on a semester-by-semester basis.

For information on the job description for chairs and coordinators please refer to “Department and Division Chairs” on page 123 and “Department Unit Coordinators” on page 127.
**Curriculum**

The Fine Arts Department offers a certificate as follows:

- **Certificate:**
  - Studio Art: Catalog, pp. 102-103.

Courses offered by the Fine Arts Department are as follows:

- **Art History** (ARTH): Catalog, pp. 153;
- **Art Studio** (ARTS): Catalog, pp. 153-155;
- **Music** (MUS): Catalog, pp. 176;
- **Theatre** (THEA): Catalog, pp. 187.

**More Information**

For additional information please call 925-8712 or visit the Fine Arts Department’s web site, [http://www.unm.edu/~vcart](http://www.unm.edu/~vcart).
Language & Literature

Mission Statement

The mission that unifies the various areas and programs within the department—Freshman Composition, Developmental English, Literature, Technical Writing, Creative Writing, and Academic Studies—is to bring students to an enriched understanding and fuller use of language through reading, writing, using language skills, and experiencing literature. The department is dedicated to providing students with both the skills and the motivation for effective communication—leading them to greater learning, self-expression, critical thinking, shared human awareness, and creativity.

General Information

The Language and Literature department offers courses in composition, developmental writing, technical writing, expository writing, creative writing, and literature. It also offers introductory reading and college study skills courses (Academic Studies).

Faculty & Administrative Structure

The Language & Literature Department has five continuing faculty as follows:

- **Language & Literature Department Chair & Professor of English**, Michelle LeBeau, PhD, mlebeau@unm.edu, A112, 925-8619. The Language & Literature Department Chair reports directly to the Dean of Instruction.

- **Developmental Studies Program Coordinator & Assistant Professor of Developmental English**, Patricia Gillikin, PhD, gillikin@unm.edu, A107, 925-8609. The Developmental Studies Program Coordinator reports directly to the Language & Literature Department Chair.

- **Professor of English**, Greg Candela, PhD, gregcand@unm.edu, A115, 925-8612. English faculty report directly to the Language & Literature Department Chair.

- **Associate Professor of English**, Jami Huntsinger, PhD, jamilynn@unm.edu, A106, 925-8623. English faculty report directly to the Language & Literature Department Chair.

- **Assistant Professor of English**, Miriam Gustafson, A-108, 925-8615. English faculty report directly to the Language & Literature Department Chair.

In addition, several adjunct faculty teach courses in the Language & Literature Department on a semester-by-semester basis.

For information on the job description for chairs and coordinators please refer to “Department and Division Chairs” on page 123 and “Department Unit Coordinators” on page 127.
College-Level Curriculum

The Language & Literature Department does not offer degrees or certificates. College-level courses offered by the Language & Literature Department are as follows:

- **College-Level Writing** (ENGL [101/102/119/219/220/221/222/240]): Catalog, pp. 166-168;
- **Literature** (ENGL [150/206/211/250/296/297]): Catalog, pp. 168.

Developmental-Level Curriculum

**Academic Studies**

ACAD 100 focuses upon motivation, basic college survival strategies, and lower-level reading skills. ACAD 101 focuses on college preparation, emphasizing higher-level college reading, library research, critical thinking—as well as college study skills. Both Academic Studies courses also emphasize group work, campus orientation, learning styles, and strategies for personal success—time management, goal setting, note taking, test taking, etc. Reading is an integral component of both Academic Studies classes, where students read about college and about their own learning strategies, in addition to reading assignments in a reader designed to expose them to a wide variety of rhetorical structures and content.

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>Course Placement</th>
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</thead>
<tbody>
<tr>
<td>0 – 11</td>
<td>0 – 71</td>
<td>ACAD 100</td>
</tr>
<tr>
<td>12 – 18</td>
<td>72 – 84</td>
<td>ACAD 101</td>
</tr>
<tr>
<td>19+</td>
<td>85 – 100</td>
<td>Waive ACAD</td>
</tr>
</tbody>
</table>

Academic Studies courses offered by the Language & Literature Department are as follows:

- **Academic Studies** (ACAD): Catalog, pp. 152;

**Developmental Writing**

Developmental writing instruction at Valencia Campus builds upon the strengths of students’ writing and seeks to instruct by means of strategic encouragement. Each course, from English 098 and English 099 to English 100, builds upon the previous course, incrementally expanding the students’ exposure to and facility with a variety of rhetorical structures and choices and employing proven techniques from the field of rhetoric and composition in order to prepare students for English 101 and beyond. Each course strives to increase the fluency, sophistication, and effectiveness of each student’s written communication.
### ACT COMPASS Course Placement

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>Course Placement</th>
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</thead>
<tbody>
<tr>
<td>0 – 5</td>
<td>0 – 38</td>
<td>ENGL 098</td>
</tr>
<tr>
<td>6 – 11</td>
<td>39 – 55</td>
<td>ENGL 099</td>
</tr>
<tr>
<td>12 – 18</td>
<td>56 – 77</td>
<td>ENGL 100</td>
</tr>
<tr>
<td>19 – 25</td>
<td>78 – 100</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>26 – 28</td>
<td>N/A</td>
<td>ENGL 102</td>
</tr>
<tr>
<td>29+</td>
<td>N/A</td>
<td>Waive ENGL 101 &amp; 102</td>
</tr>
</tbody>
</table>

Developmental Writing courses offered by the Language & Literature Department are as follows:

- **Developmental Writing (ENGL [098 – 100]):** Catalog, pp. 166;

### More Information

Detailed information about departmental policies, procedures, course requirements, and programs can be found on the department’s website at [http://www.unm.edu/~engdept](http://www.unm.edu/~engdept).
Mathematics & Statistics

Mission Statement

The Mathematics and Statistics Department at the University of New Mexico Valencia Campus is committed to providing students with the mathematical and statistical knowledge and skills that will enable them to function as mathematically literate citizens, successfully complete their degree requirements and provide a basis in understanding and appreciation of mathematics as an element of their lives. It is our intent to follow the guidelines of the American Mathematical Association of Two-Year Colleges and to provide students with a range of experiences that "encourage independent exploration in mathematics, develop and reinforce tenacity and confidence in their ability to use mathematics, and inspire them to pursue their studies in mathematics”

General Information

The Mathematics and Statistics Department at Valencia Campus offers lower division mathematics courses as included in both our Course Catalog and the Course Catalog of the University of New Mexico. Students can complete their University of New Mexico course requirements at our campus from developmental mathematics through statistics and on to business/biological and engineering calculus.

The nature of our classes is conducive to development of deep levels of understanding in our students due to small class size, reform mathematics education pedagogy, and dedication of instructors. Through professional development activities, including department, local, state and national meetings, we provide our faculty with the opportunity to stay abreast of the most recent advances in mathematics pedagogy. In addition, we also provide our instructors and our students with the most recent technological equipment in order to make implementation of new pedagogies possible.

Faculty & Administrative Structure

The Mathematics & Statistics Department has four continuing faculty as follows:

- Mathematics & Statistics Department Chair & Associate Professor of Mathematics, Mary Robinson, PhD, maryrobn@unm.edu, A142E, 925-8622. The Mathematics & Statistics Department Chair reports directly to the Dean of Instruction.
- Developmental Studies Program Coordinator & Associate Professor of Mathematics, Julie DePree, PhD, jdepree@unm.edu, A142C, 925-8607. The Developmental Studies Program Coordinator reports directly to the Mathematics & Statistics Department Chair.
• Professor of Mathematics, Michele Diel, PhD, diel@unm.edu, A105, 925-8616. Mathematics faculty report directly to the Mathematics & Statistics Department Chair.
• Visiting Lecturer of Developmental Mathematics, Clifton Murray, wcnmurray@unm.edu, A126, 925-8727. Mathematics faculty report directly to the Mathematics & Statistics Department Chair.

In addition, several adjunct faculty teach courses in the Mathematics & Statistics Department on a semester-by-semester basis.

For information on the job description for chairs and coordinators please refer to “Department and Division Chairs” on page 123 and “Department Unit Coordinators” on page 127.

College-Level Curriculum

The Mathematics & Statistics Department does not offer degrees or certificates. College-level courses offered by the Mathematics & Statistics Department are as follows:

• Mathematics (MATH [106+]): Catalog, pp. 173-176;
• Statistics (STAT): Catalog, pp. 174 & 175.

Developmental Mathematics

The Math 099 curriculum consists of basic operations of fractions, decimals, percents, ratios and introductory algebra. The Math 100 curriculum emphasizes beginning algebra skills. The intent of these courses is to prepare students for college level mathematics courses. After students complete Math 100, most students take Math 120 or Math 111 depending on their major.

The following are the placement scores (ACT and COMPASS) for developmental mathematics courses:

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 4</td>
<td>0 – 20</td>
<td>MATH 098</td>
</tr>
<tr>
<td>5 – 8</td>
<td>21 – 35</td>
<td>MATH 099</td>
</tr>
<tr>
<td>9 – 18</td>
<td>36 – 60</td>
<td>MATH 100</td>
</tr>
<tr>
<td>19 – 21</td>
<td>61 – 100</td>
<td>MATH 111 or 120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For Pre Algebra Module:</td>
</tr>
<tr>
<td>19 – 21</td>
<td>0 – 54</td>
<td>MATH 111 or 120</td>
</tr>
<tr>
<td>22 – 24</td>
<td>55 – 100</td>
<td>MATH 121 or 129 or STAT 145</td>
</tr>
</tbody>
</table>
### ACT COMPASS Course Placement

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 – 24</td>
<td>0 – 54</td>
<td>MATH 121 or 129 or STAT 145</td>
</tr>
<tr>
<td>25 – 27</td>
<td>55 – 58</td>
<td>MATH 123 or 150</td>
</tr>
<tr>
<td>26+</td>
<td>59 – 66</td>
<td>MATH 180, 123 or 150</td>
</tr>
<tr>
<td>28 – 31</td>
<td>67 – 100</td>
<td>MATH 162 or 180</td>
</tr>
<tr>
<td>32</td>
<td>N/A</td>
<td>MATH 162 (waive 123)</td>
</tr>
</tbody>
</table>

For College Algebra Module:

For Trigonometry Module:

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>0 – 59</td>
<td>Must take MATH 123</td>
</tr>
<tr>
<td>N/A</td>
<td>60 – 100</td>
<td>Waive MATH 123</td>
</tr>
</tbody>
</table>

Developmental Mathematics courses offered by the Mathematics & Statistics Department are as follows:

- Developmental Mathematics (MATH [098 – 100]): Catalog, pp. 173;

**More Information**

For more information on the Mathematics & Statistics program at UNM-Valencia, including course objectives and guidelines, please visit the Mathematics & Statistics Department web page at [http://www.unm.edu/~vcmath/](http://www.unm.edu/~vcmath/).
Science

Mission Statement

The Science Department is committed to providing quality education to students in Astronomy, Biology, Certified Nursing Assistant, Chemistry, Emergency Medicine, Earth & Planetary Science, Natural Science, Nursing, Nutrition and Physics. The faculty strives to maintain high standards in science courses and provides additional instruction to help all students succeed.

General Information

The Science department provides courses leading to an Associate of Science in General Science degree and in the vocational areas of Certified Nursing Assistant, Emergency Medicine and, soon to be, Pharmacy Technician. Students majoring in the degree program can tailor their courses to fit a science or health science program. The majority of our students taking classes in the Science Department are interested in the health field (nursing, dental hygiene, pharmacy, radiation, physical therapy).

Faculty & Administrative Structure

The Science Department has three continuing faculty and one lab technician as follows:

- **Science Department Chair & Professor of Biology**, Miriam Chávez, PhD, mjchavez@unm.edu, H100B, 925-8613. The Science Department Chair reports directly to the Dean of Instruction.

- **Associate Professor of Chemistry**, Celestyn Brozek, PhD, cbrozek@unm.edu, H100A, 925-8611. Science faculty report directly to the Science Department Chair.

- **Assistant Professor of Biology**, Claudia Barreto, PhD, barr@unm.edu, A134, 925-8726. Science faculty report directly to the Science Department Chair.

In addition, several adjunct faculty teach courses in the Science Department on a semester-by-semester basis.

- **Science Laboratory Teaching Assistant**, Victor French, MS, vfrench@unm.edu, A128B, 925-8617. The Science Laboratory Teaching Assistant reports directly to the Science Department Chair.
  - To assist faculty in the science department with the preparation (before and after) labs.
  - Orders and maintains supplies and inventory of chemicals and equipment.

For information on the job description for chairs please refer to “Department and Division Chairs” on page 123.
Curriculum

The Science Department offers associate degrees as follows:

- **Associate of Science Degree:**
  - Emergency Medicine: Catalog, pp. 104-105;
  - General Science: Catalog, pp. 106-107 (along with lower-division requirements for health science programs at UNM on pp. 108-117);
  - Pharmacy Technician: Catalog, pp. 142-143.

- **Certificate:**
  - Pharmacy Technician: Catalog, pp. 144-145.

- Other non-degree/certificate programs include Certified Nursing Assistant (CNA, Catalog pp. 158), and Personal Care Assistant (PCS, Catalog pp. 179):

Courses offered by the Science Department are as follows:

- Astronomy (ASTR): Catalog, pp. 155;
- Biology (BIOL): Catalog, pp. 155-157;
- Chemistry (CHEM): Catalog, pp. 157-158;
- Certified Nursing Assistant (CNA): Catalog, pp. 158;
- Earth & Planetary Science (EPS): Catalog, pp. 163-164;
- Emergency Medical Services (EMS): Catalog, pp. 165-166;
- Natural Science (NAT SC): Catalog, pp. 176-177;
- Nutrition (NUTR): Catalog, pp. 177;
- Personal Care Attendant (PCA): Catalog, pp. 179;
- Pharmacy Technician (PHRT): Catalog, pp. 180-181;
- Physics (PHYC): Catalog, pp. 183;
- Science (SCI): Catalog, pp. 185.

Science Laboratories

Lab portion of science courses are offered in any one of several lab courses at UNM-Valencia as follows:

- Physics, Earth & Planetary Science and Astronomy Labs: A-126;
- Chemistry: A128;
- Biology: A135;
- Allied Health Lab (Biology & Chemistry Classes): H110.
• **Anatomy & Physiology Lab with cadaver room**: H113;

• **Nursing Skills Lab (Nursing and Emergency Medicine Science)**: H115.

**More Information**

For more information about the Science Department, its programs and its laboratories, please contact the Department Chair at 925-8613 or, for the CNA and EMS programs, the Manager of Community Education at 925-8971.
Social & Cultural Studies

Mission Statement

Our instructional program in the Department of Social and Cultural Studies is intended to convey knowledge of the material, techniques of interpretation and the discipline of study, and a deeper understanding of human diversity. In addition, students will be provided educational opportunities to meet their lower-division requirements in humanities, social & behavioral sciences and language.

General Information

The Social & Cultural Studies Department offers several degree programs and courses generally in the areas of humanities, social/behavioral sciences, and language. Students who wish to complete their UNM Core Curriculum requirements in the areas of humanities, social & behavioral and second language will find a wide array of courses which satisfy this requirement. In addition, students can choose to major in degree programs such as Liberal Arts, Criminology or General Studies in fulfillment of the first two years of a bachelor’s degree in various fields.

Faculty & Administrative Structure

The Social & Cultural Studies Department has one continuing faculty as follows:

- Professor of History, Richard Melzer, PhD, rmelzer@unm.edu, A142D, 925-8620. Faculty in the Social & Cultural Studies Department report directly to the Dean of Instruction.

In addition, several adjunct faculty teach courses in the Social & Cultural Studies Department on a semester-by-semester basis.

Curriculum

The Social & Cultural Studies Department offers a variety of associate degrees, and certificates as follows:

- Associate of Arts Degrees:
  - Criminology: Catalog, pp. 86-87;
  - Liberal Arts: Catalog, pp. 100-101.

- Associate of Applied Science Degree:
  - General Studies: Catalog, pp. 132-133.
Courses offered by the Social & Cultural Studies Department are as follows:

- **Anthropology (ANTH)**: Catalog, pp. 152-153;
- **Communication & Journalism (CJ)**: Catalog, pp. 158-159;
- **Economics (ECON)**: Catalog, pp. 164;
- **History (HIST)**: Catalog, pp. 169-170;
- **Linguistics (LING)**: Catalog, pp. 172;
- **Philosophy (PHIL)**: Catalog, pp. 181-182;
- **Political Science (POLS)**: Catalog, pp. 184;
- **Psychology (PSY)**: Catalog, pp. 184;
- **Religious Studies (RELG)**: Catalog, pp. 185;
- **Sign Language (SIGN)**: Catalog, pp. 185;
- **Sociology (SOC)**: Catalog, pp. 185-186;
- **Spanish (SPAN)**: Catalog, pp. 186.

**More Information**

For more information about degree programs and courses in the Social & Cultural Studies Department please contact the Dean of Instruction at 925-8601 or rgarcia@unm.edu.
Other Policies and Procedures

Enrollment Management

Guiding Principles

Enrollment management at UNM-Valencia will closely align with the campus’ mission to…

“...provide community residents with lifelong educational opportunities in order to better prepare them to actively participate in the world as productive, responsible and creative individuals. ... Our courses provide basic skills, transfer credits, technical career training and noncredit adult and community education.”

The following “guiding principles” provide a framework aimed at fulfilling the campus’ mission with an end to effectively managing enrollments at UNM-Valencia:

- The prime objective of our schedules of classes is to afford students the opportunity to enroll in courses necessary for college readiness, program completion, employment preparation & advancement, and which will broaden their understanding of the world and appreciation for the arts and literature.
- The schedule of classes must meet the terms of the campus’ budget for teaching salaries.
- Priority for course offerings begins with those specifically required for program completion (including developmental studies), then UNM Core Curriculum requirements (particularly those of special interest to students), and finally enrichment courses and electives.
- Courses will be offered at times which better reflect students’ availability and in sufficient sections to accommodate students’ curricular requirements.
- Courses required for program completion but with historically low enrollment will be offered on a cyclical basis so as to maximize enrollments.
- Course caps will be determined using a variety of criteria to include pedagogical needs, enrollment management, budget considerations, room size, attendance records (i.e., as recorded via the VMIS attendance module), and other criteria as deemed necessary.
- In the formulation of schedules of classes particular attention will be paid to relevant data (e.g., enrollment trends, closed class enrollment attempts—“hits,” degree and certificate program participation, student and community surveys).
- In preparation for a new academic year, course caps, scheduling and enrollment policies and procedures are to be reviewed each spring semester by the department chairs and the dean of instruction with input from Student Services. The dean will then approve changes and present them to the executive director for final approval.
Course Caps Policy

- Developmental English and mathematics classes (i.e., 098, 099 and 100) and academics studies classes (i.e., 100 and 101) are capped at 20 students.
- College-level English writing classes are capped at 22 students.
- Composition tutorial labs (currently “experimental” under the GEN ST 193T designation) are capped at 16.
- College-level mathematics classes are capped at 24.
- High “teacher-student interaction” and seminar classes (e.g., C&J 130, SPAN, SIGN and others so determined) are capped at 30.
- Science courses with accompanying labs will be capped as follows:
  - Lab size (generally 24) if the lab is required and there is only one lab section available.
  - Double the lab capacity (generally 48) if the lab is required and there are at two lab sections available.
  - Room size (up to 60) if the lab is not required (everything possible will be done to accommodate as many students as possible who wish to take a lab section by scheduling multiple labs).
- Lab classes (studio, computer, science and other courses) are capped at available workstation or equipment space.
- All other classes not part of any group above are capped at room size, maximum of 50.
- High-demand 100-level humanities and social & behavioral science courses may enroll up to 100 students and count as 0.4 FTE (i.e., six credit hours of teaching)—with consent of the instructor.

Scheduling Procedures

- The schedule of classes is developed in its entirety by department chairs and approved for publication by the dean of instruction.
- The process for formulating schedules of classes must be determined with sufficient time so as to provide the written publication to students at least one week in advance of the first day of registration. A web version of the schedule of classes will be made available at least three weeks in advance of the first day of registration.

A general timeline for developing the schedule of classes is as follows:

<table>
<thead>
<tr>
<th>Week&lt;sup&gt;Day&lt;/sup&gt;</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Advertisement runs for adjunct faculty pool:</td>
</tr>
<tr>
<td>1 Sat/Sun</td>
<td>• News Bulletin</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>Sun 1</td>
<td>• Albuquerque Journal</td>
</tr>
<tr>
<td>M 2</td>
<td>Dean provides chairs with data for planning schedules</td>
</tr>
<tr>
<td>T 2</td>
<td>Chairs return to Dean courses they intend to offer</td>
</tr>
<tr>
<td>M 3</td>
<td>Online bid form (adjunct faculty only) becomes active; bid memo mailed to applicants in existing pool</td>
</tr>
<tr>
<td>F 4</td>
<td>All faculty and part time applicant pool bid forms due back to Academic Office Administrator (for best consideration)</td>
</tr>
<tr>
<td>M 5</td>
<td>Bid forms and part time hiring matrices distributed to appropriate Chairs, ABE, and Out-of District Ed</td>
</tr>
<tr>
<td>T 6</td>
<td>Additional new applicant data and late bid forms distributed to Chairs</td>
</tr>
<tr>
<td>W 6</td>
<td>Schedule information from Student Services (including Library) due to Public Information Officer; Requested space in schedule from ABE, CIS, Community Ed, Distance Ed, etc. due to Public Information Officer</td>
</tr>
<tr>
<td>Th 6</td>
<td>Schedule bids sent by Public Information Officer to publishers</td>
</tr>
<tr>
<td>F 6</td>
<td>Chairs, ABE, Out-of-District Ed return completed schedules and PT faculty rating matrices to Della; Faculty begin submitting book orders to Bookstore Manager and desk copy orders to Academic Office Administrator</td>
</tr>
<tr>
<td>M 7</td>
<td>Blurbs due by noon; Administrative Assistant provides “finals schedule” to Academic Office Administrator; Schedule reviewed for budget – schedule adjusted if necessary; Schedule distributed to Student Services; Publisher selected; Public Information Officer provides schedule estimated cost to Student Services; ABE &amp; Distance Ed provides completed schedule to Public Information Officer</td>
</tr>
<tr>
<td>M–F 7</td>
<td>Academic Office Administrator edits SIS, completes database entry, assigns room numbers, obtains call numbers, enters budget data, and completes schedule</td>
</tr>
<tr>
<td>M 8</td>
<td>Academic Office Administrator provides completed schedule with sorts and blurbs to Public Information Officer</td>
</tr>
<tr>
<td>M–F 8</td>
<td>Public Information Officer edits, formats, adds graphics, and makes schedule camera ready; Teaching agreements issued to faculty</td>
</tr>
<tr>
<td>Time</td>
<td>Event Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------</td>
</tr>
<tr>
<td>10M</td>
<td>Public Information Officer sends schedule proof to Dean and Student Services in the morning; Dean and Student Services return schedule proof to Public Information Officer in the afternoon</td>
</tr>
<tr>
<td>10T</td>
<td>Public Information Officer takes schedule to publisher; Official schedule posted to web</td>
</tr>
<tr>
<td>10F</td>
<td>Publisher provides proof copy to Public Information Officer which is then circulated to Dean, Student Services, ABE, and Out-of-District Ed – returned to Public Information Officer same day</td>
</tr>
<tr>
<td>11M</td>
<td>Final day for book orders to Bookstore Manager; Public Information Officer returns schedule draft to publisher</td>
</tr>
<tr>
<td>13M</td>
<td>Schedule available to students</td>
</tr>
<tr>
<td>14M or 15M</td>
<td>I-TEL UNM registration system becomes available</td>
</tr>
</tbody>
</table>

- The dean will provide department chairs with data in preparation for developing the schedule of classes. This data will include:
  - Adjunct and continuing faculty overloads budget for each department;
  - Enrollment data from previous semesters, grouped and sorted by course, days/times, and instructor;
  - Close-out reports, showing number of students attempting to enroll in closed classes;
  - Attendance reports (generated by the VMIS attendance module) from previous semesters; and
  - If available, student polling data showing course and time preferences.
- The dean will consult with Student Services during the development of the schedule of classes in regards all aspects of course offerings (e.g., courses to be offered, times, days, starting dates, duration of course offerings, etc.).
- The dean will consult with the Business & Finance Office during the budget process, after a final draft of the schedule is complete, in order to determine the cost of the proposed offerings. If the cost of offering the proposed schedule exceeds current budget amounts, then either the instructional budget is increased to meet the new demands and/or courses are cut from the schedule to bring it within reasonable expenditures to accommodate unexpected or planned growth.
- Faculty are assigned to teach courses as follows:
  - Continuing faculty: Continuing (i.e., tenured, tenure-track or non-tenured “contract” faculty) faculty are given first choice of courses. The chair may choose to have continuing faculty submit bids or may simply consult with faculty individually as part of the assignment process.

• **Adjunct faculty**: Adjunct faculty are assigned to courses on a competitive process each semester as follows:
  
  • Adjunct faculty must first have an application on file in the Adjunct Faculty Pool. Adjunct pool applications are available at the following web sites:
    
    o [http://www.unm.edu/~vclasses/schedule/adjunct.htm](http://www.unm.edu/~vclasses/schedule/adjunct.htm) – this is an online application which is electronically submitted to Human Resources at UNM-Valencia; or
    
    o [http://www.unm.edu/~unmvc/forms/Supplemental%20Appl.pdf](http://www.unm.edu/~unmvc/forms/Supplemental%20Appl.pdf) – this is a pdf document (requires Adobe Acrobat Reader) which needs to be printed out, filled in, and delivered to Human Resources at UNM-Valencia by hand or mailed to Human Resources at 280 La Entrada, Los Lunas, NM 87031.
  
  • Adjunct faculty interested in teaching must submit a teaching bid when notified in writing (email or snail-mail) to do so. Course bids can be accessed at the following web sites:
    
    o [http://www.unm.edu/~vclasses/schedule/summer/bid.htm](http://www.unm.edu/~vclasses/schedule/summer/bid.htm), for summer semesters;
    
    o [http://www.unm.edu/~vclasses/schedule/fall/bid.htm](http://www.unm.edu/~vclasses/schedule/fall/bid.htm), for fall semesters; or
    
    o [http://www.unm.edu/~vclasses/schedule/spring/bid.htm](http://www.unm.edu/~vclasses/schedule/spring/bid.htm), for spring semesters.
  
  • The Academic Office Administrator, with assistance from Human Resources, will prepare a rating matrix for each course to be offered. The rating matrix will list all adjunct faculty who have submitted a teaching bid.
  
  • Chairs will select the candidates who meet minimum qualifications (listed on page 96) and rate the highest on the desired qualifications (listed on page 96).

Exceptions to this procedure apply only when adjunct faculty have to be selected immediately. Even then, the rating matrix needs to be looked at if at all possible.

### Enrollment Procedures

- The dean will schedule meetings in advance with chairs, coordinators, and Student Services during the registration period to solicit input in regards course cancellations and creation of new sections. With regards to class cancellations, as a general “rule of thumb,” a class should have a minimum of 12 students. Exceptions would include:
Courses required for program completion which have a single section may be allowed to “make” with as few as 8 students, if offered only once per academic year, or 10 students, if offered more than once per academic year.

Elective courses (including UNM Core Curriculum courses) with caps of 25 or more would require a minimum of 15 students.

- Independent study courses may be offered to students who meet the following criteria:
  - The required, regularly scheduled course was cancelled.
  - The student will be graduating prior to the next semester for which the course is scheduled to be offered.

- Developmental studies courses will be offered in “blocks” to ensure maximum enrollments on the first day of class. The process (assisted by Student Services) works like this:
  - Students are directed to a large room (e.g., S108) for their first day of classes.
  - Students are assigned to sections in groups of 18-22 (depending on the total number who show up).
  - The instructor conducts class the first day after students are directed to their classroom.
  - Students who register late or fail to show on their first day of class may be assigned to an existing section or may be enrolled in a late-starting class.

- Faculty, chairs, dean, and Student Services will not accept petitions for admission to a closed class. Students who need to take a class which is closed may seek alternative scheduling with assistance from faculty advisors or Student Services.

- Instructors will record attendance on the VMIS attendance module on each day that the class meets for the duration of the first three weeks of classes. Beginning with the fourth week of classes attendance will be recorded weekly (although instructors are encouraged to continue to record attendance on the day a class meets).

- Instructors are encouraged to drop students who miss the first week of sessions of a closed class and who do not notify the instructor beforehand. The goal of this course of action is to make it possible for other students to enroll in a closed class as early as possible. The schedule of classes will advertise this possible corrective action in a prominent location and will include the academic office phone number for students to leave their instructors a message should they anticipate having to miss their first class session.
Attendance Taking

At the February 26th, 2003 meeting of the Faculty Assembly, the faculty approved a resolution mandating attendance taking. The exact language in the minutes of that meeting reads as follows:

“Attendance taking is an institutional policy that is required of faculty and expected by students.”

Subsequently an electronic system called the VMIS Attendance Module (“VMIS” stands for “Valencia Management Information System” a Title V-funded set electronic systems for managing data at UNM-Valencia) was implemented to gather this information in a form which would be useful for a variety of purposes. These include:

- Afford Student Services an opportunity to provide intervention measures for students who are not regularly attending class.
- Dramatically reduce the amount of financial aid students owe the federal government when they withdraw from school.

On that second note, by documenting the last day a student attended a class, the amount of financial aid owed by that student is prorated back to the last day of attendance. If we cannot determine the last day of attendance, then the student owes the entire amount of financial aid! If we can verify that they attended past the 60% mark for the semester (i.e., past the 10th week), then the student owes nothing.

For instance, during the 2003 fall semester the amount billed back to UNM-Valencia in federal financial aid was $62,778.97. The amount billed back to UNM-Valencia in the 2004 fall semester (after the VMIS attendance module was fully implemented) was $11,570.28. The average amount owed by students who withdrew from classes in the 2003 fall semester was $2,325; in the 2004 fall semester it was $236. Just the facts—and the benefits of electronically recording attendance!

The following FAQ’s have been adapted from a letter to faculty addressed by the Faculty Assembly President, Greg Candela, and Dean of Instruction, Reinaldo García, dated Wednesday, August 27th, 2003

1. What would happen to a faculty member who does not take attendance? Why must this be mandatory?

A faculty member who fails to take attendance would be violating a policy passed by the Faculty Assembly and implemented by the campus’ administration. However, faculty at this campus have a history of good collaboration and participation in these processes. Consequently, we do not anticipate that this will be a problem.

Attendance taking is mandatory because without full participation in this process we would be limited in how the data can be used and we would limit the number of students who would receive encouragement to attend class.
2. Why isn’t anyone discussing academic freedom issues?

The issue of academic freedom and attendance taking is debatable, to be sure. However, we do not believe that a faculty member’s right to publish or discuss topics in the classroom is in any way infringed by taking attendance.

3. We must be concerned about students. Why must this be public information?

The information will not be made public. Only certain designated UNM-Valencia faculty and staff have access to this data and only for pre-defined reasons. As for being “concerned about students,” the primary reason for taking attendance is to improve student performance, not penalize them.

4. Shouldn’t we allow students the freedom to make the choice to attend class?

Students have the freedom to attend or not attend classes. However, there are consequences for lack of attendance. Missing out on important information is a major and natural consequence of missing class. Another is how the instructor deals with poor attendance. The latter, of course, is left to the discretion of the instructor as per his/her policy to this effect.

5. Should students be informed that attendance will be tracked.

Yes, they should be.

6. Is automatic intervention a good idea; we need contact from instructor 1st (with deadline, of course). Is this being done?

“Automatic intervention” refers to a process whereby Student Services automatically contacts students with excessive absences (most instructors consider three “unexcused” absences to be “excessive”). However, the system requires Student Services to first contact the instructor by email and dialogue with the instructor prior to contacting the student. If the instructor does not respond within 48 hours then Student Services would kick into “auto mode.”

7. Who will have access to what and how data will be used?

The following will have access to the data (and how they will use it):

- **Student Services** uses attendance data ONLY to address students and certainly not to gather information on faculty. Advisors will contact students who have poor attendance record (please refer to #6 above) to encourage them to attend class. Financial Aid may access student attendance records if a particular scholarship or other financial assistance program has an attendance requirement provision. TRIO may access attendance records of TRIO students in a similar manner to other advisors. Other than speaking with students about attendance problems and encouraging them to attend class, Student Services will not drop students or otherwise take any action against them.

- **Instruction** (dean and chairs only) uses attendance data primarily as it addresses faculty. For instance, attendance reports (which can be generated using various criteria, sorts and grouping) will be used for various purposes
(e.g., ensuring participation, determining correlation between student attendance and achievement and using this information improve instruction).

- Computer Support Services manages the attendance module system and may generate reports for use by Student Services or Instruction. Other than that, they do not use the data for any purpose whatsoever.

8. What about “excused” vs. “unexcused” absences?

The attendance module is binary, i.e., it only records whether or not a student attended class on a particular day. However, it is clear that students often miss class for very good reasons and that some instructors may wish to label an absence as “excused” or “unexcused.” In this regard you should consider the following:

- If you do not already have one, formulate a clear, unambiguous and concise attendance policy where “absent” (and, if applicable, “excused” or “unexcused”) is defined and include it in your syllabus(i).

- Maintain your own records apart from and as a complement to the data maintained on the VMIS system. After entering attendance (of course) you can print from the attendance module web site (you will need to print it in landscape orientation or part of the week will be chopped off) or save it (you will need to add a date to the file name each time you save or it will overwrite the previous “save”). Or you may just maintain your own separate records where you can include other information such as “excused vs. unexcused,” contacts the students has had with you, and so on.

- Since Student Services does not contact a student about a grade or attendance without first consulting with the instructor (please refer to #6 above) nor would Instruction (dean and chairs) take any action against a student (only the instructor can drop a student or factor attendance into a student’s grade), your records may be used to verify that a student’s absences are excused, legitimate or whatever other classification system you use. In effect, the instructor is in control of attendance; the VMIS attendance module is a method for recording, reporting and using this data as described in #7 above.

9. Will I have input into how it can be improved and will the improvements be made?

All systems need to be upgraded from time to time. And, yes, when funding becomes available for an upgrade the necessary people (chairs, at least) will be brought in to make recommendations. However, the attendance module was funded through Title V funds grants, which have expired. Consequently, no further changes to the attendance module (other than bugs, of course) will be made at this time.

10. Why must I enter attendance data only on campus? Wouldn’t it make it easier on everyone if VMIS were available on the internet—so that I can enter attendance data at home or Starbucks?

VMIS is an intranet program (i.e., not available on the internet) for matters of security and funding. UNM-Valencia cannot afford its own web server—both for equipment and personnel reasons. Hopefully, someday we will be able to afford to do this.
Accessing VMIS Attendance Module

The first step in accessing the VMIS Attendance Module is to gain access to the system (please note VMIS is a separate system from UNM’s information systems and, consequently, the login ID and password you use for VMIS may not necessarily be the same as that you use for UNM email). Here’s what you need to do:

1. Access the form online @ [http://www.unm.edu/~vchelp/downloads/NewNetUser.pdf](http://www.unm.edu/~vchelp/downloads/NewNetUser.pdf) (requires Acrobat Reader – already installed on UNM-Valencia PCs) and print it out or ask for one in the academic office;
2. Fill out the form and hand it to the receptionist in the academic office;
3. The form will be signed by your chair or Dean of Instruction and will be sent to Computer Support Services for processing;
4. Your VMIS login ID and temporary password will be emailed to your UNM email address;
5. The first time you access VMIS you will be prompted to change your password.

The second step is to access the VMIS attendance module from your UNM-Valencia PC (please note that VMIS is currently not available on the internet, only on UNM-Valencia’s intranet; consequently, it can only be accessed from within UNM-Valencia). Here’s what you need to do (please be sure and ask an administrative assistant or work study in the academic office if you need assistance with this program):

1. Login to your UNM-Valencia PC using your VMIS login ID and password (which may not be the same as your UNM email address and password);
2. Access the VMIS Attendance Module @ [http://dingo/vmis](http://dingo/vmis) (note the absence of “www” since this is an intranet site);
3. Point to “Attendance” and then select “Update”; a new web page will appear;
4. Select the current semester on the top-left hand corner of your screen;
5. Select the course for which you will be entering attendance data;
6. Select the current week in the range is 1 – 16, with week 1 being the first week of classes…and week 16 being the last week of classes, not the week of finals when attendance taking is not required (if your class runs less than 16 weeks, simply access the week relative to the semester, i.e., if your class runs for eight weeks and starts in the middle of the semester, then your first week of class would actually be week 9);
7. Click on the box corresponding to a particular student and week day (a “☑” indicates that the student was present and a “☐” indicates the student was absent—or, as a time saver, check the “C” button located directly under the weekday designation to check “☑” all students as present and then go back and click on any box to uncheck “☐” students who were absent that day; the “U” button marks all students as absent “☐”);
8. When finished entering data for a particular day, be sure and hit the “Save” button (or you will lose your data!);
9. It is not necessary to select “Post Changes to Database” as doing so will lock the entire week from further editing (if you press this button and later need to make a change to the locked week please notify your department chair);

10. After saving your attendance data, select another course and repeat beginning with step 4;

11. When finished, close the web browser window;

12. Please be sure to logout when you’re finished using your PC.

The following illustration indicates the varying functions of the VMIS Attendance Module:

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**Frequency of Attendance Recording**

Please record attendance on the VMIS Attendance module as follows:

1. Each day the class meets during the first two weeks of classes; and
2. At least once a week thereafter.
Catalog Preparation

Currently UNM-Valencia prepares biannual catalogs during the last academic year of a catalog’s life (i.e., the next catalog will be prepared during the 2007 – 2008 academic year with a goal to distribute it by the end of classes in May, 2008).

The Dean of Instruction is responsible for the contents and the preparation of the UNM-Valencia Catalog and the Public Information Officer is responsible for its publication. A more detailed list of responsible parties for the preparation of the catalog is as follows:

<table>
<thead>
<tr>
<th>Catalog Section</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Executive Director’s Message</td>
<td>Executive Director</td>
</tr>
<tr>
<td>2. Academic Calendars</td>
<td>Registrar</td>
</tr>
<tr>
<td>3. History, Mission &amp; Accreditation</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>4. Admission &amp; Registration</td>
<td>Director of Student Affairs and other Student Services staff</td>
</tr>
<tr>
<td>5. Program Information</td>
<td>Director of Student Affairs</td>
</tr>
<tr>
<td>6. Academic Support Services</td>
<td>Dean of Instruction and corresponding department managers</td>
</tr>
<tr>
<td>7. Academic Curricula &amp; Degree Requirements</td>
<td>Dean of Instruction and corresponding department chairs &amp; coordinators</td>
</tr>
<tr>
<td>8. Course Descriptions</td>
<td>Dean of Instruction and corresponding department chairs &amp; coordinators</td>
</tr>
<tr>
<td>9. Governing Bodies, Faculty &amp; Staff</td>
<td>Dean of Instruction and Public Information Officer</td>
</tr>
<tr>
<td>10. Appendices (Student Information)</td>
<td>Director of Student Affairs</td>
</tr>
<tr>
<td>11. Maps, Phone Numbers and Index</td>
<td>Public Information Officer</td>
</tr>
</tbody>
</table>

In order to make the Catalog available to students by the end of the academic year, it is imperative that department chairs and coordinators complete all curriculum development (i.e., all changes approved—please refer to next section “Curriculum Development” for details) by the end of February.
Curriculum Development

For purposes of this manual, “Curriculum Development” refers to the formal creation, deletion, or change to a course or a degree or certificate program. This section begins with a definition of terms and then provides specific instructions including access to relevant for making curriculum changes.

UNM Curriculum Terminology Glossary

The Curriculum Terminology Glossary lists terms used by UNM to describe how degree programs are organized:

- **Certificate**: A prescribed course of studies approved through the University’s curriculum approval process. A completed certificate appears on a student’s transcript, however a diploma is not issued. Some departments may offer certificates that are not reviewed through the University’s curriculum approval process and thus are not transcripted. Certificates at UNM branches are formal awards approved by the Office of the Associate Provost for Academic Affairs.

- **CIP Code**: The Classification of Instructional Programs (CIP) is used nationally to assure comparability of information among institutions of higher education. It allows the classification of instructional programs into broad academic categories.

- **Concentration**: An approved set of courses WITHIN A MAJOR that define a specialty area or specific field of study. Unless specified by the unit offering the major, a concentration is not required.

- **Degree**: A title that the University confers on a student who has satisfactorily completed a required program of study. Degree requirements are established by the University, colleges, and departments, and are approved by University faculty, administration, and the Board of Regents. UNM is authorized to award associates, baccalaureate, masters, 1st professional, and doctoral degrees.

- **Degree Title**: The complete approved label of a degree program consisting of the degree designation and the degree major (e.g., Associate of Arts in Business Administration, Associate of Science in General Science, Associate of Applied Science in Information Technology, Bachelor of Arts in History; Bachelor of Science in Chemistry). Some programs require the name of the major as part of the degree designation (e.g., Master of Architecture–MARCH, Master of Business Administration–MBA, Master of Science in Nursing–MSN).

- **Diploma**: An official document naming a degree that has been conferred by the University.

- **Emphasis**: An approved subset of courses within a concentration. Emphases do not appear on a diploma or transcript. Unless specified by the unit offering the major and concentration, an emphasis is not required. Emphases go through the curriculum
approval process (only emphases that have gone through the curriculum approval process will appear in the UNM Catalog.)

- **Major**: That part of a degree program consisting of a specified number of hours from a defined group of courses in a primary discipline or field. A completed major is shown on both a student’s diploma and transcript. A new major (by each degree level) must go through the curriculum approval process. Changes to an existing major must be accomplished in accordance with UNM’s Curriculum Forms Process Manual. Only formally approved majors will appear in the UNM Catalog.

- **Minor**: That part of a degree program in an approved secondary discipline or field OUTSIDE THE MAJOR. A minor requires fewer hours than a major. A completed minor is shown on a student’s transcript but not on the diploma. A minor is awarded only if approved by both the major and minor department and/or college.

- **Professional Development Certificate**: A professional development certificate indicates completion of a set of credit or non-credit courses designed to provide participants an opportunity to develop or improve specific job-related knowledge and skills. Professional development certificates are issued by the unit offering the course/s rather than by the Office of the Registrar and do not appear on university transcripts.

- **Program Level**: Program levels at UNM include the following: Certificate, Associate, Baccalaureate, 1st Professional, Graduate Certificate, Master’s, and Doctorate.

- **Program of Study**: An approved course of study leading to a transcripted certificate or degree.

- **Transcript**: A document that details the entire permanent academic record of a student at the University. An official transcript is a certified copy, for which a small fee is charged. An unofficial copy is available at no charge.

The following diagram illustrates the relationship between majors, concentrations, emphases, minors, and certificates:

*There are three types of certificates: branch campus certificates, stand-alone certificates at the Main Campus, and certificates that are part of a graduate degree program.*
Schedule Type Glossary

The Schedule Type Glossary provides definitions for various types of courses as follows:

- **Clinical clerkship**: Full-time supervised learning experience in a clinical setting.
- **Co-op**: A structured educational strategy for learning through paid, productive, real-life work experience in a field related to a student’s major. It provides progressive experience in integrating theory and practice. A co-op is a partnership between students, educational institutions, and employers.
- **Independent Study**: Undergraduate or graduate directed study in an area of special interest not readily available through conventional course offerings. The student works with a chosen faculty member who approves the student’s individualized plan of study and supervises his/her progress. An independent study may be project-oriented, research-oriented, and/or focus on directed readings and writing in the area of interest. The term used by a program to label an independent study may vary (e.g., independent study, individual study, directed study, problems, undergraduate problems, graduate problems, research problems, honors problems, senior honors research, reading and research for honors, readings, directed readings, etc.).
- **Laboratory**: A course taught in a controlled environment requiring specialized equipment and/or facilities. The primary emphasis is on learning by doing and observing, with the burden of course activity placed on the student, under the direction and supervision of the instructor. Labs give students first-hand experience in developing and practicing skills, translating theory into practice, and developing, testing, and applying principles.
- **Lecture**: A course in which the instructor’s primary emphasis is on transmitting a body of knowledge or information, explaining ideas or principles, and/or modeling skills. In some courses, students may be expected to participate in classroom activities by means appropriate to the subject matter, such as discussion, performance, skill development, etc.
- **Lecture/Laboratory**: A course that combines aspects of lecture and laboratory as described in the Schedule Type Glossary. Students register for only one section, which includes both the lecture and the laboratory.
- **Lecture/Practice Experience**: A course that combines aspects of lecture and practice experience as described in the Schedule Type Glossary. Students register for only one section, which includes both the lecture and the practice experience.
- **Practice Experience**: Supervised practical experience in a student’s field of study that provides him/her the opportunity to apply knowledge gained in an academic setting. The term used by a program to label its practice experience may vary (e.g., internship, practicum, field experience, student teaching).
- **Professional Paper, Project, or Design Project**: A culminating scholarly, comprehensive paper, project, or design project that integrates knowledge attained through coursework, research, and experience. The professional paper, project, or design project demonstrates competence in a given academic field or profession and
makes a significant contribution within a well defined theoretical, applied, or creative knowledge domain. It may include, but is not limited to, such products as original empirical research projects, case studies, reports of research results, theoretical or applied design projects, manuscripts for professional journals, theoretical essays, creative works, and projects for identified clients. Credit hours earned for the professional paper, project, or design project vary by program. At the graduate level, the professional paper, project, or design project is one option under a Plan II master’s degree.

- **Recitation:** Generally a course with a smaller number of students, or a subsection of a larger (lecture) class, designed to include more time for discussion, to see worked examples, and for questions and answers directly related to the lecture class.

- **Seminar:** A course, taught by one of more instructors, that is usually for a small group of students in advanced status within their programs or majors or participating in special programs such as freshmen retention or learning communities. Students may engage in original research, exploration, practice, and/or synthesis of ideas. Results are exchanged through reports, demonstrations, colloquia, and/or discussions. The terms used by a program to label its seminar experience may vary (e.g., professional seminar, honors seminar, advanced seminar, research seminar, pro-seminar, division seminar, freshman/ sophomore seminar, freshmen interest group seminar, living and learning community seminar, etc.).

- **Studio:** A course with primary emphasis on student activity leading to skill development and the enhancement and encouragement of the student’s design or performance ability and/or artistic growth. Needed materials, instruments, equipment, and/or tools are provided, or recommendations are made for their acquisition. Evaluation of individual learning may include public display of proficiency and/or evaluation by faculty other than the student’s instructor.


- **Topics Course:** A course exploring a topic not covered by the standard curriculum but of interest to faculty and students in a particular semester.

- **Workshop:** A brief intensive interactive educational program, generally for a small group of people, in which the content is practical and specific to the needs of the group. It has objectives and may concentrate on the acquisition of specific information or skills.

- **Writing:** A course that focuses on student writing. Student writing functions as a class text; it is discussed and critiqued by the instructor and by students in class, and revision of student writing goes on throughout the course. The instructor lectures regarding a body of knowledge or information related to the writing genre specific to the class (e.g., persuasive or analytical essay, technical writing, creative writing, poetry, screenwriting) and explains ideas or principles related to that genre; OR the instructor explains how to write within the context of a specific academic discipline using writing genres appropriate to that discipline and/or uses writing-to-learn assignments as a principal form of instruction.
Course Delivery Methods

- Some Sections of Courses Are Delivered Through Special Methods: correspondence, hybrid, online, and web-enhanced. In these cases, the code for the schedule type is coupled with the delivery method, modifying the schedule type. For example, the schedule type for a straight lecture course would be “Lecture,” while it would be “Lecture Web-Enhanced” for a lecture course that is web-enhanced. Each of the course delivery methods is defined below:

- **Correspondence**: A correspondence course is a self-paced home study course offered through UNM Extended University to students where contact is generally not face-to-face. Instructional materials, including examinations, are provided to students, and when completed, they are returned for grading. Faculty interact with students through mail, email, telephone, and/or FAX. Correspondence courses may be started at any time, but they must be completed within a 12-month period.

- **Hybrid**: A hybrid course is a blend of face-to-face instruction with online learning using UNM’s official learning management system. Hybrid courses move about half of course learning online and, as a result, reduce the amount of classroom seat time. The online portion of the instruction is delivered to the learner using a variety of tools including email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Class meeting time is reduced by the material covered is equivalent to a normal full-time class delivery for the same number of credits.

- **Online**: An online course is one in which learners access primary content and instruction using a variety of tools from UNM’s official learning management system, including email, chat, discussion boards, web pages, and multimedia technologies. Students may or may not be required to purchase textbooks. Specific technologies employed will vary by course and instructor. Depending on the teaching style of the instructor and the course content, instruction can take place synchronously (all participants in the course log in at the same time) or asynchronously (participants log in and participate as their schedule permits), or some combination of the above. UNM's accrediting agency, the Higher Learning Commission of NCA, stresses the importance of a dynamic and interactive learning environment—between students and between students and faculty—regardless of the setting in which it occurs. Email, telephone office hours, chat rooms, and web-based threaded discussions are some of the technologies that help facilitate interaction.

- In many cases, the course content, communication tools, and learning activities reside within a learning management system, such as WebCT, which allows for user authentication and tracking in a secure environment. According to New Mexico Higher Education Department (HED) requirements, at least 75% of the course occurs online, while 25% or less employs other delivery methods, including face-to-face contact.

- UNM online courses are not open-ended and have set start and end dates. Most follow 8- and 16-week formats with learning activities scheduled on a weekly basis, and include a special fee. UNM Extended University supported online courses are modeled to follow the Best Practices for Electronically Offered Degree and
Certificate Programs developed by the Council of Regional Accrediting Commissions http://www.wcet.info/resources/accreditation/.

- **Web-Enhanced**: A web-enhanced course is a traditional face-to-face course that uses UNM’s official learning management system to expand student learning beyond the boundaries of the classroom. Examples of this include: posting of syllabi and course materials, creation of asynchronous discussions, usage of online quizzes, grade books, communication, and assignment submission tools. The usage of these tools is used to supplement instruction, and does not reduce seat time.

### Curriculum Changes – Process & Forms

Curriculum changes (the creation, deletion or change of/to a new or existing course or degree or certificate) may be initiated by any faculty member who teaches in the department for which the curriculum change is being requested, the department chair or the Dean of Instruction. As a matter of collegiality and protocol, it is assumed that the instructor initiating a curriculum change has discussed the matter with his/her chair and, if applicable, coordinator prior to proceeding with the change.

The steps in the process are as follows:

1. Complete the appropriate curriculum change form; these are:
   - **Form A**: Use this form for making a change (e.g., course title, description credit hours) to an existing course;
   - **Form B**: Use this form for creating a new course; or
   - **Form C**: Use this form to create a new degree or certificate or to make changes to an existing degree or certificate (e.g., required courses).

   Forms A, B & C can be accessed @ [http://www.unm.edu/~vic/formsabc.htm](http://www.unm.edu/~vic/formsabc.htm) and may be filled out electronically or printed out and filled out by hand.

2. Sign the form in the “Name of individual initiating curricular change form” (top) spot have your chair sign the form in the “Department Chairperson” location (bottom – this is simply an indication that your chair has been apprised of the recommended changes).

3. Submit the form to Debra Venable, Administrative Assistance III in the academic office (Debbie processes and keeps records of curriculum forms). Debbie will then send the form with original signatures to the chair of UNM-Valencia’s Curriculum Committee.

4. The chair of UNM-Valencia’s Curriculum Committee will make copies of the form and will distribute them to Curriculum Committee members. The chair will then bring up the recommended changes for discussion and possible approval at the next Curriculum Committee meeting (Curriculum Committee rules require that curriculum forms be distributed to Curriculum Committee members at least one week prior to the recommended changes being brought up for discussion).
5. The instructor who initiated the recommended changes needs to be present when the Curriculum Committee meets to discuss the proposal. If the instructor cannot be present he/she may be represented by the department chair or other designated instructor in the department.

6. The Curriculum Committee will deliberate the proposed changes and will vote to accept the proposal as-is, accept it with required changes, ask the initiator to make changes and resubmit the form, or reject it outright.

The remaining steps apply only to curriculum changes which have been accepted by UNM-Valencia’s Curriculum Committee:

7. The chair of the Curriculum Committee will sign the form and send it to Debra Venable for subsequent processing.

8. Debra will gather remaining signatures from the Dean of Instruction and, if applicable, the President of the Faculty Assembly, Librarian, Registrar and head of Computer Support Services.

9. Once all necessary signatures are acquired, Debra will send the forms to UNM for processing.

10. Once the curriculum change is approved (or rejected) by the appropriate individuals at UNM, the forms will be returned to Debra Venable for filing or, if necessary, further editing.

Curriculum changes of a vocational/technical nature (vocational/technical courses and associates of applied science/certificate programs) require only the approval of the Associate Provost. Curriculum changes of an academic nature (academic courses offered at the branches and associates of arts/sciences) require approval by the Faculty Senate Curriculum Committee and the Faculty Senate (in some cases they are also sent to the corresponding college’s Curriculum Committee and Undergraduate Committee). Consequently, you should factor in that curriculum changes to academic courses and programs may take 6 – 9 months for processing!

Articulation: Degree Approval, Transfer of Course Credit

The following policy is from Section F40 of the UNM Faculty Handbook:

Articulation: Though the branch colleges operate under an admissions policy different from that of the main campus, their degree offerings are approved by the University of New Mexico and many of their courses carry transfer credit toward UNM baccalaureate degrees. This connection or articulation of programs means that branch college faculty members may be required to meet a more specific set of approval standards in order to teach transferable courses than to teach non-transferable courses. The policies which govern the articulation of degree programs, course credit, and faculty approval between the UNM branch colleges and the main campus are presented below.
A. Degree Approval

1. All associate degree programs offered at the main campus in Albuquerque are authorized to be offered at the branches, upon approval by the appropriate college and department or program on the Albuquerque campus.

2. To meet local needs, the branches are authorized to develop and offer, with the approval of the Undergraduate Committee, the Curricula Committee, and the Faculty Senate, programs leading to the degrees of Associate of Arts and Associate of Sciences. The branches are also authorized to develop and offer, with the approval of the Office of the Provost/Executive Vice President for Academic Affairs, programs leading to the degree of Associate of Applied Sciences. The transferability to the main campus of credit for courses in these programs will be determined in accordance with the policy statements B. 1, 2, and 3 below.

B. Transfer of Course Credit

The University will accept baccalaureate credits earned by students at any UNM branch college, in accordance with the following policy:

1. Credits earned in lower division courses that appear in the UNM Catalog and/or UNM Schedule of Classes, which have been submitted by the branches and approved for credit by the appropriate department or program and the UNM Curricula Committee, and the branch instructor, content, and level of performance for said courses having been approved by the appropriate main campus department or program, will be accepted by the University as though they were earned on the main campus at the University in Albuquerque.

2. New lower division courses which do not appear in the UNM Catalog and/or the UNM Schedule of Classes will be accepted by the University as though they were earned on the main campus if they have been designed by the branches in cooperation with the appropriate main campus department or program and college; approved for credit by the appropriate department or program and college and by the UNM Curricula Committee; and approved for their instructor, content, and level of performance by the appropriate main campus department or program.

3. New and existing lower division courses designed by the branches which do not appear in the UNM Catalog and/or the UNM Schedule of Classes, and which have not been approved by a main campus department and the UNM Curricula Committee prior to being offered, are generally not acceptable for baccalaureate credit except (a) by petition and approval from the UNM degree granting unit, or (b) if determined to be equivalent to a main campus course by the UNM department or program which offers that course.
4. Special curricular offerings are authorized to meet local educational needs which are not being met by other institutions in the area. The transferability to the main campus of credit for these offerings will be determined in accordance with the policy statements B. 1, 2, and 3 above.

For more information about making curriculum changes, including what grade type to attach to a course (e.g., letter grade or credit/no credit), prerequisites, and other such matters please contact your chair, the Dean of Instruction, or the chair of UNM-Valencia’s Curriculum Committee.
Faculty Hiring, Evaluating & Teaching Approvals

Types of Faculty

The UNM Faculty Handbook describes four different types of faculty appointments in Section 3.1 as follows:

3.1 TYPES OF FACULTY APPOINTMENTS

(a) Faculty appointments may be probationary, tenured, continuing non-tenure-track, or temporary. Prior to awarding of tenure, tenure-track faculty appointments are probationary appointments; following the award of tenure, such appointments are tenured. All faculty members holding probationary appointments at the rank of assistant professor or above are eligible for consideration for tenure. (For a definition and discussion of tenure, see Sec. 4.7.1 and Appendix I.) Non-tenure-track appointments do not lead to tenure. However, the presumption with continuing non-tenure-track appointments is that they will be continued if the faculty member is not duly notified to the contrary. Non-tenure-track appointments where there is not a presumption of continuation are temporary.

The term “probationary” is synonymous with “tenure-track.” These are faculty who, if successful, will achieve tenure in a period of six years or, in exceptional cases, less. Tenure-track and tenured faculty generally have professorial ranks (Assistant Professor, Associate Professor and Full Professor). For more details on tenure and promotion please refer to the UNM-Valencia Faculty Handbook.

The term “continuing non-tenure track” refers to faculty who are issued annual contracts but who have “expectation” that their contracts will be renewed for the subsequent year. These faculty generally carry the rank of Lecturer (I, II or III, depending on degree and other criteria—for more details on tenure and promotion please refer to the UNM-Valencia Faculty Handbook). A non-renewal of a contract requires a letter from the Dean of Instruction (delivered no later than March 31st if on their first year of appointment or December 15th for subsequent years of appointment) explicitly stating the faculty’s contract will not be renewed for the following academic year.

For purposes of this document we will refer to the faculty described above as “continuing” faculty (this term serves our purposes better than “part-time” since we have “continuing non-tenure track” faculty teaching at UNM-Valencia with an FTE under 1.0).

Temporary faculty are generally designated as “adjunct” or “part-time” (we sometimes appoint a temporary faculty on a one-year contract to fill in for a continuing faculty vacancy during a search process). Adjunct faculty are hired on a semester-by-semester basis on a competitive process.
Hiring Continuing Faculty

Continuing faculty are hired through a one-time competitive process. The steps in this process are as follows (please note that these steps flow sequentially; a “misstep” indicates a failure to hire a continuing faculty):

1. **Ensure that funding is available.** Continuing faculty salaries are negotiable but generally start around mid $30’sK (higher if the field is highly competitive, or if the candidate has exceptional education and experience, or for certain 12-month contract positions). In addition, benefits have to be factored in which raise the cost by about 22%. Available $$ is the single greatest impediment to creating new positions.

2. **Get approvals.** If the hire is a replacement for a vacated position, it is generally expected, but not necessarily so, that the position will be filled. Under normal circumstances the chair will notify the Dean of Instruction of an upcoming vacancy. I turn the Dean of Instruction will notify the chair whether or not the position will be refilled. If the hire is new, then the chair would be made aware as a result of approval of funds.

   The next step in the approval process is to write up a description for the position and, through UNM-Valencia’s Human Resources office, send the necessary forms to Faculty Contracts for approval.

3. **Search committee appointed:** A search committee, appointed by the Dean of Instruction, will be convened to perform the following functions (this is generally referred to as the committee’s “charge” from the Dean of Instruction):
   - Develop minimum and desired qualifications for the position and report the qualifications to the Dean of Instruction for approval;
   - Recruit a diverse and highly qualified pool of applicants;
   - Screen application materials to identify *bona fide* applicants and then evaluate these applicants according to the selection criteria;
   - Select up to 10 (generally) semifinalist and recommend 3-5 (generally) candidates to the Dean of Instruction for interviews; and
   - Participate in the interviews of candidates for the position according to UNM policy and UNM-Valencia practice.

   The department chair generally, but not necessarily, serves as the search committee’s chair. UNM-Valencia’s Human Resources representative attends committee meetings to serve as a resource and to ensure that all related UNM policies and procedures are adhered to. The rating matrix and interview questions must be approved by Faculty Contracts before they can be applied.

4. **Offer letter is given to selected candidate:** The Dean of Instruction will negotiate a salary with the successful candidate and will give him/her an offer letter. The offer letter consists mainly of template language but specifies the following in detail:
• Appointment rank – Assistant (usually) or Associate (rarely) Professor, for tenure-track appointments, or Lecturer I/II/III for non-tenure track appointments.

• Date that the appointment begins – this date would generally be the Monday of the week before classes start in the fall semester, or, for a 12-month contract, July 1st.

• Annual salary and, if applicable, administrative stipends, moving expenses, etc.

• General description of duties and expectations – credit hours/year, areas he/she will be teaching, administrative duties (if any), other teaching-related duties (e.g., informing students concerning course requirements, taking attendance, maintaining good student records, preparing and grading class assignments and exams, advising students on their academic progress, participating in college committees, curriculum development, professional development and community service, keeping office hours a week).

• If applicable, information on tenure and promotion.

5. Search committee materials are sent to Faculty Contracts for approval: If the process was “clean” good results should be expected.

6. Faculty is “acclimated” to teaching at UNM-Valencia: Office is assigned, email access is acquired, orientations on a variety of processes and policies are made available, etc.

Compensating Continuing Faculty

Salaries for continuing faculty are negotiated based on a variety of factors to include degree, experience (quantity and quality), market considerations, 9-month vs. 12-month appointment, administrative component (if any), and, of course, budgetary limitations. The hiring ad will indicate a broad salary range for a particular position.

Continuing faculty will be compensated for overloads assignments on the same basis as that of adjunct faculty salaries (page 99). Other variations, which may apply to adjuncts, include:

• Practicum courses (e.g., CAD, IT or OBT 295, ECME field experience courses) and independent study courses (i.e., courses where the student is expected to study the material on his/her own with minimal assistance from the faculty member—NOTE, this is not the same as an online or hybrid course, which is compensated on the same basis as related courses): $50 per credit hour per student (each student counts as 0.01 FTE irrespective of credit hours).

• Regularly scheduled courses with low enrollments may be compensated at the rate of 10% of overload/adjunct salary per student as an alternative to cancellation. For this to take effect the instructor must agree to teach the course for the full contact hours.

• Independent study labs (e.g., Spanish language labs): $10 per student (each student counts as 0.01 FTE).
Evaluating Continuing Faculty

Continuing faculty whose primary function is to teach are evaluated on a calendar year basis using the FE/DI instrument (Faculty Evaluation/Development Instrument). The FE/DI serves as the rating criteria for determining merit pay salary increases and, along with the chair’s and dean’s summary evaluations, serves as the performance evaluation for a given calendar year. The summary evaluations from the chairs and the detail serve as both normative and formative evaluations of the instructor’s performance in the prescribed areas teaching, service, professional development and personal characteristics. If necessary, the summary evaluations will prescribe steps for improving performance.

At the start of each fall semester the Dean of Instruction distributes an “FE/DI Calendar” detailing the sequence of events and deadlines for completing various portions of the FE/DI. A typical calendar would read as follows:

1st Friday in December  Chair (or dean’s, for chairs) and peer classroom evaluations completed (both these evaluations must be signed by the evaluator and must include a rating in the 0-50 point range)

FE/DI’s sent directly to dean by faculty as email attachments (should include all information except ICES scores for the current fall semester—no signatures required at this time)

Original chair and peer classroom evaluations sent to dean as a hardcopy (see first item above)

2nd Friday in December  Dean emails FE/DI’s to chairs, with comments

4th Friday in January  Chairs complete evaluating FE/DI’s and meeting with their faculty; instructors and chairs will sign the “FE/DI Totals” page

1st Friday in February  Chairs email completed FE/DI’s to dean and send along hardcopy of signed “FE/DITotals” page

2nd Friday in February  Dean submits any final FE/DI changes to chairs

3rd Friday in February  “Chair’s Summary Evaluation” due to dean (must be signed by both the instructor and the chair)

4th Friday in February  “Dean’s Summary Evaluation” completed

TBD  Matters related to competitive salary increases will be determined as soon as the “numbers” are available from Associate Director for Business & Finance
Faculty on 12-month contracts who do not teach on a regular basis (e.g., Services Librarian, Adult Education Center Coordinator, Adult Education Center Coordinator of Curriculum & Instruction, Instructional Technologist and the Dean of Instruction) are evaluated using UNM’s Performance Review instrument.

Faculty on tenure track are also evaluated on two occasions during their probationary period:

1. During the 3rd year of their appointment (Code 3 Review); and
2. During the 6th year of their appointment (Code 6 Review). The Code 6 review is the tenure decision review and, in most cases, the review which leads to promotion to the rank of Associate Professor.

For more detailed information on the FE/DI and the tenure and promotion process please refer to the UNM-Valencia Faculty Handbook.

**Hiring Adjunct Faculty**

Adjunct faculty are hired on a semester-by-semester in a competitive process.

- Adjunct faculty must first have an application on file in the Adjunct Faculty Pool. Adjunct pool applications are available at the following web sites:
  - [http://www.unm.edu/~vclasses/schedule/adjunct.htm](http://www.unm.edu/~vclasses/schedule/adjunct.htm) – this is an online application which is electronically submitted to Human Resources at UNM-Valencia; or
  - [http://www.unm.edu/~unmvc/forms/Supplemental%20Appl.pdf](http://www.unm.edu/~unmvc/forms/Supplemental%20Appl.pdf) – this is a pdf document (requires Adobe Acrobat Reader) which needs to be printed out, filled in, and delivered to Human Resources at UNM-Valencia by hand or mailed to Human Resources at 280 La Entrada, Los Lunas, NM 87031.

- Adjunct faculty interested in teaching must submit a teaching bid when notified in writing (email or snail-mail) to do so. Course bids can be accessed at the following web sites:
  - [http://www.unm.edu/~vclasses/schedule/summer/bid.htm](http://www.unm.edu/~vclasses/schedule/summer/bid.htm), for summer semesters;
  - [http://www.unm.edu/~vclasses/schedule/fall/bid.htm](http://www.unm.edu/~vclasses/schedule/fall/bid.htm), for fall semesters; or
  - [http://www.unm.edu/~vclasses/schedule/spring/bid.htm](http://www.unm.edu/~vclasses/schedule/spring/bid.htm), for spring semesters.

Adjunct faculty who meet the criteria listed above are then hired and assigned courses to teach as follows:

- The Academic Office Administrator, with assistance from Human Resources, will prepare a rating matrix for each course to be offered. The rating matrix will list all adjunct faculty who have submitted a teaching bid.

- Chairs will select the candidates who meet minimum qualifications (please refer to “Obtaining Teaching Approvals for Faculty” below) and rate the highest on
the desired qualifications. Chairs must also state reasons why a candidate was not selected. Valid reasons must be selected from the following list:

1. Candidate withdrew
2. Candidate accepted another job
3. Candidate demanded a higher salary than authorized
4. Candidate is acceptable, however, semifinalists selected are judged superior in experience and demonstrated ability
5. Insufficient research/publications
6. References unfavorable/weak/unsupportive
7. Insufficient teaching experience
8. Limited subject expertise
9. Candidate’s expertise does not fit needs of hiring unit
10. Insufficient administrative experience
11. Insufficient evidence of service
12. Insufficient directly related experience
13. Cannot provide current certification and/or licensure, if applicable
14. Class cancelled
15. Class taught by continuing faculty
16. Not available days or times needed for current semester
17. Candidate declined position
18. Negative feedback/evaluation forms for previous class taught

Exceptions to this procedure apply only when adjunct faculty have to be selected immediately. Even then, the rating matrix needs to be looked at if at all possible.

Minimum Qualifications: The rating matrix will include minimum qualifications for a particular course. For most academic courses minimum qualifications are: a master’s degree and teaching experience in the discipline or related area at the post-secondary level or equivalent. In rare circumstances individuals not meeting minimum qualifications but with exceptional relevant teaching or professional experience may be considered and/or hired based on availability.

Desirable Qualifications: The following is a list of desired qualifications applicable in whole or in part to determining the most qualified adjunct faculty for teaching at UNM-Valencia:

1. Successful teaching experience in the discipline or directly related area at a community college or equivalent institution;
2. Up-to-date pedagogical knowledge of field and of current classroom techniques for discipline;
3. Ph.D., Ed.D., or terminal degree in the discipline area;
4. Experience working in a multicultural setting with non-traditional students;
5. Ability to interact in a collegial and professional manner;
6. Ability to successfully communicate, both orally and in writing.

**Obtaining Teaching Approvals for Faculty**

A newly approved policy by UNM’s Faculty Senate states that hiring for lower division transferable courses is done by the branch campuses (see policy below). According to the new policy, branch campus administrators may confer with the main campus department chairs for recommendations of instructors to be hired or they may hire qualified individuals from their own pool. Hiring procedures at each branch college shall follow the policies stated in sections F40 and F60 of the UNM Faculty Handbook and in relevant sections of the branch college’s own Faculty Handbook.

Faculty who intend to teach a transferable course which they have not previously taught must make available to the Academic Office Administrator the following:

- A copy of the instructor’s curriculum vitae;
- Official transcripts; and
- A syllabus for the new course.

The following is the Instructor Approval for Transferable Courses Policy in Section F40 of the UNM-Faculty Handbook:

**C. Faculty Approval**

1. *Approval standards for transferable courses.* Branch college courses carrying pre-designated transferability shall be offered by approved faculty. Tenured/tenure track faculty, by virtue of the standards required for their appointment, are automatically approved to teach transferable courses in their fields of credentialed expertise. Non-tenured/tenure track faculty, and tenured/tenure track faculty teaching outside their fields of credentialed expertise, must be approved to teach transferable courses before or as early as possible during the first semester in which they offer those courses. To be approved to teach transferable courses, faculty members shall meet written standards appropriate to the courses they are to offer.

2. *Formulation of standards.* The faculty approval standards for each transferable course shall be formulated in writing and adopted jointly by the appropriate branch college and main campus administrators. Normally these will be the administrators immediately responsible for supervising course offerings in a particular field: e.g., the chairs (or directors or coordinators or heads) of the departments or programs in the relevant discipline. Once formulated, the standards for each course shall be transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. The standards shall be kept on file by the Office of the Provost and by the branch college and main campus administrators who formulated them. They shall be transferred to, and applied in a consistent manner by, subsequent
administrators, and they shall be revised only by joint written agreement of the appropriate administrators holding office at the time. All revisions shall be promptly transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. Approval standards for each transferable course should be submitted to the Office of the Provost no later than June 1, 2006. After that date, and until such time as standards for the course are submitted, the main campus department shall be presumed to approve all instructors employed by the branch to teach that course. The implementation of faculty approval standards for each transferable course, as described in paragraphs 3-5 below, shall not begin until the standards for that course have been formulated, adopted, and reviewed as stipulated in this paragraph.

3. Implementation of standards. The determination that a prospective instructor meets the faculty approval standards for a transferable course shall initially be made by the appropriate administrator (department chair, program director, coordinator, or head) at the branch college. Approval of the instructor shall then be reviewed and confirmed or denied by the college’s Dean of Instruction. If the Dean confirms the approval, the branch college may hire the instructor prior to receiving main campus approval. The approval shall then be forwarded to the Branch Executive Director for recommendation to the appropriate main campus department chair or program director; it shall be submitted no later than the third week of the semester. The approval shall be accompanied by copies of the faculty member’s vita and syllabus for the course in question. The main campus administrator shall confirm or deny the approval before or as early as possible during the first semester in which the faculty member offers the course. This decision shall be promptly communicated in writing to the appropriate branch campus administrator, the Dean of Instruction, and, if the approval is denied, the Office of the Provost/Executive Vice President for Academic Affairs.

4. Denial of approval. If faculty approval is denied, the main campus administrator shall communicate the reasons for this decision in writing to the appropriate branch college administrator, the Dean of Instruction, and the Office of the Provost/Vice President for Academic Affairs. This communication shall refer specifically to the written faculty approval standards for the course in question but may include other considerations as well. Courses already in progress shall not be cancelled solely because faculty approval is denied or delayed. If approval is denied, the main campus administrator shall work with the branch college administrator to identify and employ an eligible substitute instructor. If no eligible substitute can be obtained, the faculty member who began the course shall finish it under the supervision of the branch college administrator; but the same faculty member shall not be employed again to teach the same course, or any other course that has comparable approval standards, unless s/he has received branch college and main campus approval to do so before the course begins.

5. Exemptions from standards. Faculty members may teach transferable courses without meeting established approval standards only if the appropriate branch college administrator submits, and the Dean of Instruction supports, a request for an individual exemption from the standards. The request shall be accompanied by a
detailed explanation of the reasons for the request and by the proposed faculty member’s vita and syllabus for the course in question. The request shall be submitted to the appropriate main campus administrator no later than two weeks before the semester begins. If the request is not approved by the appropriate main campus administrator before the course begins, the course shall not be offered by the proposed instructor.

6. **Non-transferable courses.** Branch college courses not carrying pre-designated transferability shall be offered by faculty who meet the appointment standards set forth in the college’s statement on appointment and retention (see section F60 below), and who are recommended for appointment by the appropriate branch college administrator (department chair, program director, coordinator, or head), the Dean of Instruction, and the Branch Executive Director. In making recommendations concerning all faculty appointments, administrators shall act in accordance with the standards and procedures set forth in the branch college statement on appointment and retention and in section F60 below. All faculty appointments are subject to review by the provost/Executive Vice President for Academic Affairs.

**Standards for Hiring Faculty**

**Note:** If a course is not listed below, it is because…

1. The course is developmental or career/technical in nature (in which case we make the hiring decision);
2. The course is not listed in our Catalog; or
3. The corresponding department at UNM-Albuquerque has not submitted the necessary standards form.

In the latter case, we will adhere to the policy in F40 which states that,

*Approval standards for each transferable course should be submitted to the Office of the Provost no later than June 1, 2006. After that date, and until such time as standards for the course are submitted, the main campus department shall be presumed to approve all instructors employed by the branch to teach that course.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor Min. Qualifications</th>
</tr>
</thead>
</table>
| AMST 185| Intro to Race, Class & Ethnicity           | **Degree:** MA or Post-Comprehensive Doctoral Degree Candidate  
**Major:** American Studies or related field (History, Anthropology, Sociology, English, etc.)  
**Other Requirements:** A degree concentration analogous to one of six fields of study in Am St (Race, Class Ethnicity; Gender Studies; Culture Studies; Popular Culture; Environment, Science & Technology; or Southwest Studies) |
| AMST 186| Intro to Southwest Studies                  | Same standards as AMST 185 |
### ANTH 101 Introduction to Anthropology
- **Degree:** MA
- **Major:** Anthropology
- **Experience Required:** Documented experience teaching general anthropology or specialized courses in the component anthropological subfields.
- **Other Requirements:** Clear indication of good anthropology training in all subfields during college student career & significant graduate training in the anthropology subfields.

### ANTH 110 Language, Culture & the Human Animal
- **Degree:** PhD
- **Major:** Anthropology with major in anthropological linguistics
- **Experience Required:** Demonstrated experience teaching subject matter at college level.
- **Other Requirements:** Good background in general anthropology with special emphasis in linguistics & cultural anthropology/ethnology, and anthropological theory.

### ANTH 130 Cultures of the World
- **Degree:** MA
- **Major:** Anthropology
- **Experience Required:** Documented experience teaching general anthropology. Good ethnology training at undergraduate & graduate college level.
- **Other Requirements:** Anthropology major in archaeology or cultural anthropology/ethnology.

### ASTR 101 Introduction to Astronomy
- **Degree:** MS in Physics or Astronomy or closely related field such as Engineering or Chemistry
- **Major:** None listed
- **Experience Required:** Some teaching experience desirable (in cases of no teaching experience, Dept suggests an interview with Branch's Dean of Instruction, followed by notification of the Dept)
- **Other Requirements:** None

### ASTR 101L Astronomy Laboratory
- **Degree:** None required for labs
- **Major:** None listed
- **Experience Required:** Some teaching experience desirable (in cases of none, Dept suggests an interview with Branch's Dean of Instruction, followed by notification of the Dept)
- **Other Requirements:** None

### BIOL 110 Biology for Non-Majors
- **Degree:** MS or PhD in progress with documentation of active enrollment and recent progress
- **Major:** Biology, a sub-dis (e.g. Botany or Zoology) or closely related discipline (e.g. Biochemistry)
- **Experience Required:** Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab.
- **Other Requirements:** Current CV; two academic references
BIOL 112L  Biology Laboratory for Non-Majors

**Degree:** BS
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)
**Experience Required:** None
**Other Requirements:** Current CV; two academic references

BIOL 123  Biology for Health Related Sciences and Non-Majors

**Degree:** MS or PhD in progress with doc. of active enrollment and recent progress
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)
**Experience Required:** Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab.
**Other Requirements:** Current CV; two academic references

BIOL 124L  Biology for Health Related Sciences and Non-Majors Lab

**Degree:** BS
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)
**Experience Required:** None
**Other Requirements:** Current CV; two academic references

BIOL 201  Molecular and Cell Biology

**Degree:** MS or PhD in progress with doc. of active enrollment and recent progress
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)
**Experience Required:** Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab.
**Other Requirements:** Current CV; two academic references

BIOL 201L  Laboratory Section

**Degree:** BS
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)
**Experience Required:** College-level Cell Biology course
**Other Requirements:** Current CV; two academic references

BIOL 202  Genetics

**Degree:** MS or PhD in progress with doc. of active enrollment and recent progress
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)
**Experience Required:** Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab.
**Other Requirements:** Current CV; two academic references

BIOL 202L  Laboratory Section

**Degree:** BS
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Degree Requirements</th>
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</thead>
<tbody>
<tr>
<td>BIOL 203</td>
<td>Ecology and Evolution</td>
<td>MS or PhD in progress with doc. of active enrollment and recent progress; Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry); Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab.</td>
</tr>
<tr>
<td>BIOL 203L</td>
<td>Laboratory Section</td>
<td>BS; Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry); College-level Ecology/Evolution course(s)</td>
</tr>
<tr>
<td>BIOL 204</td>
<td>Plant and Animal Form and Function</td>
<td>MS or PhD in progress with doc. of active enrollment and recent progress; Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry); Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab.</td>
</tr>
<tr>
<td>BIOL 204L</td>
<td>Laboratory Section</td>
<td>BS; Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry); College-level Plant &amp; Animal physiology course(s)</td>
</tr>
<tr>
<td>BIOL 237</td>
<td>Human Anatomy &amp; Physiology I for the Health Sciences</td>
<td>MS or PhD in progress with doc. of active enrollment and recent progress; Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry); Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab. Must have taken college-level A&amp;P course.</td>
</tr>
<tr>
<td>BIOL 238</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>MS or PhD in progress with doc. of active enrollment and recent progress; Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry); Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab. Must have taken college-level A&amp;P course.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Degree Requirement</td>
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</table>
| Physiology II for the Health Sciences | enrollment and recent progress  
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)  
**Experience Required:** Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab. Must have taken college-level A&P course.  
**Other Requirements:** Current CV; two academic references |
| BIOL 239L Microbiology for Health Sciences & Non-Majors | Degree: MS or PhD in progress with doc. of active enrollment and recent progress  
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)  
**Experience Required:** Prefer college-level Biology lecturing experience (1 sem); or evidence of TA experience in a related lab. Evidence of having taken college-level Microbiology.  
**Other Requirements:** Current CV; academic references |
| BIOL 239L Laboratory Section | Degree: BS  
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related discipline (e.g. Biochemistry)  
**Experience Required:** College-level Microbiology course  
**Other Requirements:** Current CV; two academic references |
| BIOL 247L Human Anatomy & Physiology Lab I | Degree: BS  
**Major:** Biology, a sub-dis (e.g. Botany or Zoology), or closely related dis. (e.g. Biochemistry)  
**Required Experience:** Individual must have taken a college-level anatomy and physiology course.  
**Other Requirements:** Current CV; two academic references |
| BIOL 248L Human Anatomy & Physiology Lab II | Same standards as BIOL 247L |
| CJ 110 Intro to Mass Communication (Journalism) | Degree: BA  
**Major:** None listed  
**Experience Required:** Two years of media working experience.  
**Other Requirements:** None |
| CHEM 111L Elements of General Chemistry | Degree: MS  
**Major:** Chemistry  
**Experience Required:** 2-4 years of relevant professional experience and teaching experience at the undergraduate level. Teaching experience must be in college chemistry.  
**Other Requirements:** None |
<p>| CHEM 121L General Chemistry | Same standards as CHEM 111L |</p>
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Notes</th>
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<tbody>
<tr>
<td>CHEM 122L</td>
<td>General Chemistry</td>
<td>Same standards as CHEM 111L</td>
</tr>
<tr>
<td>CHEM 212</td>
<td>Integrated Organic Chemistry and Biochemistry</td>
<td>Same standards as CHEM 111L</td>
</tr>
</tbody>
</table>
| CJ 110      | (Communication) | **Degree:** MA  
**Major:** None listed  
**Experience Required:** Demonstrated experience in the specific topic to be taught (through course work or practical work experience).  
**Other Requirements:** An MA degree in a field directly related to the specific topic may be appropriate, but must be confirmed with chair of the main campus dept. In this case, significant experience (at least 2 yrs) teaching subject matter or through professional work experience is necessary. |
| CJ 130      | Public Speaking | Same standards as CJ 110 |
| CJ 171      | Writing for Mass Media I | Same standards as CJ 110 |
| CJ 220      | Communication for Teachers | Same standards as CJ 110 |
| CJ 221      | Interpersonal Communication | Same standards as CJ 110 |
| CJ 225      | Small Group Communication | Same standards as CJ 110 |
| CS 150      | Computing for Business Students | **Degree:** MS or BA/BS.  
**Major:** for MS, Computer Science or related field; for BA/BS in quantitative field and MOUS certification.  
**Other Requirements:** Knowledge of and experience using MS tools. |
| CS 151      | Computer Programming Fundamentals for Non-Majors | **Degree:** MS  
**Major:** Computer Science or related field.  
**Other Requirements:** Knowledge of and experience using Matlab. |
| CS 152      | Computer Programming Fundamentals for CS Majors | **Degree:** MS  
**Major:** Computer Science  
**Other Requirements:** Knowledge of and experience programming using Java. |
| EMS 101     | EMT Basic | **Degree:** High school diploma or GED. Bachelor's degree preferred.  
**Credentials:** Current NM EMT license and/or National Registry Certification; current BLS Provider-Level CPR Card; CPR instructor status preferred.  
**Other Requirements:** Licensed EMT at level above course being taught; must be in good standing with EMS Academy & state EMS Bureau; meet JOE rqmts for EMS education; must have attended a recognized EMS Educator course from one of the NM institutions or from the Nat'l Assn. of EMS Educators; must have a
Certificate of Completion from one of the above named organizations; must be affiliated with an EMS service or hospital in NM; must have a minimum of 3 yrs field experience at or above level they are teaching; must have 2 yrs of teaching experience in any discipline; must have a letter of recommendation from his/her medical director and service director; must have a current hire packet in place at the EMS Academy before eligible to teach at the Academy or at any of the branch campuses.

**EMS 201** EMT Intermediate

**Degree:** High school diploma or GED. Bachelor's degree preferred.

**Credentials:** Current NM EMT license and/or National Registry Certification; current BLS Provider-Level CPR Card; Upgrade packet in place with the EMSA; CPR instructor status preferred.

**Other Requirements:** Licensed EMT at level above course being taught; must be in good standing with EMS Academy & state EMS Bureau; meet JOE rqmts for EMS education; must have attended a recognized EMS Educator course from one of the NM institutions or from the Nat'l Assn. of EMS Educators; must have a Certificate of Completion from one of the above named organizations; must be affiliated with an EMS service or hospital in NM; must have a minimum of 3 yrs field experience at or above level they are teaching; must have 2 yrs of teaching experience in any discipline; must have completed a minimum of 3 EMT-Basic courses, with good state test percentages & successfully complete the ILS instructor exam; must have approval of the BLS/ILS director at the EMSA to upgrade to Intermediate instructor; must have a letter of recommendation from his/her medical director and service director; must have a current hire packet in place at the EMS Academy before eligible to teach at the Academy or at any of the branch campuses.

**ENGL 101** Composition I: Exposition

**Degree:** MA

**Major:** English or related discipline

**Experience Required:** Prior teaching in the field of composition

**Other Requirements:** CV; documentation of teaching quality through such means as letters of reference from faculty and/or students; sample syllabi; or, teaching evaluations

**ENGL 102** Composition II: Analysis & Augument

Same standards as ENGL 101

**ENGL 150** The Study of Literature

Same standards as ENGL 101

**ENGL 211** Topics in Literature

Same standards as ENGL 101

**ENGL 219** Technical & Professional

Same standards as ENGL 101, plus the following:
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Degree</th>
<th>Major</th>
<th>Experience Required</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 220</td>
<td>Expository Writing</td>
<td>MA</td>
<td>English or related discipline</td>
<td>Prior teaching in the field of expository writing</td>
<td>CV, documentation of teaching quality through such means as letters of reference from faculty and/or students; sample syllabi or teaching evaluations. In rare cases, applicants may be hired with no MA but with extensive professional credentials (publications, work experience) in the field of expository writing.</td>
</tr>
<tr>
<td>ENGL 221</td>
<td>Intro to Creative Writing - Fiction</td>
<td>MA</td>
<td>English or related discipline</td>
<td>Prior teaching in the field of creative writing</td>
<td>CV, documentation of teaching quality through such means as letters of reference from faculty and/or students; sample syllabi or teaching evaluations. In rare cases, applicants may be hired with no MA but with extensive professional credentials (publications, work experience) in the field of creative writing.</td>
</tr>
<tr>
<td>ENGL 222</td>
<td>Intro to Creative Writing - Poetry</td>
<td>MA</td>
<td>English or related discipline</td>
<td>Prior teaching in the field of creative writing</td>
<td>CV, documentation of teaching quality through such means as letters of reference from faculty and/or students; sample syllabi or teaching evaluations. In rare cases, applicants may be hired with no MA but with extensive professional credentials (publications, work experience) in the field of creative writing.</td>
</tr>
<tr>
<td>ENGL 240</td>
<td>Traditional Grammar</td>
<td>MA</td>
<td>English or related discipline</td>
<td>Prior teaching experience in the field of language or literature</td>
<td>CV; documentation of teaching quality through such means as letters of reference from faculty and/or students; sample syllabi or teaching evaluations. In rare cases, applicants may be hired with no MA but with extensive professional credentials (publications, work experience) in the field of creative writing.</td>
</tr>
<tr>
<td>ENGL 298</td>
<td>Workshop in Literature or Writing</td>
<td>MA</td>
<td>English or related discipline</td>
<td>Prior teaching experience in the field of language or literature</td>
<td>CV; documentation of teaching quality through such means as letters of reference from faculty and/or students; sample syllabi or teaching evaluations. In rare cases, applicants may be hired with no MA but with extensive professional credentials (publications, work experience) in the field of creative writing.</td>
</tr>
<tr>
<td>EPS 101</td>
<td>How the Earth Works - An Introduction to Geology</td>
<td>MS</td>
<td>Geology or Earth &amp; Planetary Sciences or Geosciences</td>
<td>At least one year as teaching assistant responsible for lecture component of a class.</td>
<td>Some course work with passing grades in other science (e.g. Physics, Chemistry, Biology) and higher level mathematics (e.g. Calculus).</td>
</tr>
<tr>
<td>EPS 105L</td>
<td>Physical Geology Laboratory</td>
<td>MS</td>
<td>Geology or Earth &amp; Planetary Sciences or Geosciences</td>
<td>At least one year as teaching assistant responsible for lecture component of a class.</td>
<td>Some course work with passing grades in other science (e.g. Physics, Chemistry, Biology) and higher level mathematics (e.g. Calculus).</td>
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<tr>
<td>EPS 115</td>
<td>Geological Disasters</td>
<td>MS</td>
<td>Geology or Earth &amp; Planetary Sciences or Geosciences</td>
<td>At least one year as teaching assistant responsible for lecture component of a class.</td>
<td>Some course work with passing grades in other science (e.g. Physics, Chemistry, Biology) and higher level mathematics (e.g. Calculus).</td>
</tr>
</tbody>
</table>
Required Experience: At least one year as teaching assistant responsible for lecture component of a class.

Other Requirements: Some course work with passing grades in other science (e.g. Physics, Chemistry, Biology) and higher level mathematics (e.g. Calculus).

HED 164 Standard First Aid

Degree: BA or BS
Major: Health Education (or other major approved by Dept Chair)

Required Experience: One year teaching course (or approval of Dept Chair)

Other Requirements: First Aid and CPR Instructors Certificate

HED 171 Personal Health Management

Degree: BA or BS
Major: Health Education (or other major approved by Dept Chair)

Required Experience: One year teaching course (or approval of Dept Chair)

HED 212 Fundamentals of Human Sexuality

Degree: BA or BS
Major: Health Education (or other major approved by Dept Chair)

Required Experience: One year teaching this or related course.

HED 260 Foundations of Health Promotion

Degree: BA or BS
Major: Health Education (or other major approved by Dept Chair)

Required Experience: One year teaching course (or approval of Dept Chair)

HIST 101 Western Civilization (before 1648)

Degree: MA
Major: European History

Experience Required: Teaching experience (preferably at survey level) in European History

Other Requirements: Fluency in English; at least 2 semesters (or equivalent) of college/university level training in a European language.

HIST 102 Western Civilization (after 1648)

Same standards as HIST 101

HIST 161 History of the United States to 1877

Degree: MA
Major: U.S. History

Experience Required: Teaching experience (preferably at survey level, in US History)

Other Requirements: Fluency in English

HIST 162 History of the United States since 1877

Same standards as HIST 161

HIST 260 History of New Mexico

Degree: MA
Major: U.S. History
Experience Required: Teaching experience in US, Southwest and/or NM History (preferably at survey level).

Other Requirements: Fluency in English; at least 2 semesters (or equivalent) of college/university training in Spanish.

LING 101 Introduction to the Study of Language

Degree: MA
Major: Linguistics or related field
Required Experience: One year teaching linguistics courses (TA in linguistics or related department acceptable)
Other Requirements: Evidence of at least two graduate courses in linguistics (intro to linguistics, phonetics, phonology, sociolinguistics, psycholinguistics, anthropological linguistics, etc.)

MATH 111 Mathematics for Elementary and Middle School Teachers I

Degree: Major: 
Required Experience: 
Other Requirements: 

MATH 112 Mathematics for Elementary and Middle School Teachers II

Degree: Major: 
Required Experience: 
Other Requirements: 

MATH 120 Intermediate Algebra

Degree: Major: 
Required Experience: 
Other Requirements: 

MATH 121 College Algebra

Degree: Major: 
Required Experience: 
Other Requirements: 

MATH 123 Trigonometry

Degree: Major: 
Required Experience: 
Other Requirements: 

MATH 129 A Survey of Mathematics

Degree: Major: 
Required Experience: 
Other Requirements: 

STAT 145 An Introduction to Statistics

Degree: Major: 
Required Experience: 
Other Requirements: 

MATH 150 Pre-Calculus mathematics

Degree: Major: 

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Degree</th>
<th>Major</th>
<th>Experience Required:</th>
<th>Other Requirements:</th>
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<tbody>
<tr>
<td>MATH 162</td>
<td>Calculus I</td>
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<tr>
<td>MATH 163</td>
<td>Calculus II</td>
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<tr>
<td>MATH 180</td>
<td>Elements of Calculus I</td>
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<tr>
<td>MATH 181</td>
<td>Elements of Calculus II</td>
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<tr>
<td>MATH 215</td>
<td>Mathematics for Elementary and Middle School</td>
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<td></td>
<td>Teachers III</td>
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<tr>
<td>MATH 264L</td>
<td>Calculus III</td>
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<tr>
<td>MUS 139</td>
<td>Music Appreciation</td>
<td>MA</td>
<td>Music</td>
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<td>Required Experience:</td>
<td>Prior classroom teaching experience</td>
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<td>Other Requirements:</td>
<td>Solid background in music history</td>
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<tr>
<td>MUSIC 143</td>
<td>University Chorus</td>
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<td>Branch may set its own standards.</td>
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<tr>
<td>NTSC 261L</td>
<td>Physical Science</td>
<td>MS</td>
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<td>Required Experience:</td>
<td>2-3 semesters of university teaching</td>
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<td>Other Requirements:</td>
<td>Previous experience working with pre/and in-service teachers a benefit.</td>
</tr>
<tr>
<td>NTSC 262L</td>
<td>Life Science</td>
<td>MS</td>
<td>Biology</td>
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<td></td>
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<td></td>
<td></td>
<td>Required Experience:</td>
<td>2-3 semesters of university teaching</td>
</tr>
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<td>Other Requirements:</td>
<td>Previous experience working</td>
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</tbody>
</table>
with pre/and in-service teachers a benefit.

NTSC 263L  Environmental Science  
**Degree:** MS  
**Major:** Biology, Environmental Science, Ecology  
**Required Experience:** 2-3 semesters of university teaching  
**Other Requirements:** Previous experience working with pre/and in-service teachers a benefit.

PE-NP 124  Ballroom Dance  
**Degree:** BA or BS  
**Major:** Physical Education (or approval of other major by Dept Chair)  
**Required Experience:** One year teaching course  
**Other Requirements:** CPR & First Aid Certificate

PE-NP 125  Intermediate Ballroom Dance  
Same standards as PE-NP 124

PE-NP 128  Country/Western Dance  
Same standards as PE-NP 124

PE-NP 129  Intermediate Country/Western Dance  
Same standards as PE-NP 124

PE-NP 136  Personal Defense  
**Degree:** BA or BS  
**Major:** Physical Education (or approval of other major by Dept Chair)  
**Required Experience:** One year teaching course to adults  
**Other Requirements:** Appropriate certification or license for Personal Defense or Karate; CPR & First Aid Certificate

PE-NP 138  Karate  
Same standards as PE-NP 136

PE-NP 140  Golf  
**Degree:** BA or BS  
**Major:** Physical Education (or approval of other major by Dept Chair)  
**Required Experience:** One year teaching course at high school level or above.  
**Other Requirements:** CPR & First Aid Certificate

PE-NP 143  Beginning Tennis  
Same standards as PE-NP 140

PE-NP 144  Intermediate Tennis  
Same standards as PE-NP 140

PE-NP 158  Aerobic Dance  
Same standards as PE-NP 140

PE-NP 159  Aerobic Dance II  
Same standards as PE-NP 140

PE-NP 160  Weight Training  
Same standards as PE-NP 140

PE-NP 162  Jogging  
Same standards as PE-NP 140

PE-NP 163  Intermediate Weight Training  
Same standards as PE-NP 140
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Degree</th>
<th>Major</th>
<th>Experience Required</th>
<th>Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE-NP 165</td>
<td>Yoga</td>
<td>BA or BS</td>
<td>Physical Education (or approval of other major by Dept Chair)</td>
<td>One year teaching course</td>
<td>Completion of Yoga Instructors Certificate course; CPR &amp; First Aid Certificate</td>
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<tr>
<td>PE-NP 166</td>
<td>Intermediate Yoga</td>
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<tr>
<td>PE-NP 168</td>
<td>Basketball</td>
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<tr>
<td>PE-NP 170</td>
<td>Volleyball</td>
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<tr>
<td>PE-NP 174</td>
<td>Softball</td>
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<tr>
<td>PE-NP 193</td>
<td>Various Activity Courses</td>
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</tr>
<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophical Problems</td>
<td>MA</td>
<td>Philosophy</td>
<td>No previous teaching experience required</td>
<td>None</td>
</tr>
<tr>
<td>PHIL 102</td>
<td>Current Moral Problems</td>
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<tr>
<td>PHIL 156</td>
<td>Reasoning and Critical Thinking</td>
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<tr>
<td>PHIL 201</td>
<td>Greek Philosophy</td>
<td>PhD</td>
<td>Philosophy or related field</td>
<td>No previous teaching experience required</td>
<td>None</td>
</tr>
<tr>
<td>PHIL 202</td>
<td>Modern Philosophy</td>
<td></td>
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<tr>
<td>PHIL 245</td>
<td>Professional Ethics</td>
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<tr>
<td>PHIL 258</td>
<td>Introduction to Moral Philosophy</td>
<td></td>
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<tr>
<td>PHIL 280</td>
<td>Philosophy and Literature</td>
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<tr>
<td>PHYC 151</td>
<td>General Physics</td>
<td>MS in Physics or Astronomy or closely related field such as Engineering or Chemistry</td>
<td>None listed</td>
<td>Some teaching experience desirable (in cases of no teaching experience, Dept suggests an interview with Branch's Dean of Instruction, followed by notification of the Dept)</td>
<td></td>
</tr>
<tr>
<td>PHYC 151L</td>
<td>General Physics Laboratory</td>
<td></td>
<td></td>
<td>None required for labs</td>
<td>None listed</td>
</tr>
<tr>
<td>Course</td>
<td>Department</td>
<td>Degree</td>
<td>Major</td>
<td>Experience Required:</td>
<td>Other Requirements:</td>
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<tr>
<td>PHYC 152</td>
<td>General Physics</td>
<td>MS in Physics or Astronomy or closely related field such as Engineering or Chemistry</td>
<td>None listed</td>
<td>Some teaching experience desirable (in cases of none, Dept suggests an interview with Branch's Dean of Instruction, followed by notification of the Dept)</td>
<td>None</td>
</tr>
<tr>
<td>PHYC 152L</td>
<td>General Physics Laboratory</td>
<td>None required for labs</td>
<td>None listed</td>
<td>Some teaching experience desirable (in cases of none, Dept suggests an interview with Branch's Dean of Instruction, followed by notification of the Dept)</td>
<td>None</td>
</tr>
<tr>
<td>POLS 110</td>
<td>The Political World</td>
<td>MA and/or have passed a comprehensive exam in the field in which they plan to teach.</td>
<td>None listed</td>
<td>Approval standards left to discretion of the branch campuses.</td>
<td>None</td>
</tr>
<tr>
<td>PSY 105</td>
<td>General Psychology</td>
<td>MA</td>
<td>Psychology, Counseling &amp; other related degrees as approved by department</td>
<td>Previous college classroom teaching/training.</td>
<td>CV</td>
</tr>
<tr>
<td>PSY 220</td>
<td>Developmental Psychology</td>
<td>PhD</td>
<td>Linguistic, Interpreting, Deaf Education or closely related field</td>
<td>Ability &amp; orientation to teach religion in a manner appropriate to a state-supported public university (please see detailed policy document for details of review criteria &amp; rationale)</td>
<td>Same standards as PSY 105</td>
</tr>
<tr>
<td>PSY 240</td>
<td>Brain and Behavior</td>
<td>PhD, but with other degrees potentially acceptable with joint branch/main review</td>
<td>Religious Studies (or related discipline, with documented emphasis in religion)</td>
<td>Ability &amp; orientation to teach religion in a manner appropriate to a state-supported public university (please see detailed policy document for details of review criteria &amp; rationale)</td>
<td>Same standards as PSY 105</td>
</tr>
<tr>
<td>PSY 271</td>
<td>Social Psychology</td>
<td>PhD</td>
<td>Linguistic, Interpreting, Deaf Education or related field</td>
<td>Ability &amp; orientation to teach religion in a manner appropriate to a state-supported public university (please see detailed policy document for details of review criteria &amp; rationale)</td>
<td>Same standards as PSY 105</td>
</tr>
<tr>
<td>RELG 107</td>
<td>World Religions</td>
<td>PhD</td>
<td>Religious Studies (or related discipline, with documented emphasis in religion)</td>
<td>Ability &amp; orientation to teach religion in a manner appropriate to a state-supported public university (please see detailed policy document for details of review criteria &amp; rationale)</td>
<td>Same standards as PSY 105</td>
</tr>
<tr>
<td>SIGN 201</td>
<td>Introduction to Signed Language</td>
<td>BA/BS</td>
<td>Linguistic, Interpreting, Deaf Education or related field</td>
<td>Proficiency in ASL &amp; signed</td>
<td>Same standards as PSY 105</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Degree</td>
<td>Major</td>
<td>Experience Required</td>
<td>Other Requirements</td>
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</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>MA</td>
<td>Sociology, Criminology, Anthropology, Political Science &amp; Social Psychology</td>
<td>Syllabus indicating knowledge of sociological frame of reference; methods, constructs, theory.</td>
<td>RID and/or ASLTA Certification.</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Crime, Public Policy &amp; The Criminal Justice System</td>
<td>MA</td>
<td>Sociology, Criminology, Criminal Justice, Political Science, Anthropology</td>
<td>One year teaching crime &amp; public policy</td>
<td>None</td>
</tr>
<tr>
<td>SOC 211</td>
<td>Social Problems</td>
<td>MA</td>
<td>Sociology, Criminology, Criminal Justice, Political Science, Anthropology, Social Welfare</td>
<td>Have taught social problems at least once</td>
<td>None</td>
</tr>
<tr>
<td>SOC 211</td>
<td>Social Problems</td>
<td>MA</td>
<td>Sociology, Criminology, Criminal Justice, Political Science, Anthropology, Social Welfare</td>
<td>Ma</td>
<td>Same standards as SOC 205</td>
</tr>
<tr>
<td>SOC 213</td>
<td>Deviance</td>
<td>MA</td>
<td>Sociology, Criminology, Criminal Justice, Political Science, Anthropology, Social Welfare</td>
<td>One semester teaching Deviance</td>
<td>Same standards as SOC 205</td>
</tr>
<tr>
<td>SOC 216</td>
<td>Dynamics of Prejudice</td>
<td>MA</td>
<td>Sociology, Criminology, Criminal Justice, Political Science, Anthropology, Social Welfare</td>
<td>One semester teaching a race relations course.</td>
<td>Same standards as SOC 205</td>
</tr>
<tr>
<td>SOC 280</td>
<td>Introduction to Research Methods</td>
<td>MA</td>
<td>Sociology, Criminology, Criminal Justice, Political Science, Anthropology, Social Welfare</td>
<td>One semester teaching a social methods course.</td>
<td>Same standards as SOC 205</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>Elementary Spanish</td>
<td>MA</td>
<td></td>
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</tr>
</tbody>
</table>
Required Experience: Completed course in teaching methods or one year teaching Spanish as a foreign/heritage language (CV must be included).

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 102</td>
<td>Elementary Spanish</td>
<td>Same standards as SPAN 101</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Intermediate Spanish I</td>
<td>Same standards as SPAN 101</td>
</tr>
<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish II</td>
<td>Same standards as SPAN 101</td>
</tr>
<tr>
<td>THEA 120/1</td>
<td>Acting Foundations I/II</td>
<td></td>
</tr>
</tbody>
</table>

Degree: BA
Major: Theatre
Required Experience: One year at university level.

Compensating Adjunct Faculty

Adjunct faculty are compensated on a per credit hour basis as follows: $550 for a bachelor’s degree (or less), $600 for a master’s degree, or $650 for a doctoral or terminal degree. For independent study, practicums, partially paid courses, and independent study labs adjunct faculty will be compensated on the same basis as that of continuing faculty (page 93).
Evaluating Adjunct Faculty

Adjunct faculty are evaluated every other semester that they teach at UNM-Valencia by the department chair or their designee using the reporting instrument illustrated below. The purpose of the Evaluation Report (illustrated on the next page) is to maintain a record of teaching performance and other required duties. Whereas teaching at UNM-Valencia cannot be used as leverage over teaching experience at other institutions, a solid record of teaching excellence at UNM-Valencia may be used in a rating matrix.

Class Lists, Grade Reporting & Instructor-Initiated Student Drops

All UNM faculty are responsible for accessing an online system for:

1. Generating their own class lists;
2. Reporting grades; and
3. If the instructor chooses, dropping students from their classes—for valid reasons, of course (e.g., poor attendance, discipline issues).

All three of these processes are available at [http://my.unm.edu](http://my.unm.edu). For more information on how to access class lists, record grades, and drop students please refer to the New Faculty Orientation Manual.
Teacher-Student Relations

UNM’s Policy on Sexual Harassment

Sexual Harassment is antithetical to academic values and to a work environment free from coercion. Sexual harassment violates University policy and will result in serious disciplinary action (see UBP 3780 and also The Pathfinder [pp. 44-45]). Courts have determined that someone who feels threatened or coerced and/or unwillingly submits to sexual behaviors retains the right to bring charges of sexual harassment.

Consensual Intimate Relationships Between Teachers and Students Pursuant to UNM’s Policy on Sexual Harassment

The integrity of the teacher-student relationship is the foundation of the University’s educational mission. This relationship invests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the students and the potential for coercion. In all their relationships with students, members of the faculty are expected to be aware of this imbalance and avoid conflict of interest, favoritism, or bias. Further, these conflicts or biases jeopardize the integrity of the educational process and may lead to an inhospitable learning environment for other students; therefore, faculty/supervisors should not engage in consensual intimate relationships with their current students. Even when both parties initially have consented, the development of a consensual intimate relationship renders both the teacher and the institution vulnerable to allegations of sexual harassment in light of the significant power differential that exists between teachers and students.

In particular, teachers must not directly supervise any student with whom they have a consensual intimate relationship. When such a conflict of interest exists, immediate, effective steps must be taken by the teacher to ensure unbiased evaluation or supervision of the student. These steps include the following:

- If such a student does enroll in the course, immediately notify the Dean of Instruction, in writing, and remove him/herself from academic or professional decisions concerning the student. The Dean of Instruction, in consultation with the teacher, will then assign another teacher to grade and/or supervise the student or, if possible, place the student in another section with a different instructor.

- The Dean of Instruction or his/her designee will schedule and attend all meetings between the two teachers to discuss course content and grading requirements.

Violations of or failure to correct violations of this policy will be grounds for disciplinary action.

For purposes of this policy, “direct supervision” includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project (such as a thesis or research), supervising required research or other academic activities, and recommending,
in an institutional capacity, for employment, fellowships or awards. “Teachers” include tenure-track faculty, lecturers, adjunct instructors, and professional tutors as well as graduate students and all others serving as teachers or in similar institutional roles. “Students” refers to those enrolled in any and all programs of the University.

To reiterate, by involving students in intimate relationships, teachers may take advantage of students’ vulnerable position and risk betraying the trust that is essential to a positive learning environment. Even the suggestion by a teacher that a student enter into an intimate relationship can damage the student. Students typically experience such invitations as coercive and feel obligated to accept the invitation out of fear or feel that they are in jeopardy if they refuse. Such feelings on the part of the student are incompatible with the trust in a teacher that is necessary to the learning process.

Teachers and students with questions concerning specific cases covered by this policy are encouraged to consult with their department chair or the college dean. Administrators who are put on notice of conduct possibly in violation of this policy are required to take appropriate action. In addition, students and faculty with concerns about possible sexual harassment can also contact UNM-Valencia’s Office of Human Resources (925-8531) or UNM’s Office of Equal Opportunity (277-5251).
Canceling a Class

The UNM-Valencia Faculty Handbook addresses the issue of class cancellations in III.6. “Faculty Attendance and Emergency Dismissal of Classes.” This policy reads as follows:

*It is expected that instructors will meet their students at every assigned class time for the entire class period. However, should emergencies, such as an illness, an accident, or a family crisis, prevent attendance, instructors should contact their chair or the Dean of Instruction directly as soon as possible so that the students can be notified of the canceled class.*

*Non-emergency absences are permissible only with the Dean of instruction's approval at least one week prior to the non-emergency absence. Faculty Absence Report forms are available in the Dean of Instruction's office.*

*Occasional emergencies, ranging from inclement weather (listen to radio stations) to bomb scares, may force the college administration to dismiss classes for some or all of a teaching day. Individual instructors must not dismiss classes in such emergencies without prior approval from the administration. These canceled classes will not usually have to be made up unless their total numbers become excessive.*

Therefore, if you must cancel your class due to an emergency, please contact your chair or the Dean of Instruction (925-8601) as soon as possible. If your chair or the dean are not available, please call the academic office (925-8600) so that your students can be notified at home and by way of posting a cancellation sign on the classroom door. Please be sure and fill out the “Report of Dismissal of a Class” form so that we can keep a record of the cancellation.

If you will not be available to teach your class for other reasons, please be sure to get approval ahead of time from your chair or the dean and fill out the “Report of Dismissal of a Class” as part of the approval process. You should make every effort to find a colleague who can fill in for you (your chair will assist you with this).
Duties & Responsibilities of Faculty Administrators

Faculty administrators are faculty members who hold administrative/supervisory positions over academic departments or units within departments. Three levels of faculty administrators exist at UNM-Valencia: Dean of Instruction, Department or Division Chairs and Program or Area Coordinators.

Dean of Instruction

The Dean of Instruction serves as the Chief Academic Officer for the institution. The following are more specific duties and responsibilities for this position:

1. Qualifications:
   a. Demonstrated teaching excellence
   b. Proven record of service as a faculty administrator

2. Supervisor:
   a. Executive Director

3. Scope of Responsibility:
   a. Academic and vocational instruction,
   b. Library,
   c. Student Enrichment Center,
   d. Community Education, and
   e. Adult Basic Education

4. Selection Process:
   a. Recommendations for both the initial appointment and reappointments to terms of office are to be made by the Executive Director after consultation with department chairs, faculty and instructional staff.
   b. The consultation with chairs, faculty and instructional staff shall include the taking of a vote by secret ballot.
   c. Reappointment must also be guided by the stated willingness of the Dean of Instruction to continue in that position, the results of the evaluation in the fourth year, and the willingness of the chairs, faculty and instructional staff, evidenced by secret ballot, to have the Dean of Instruction continue in office.
   d. Resolution of a disagreement: In the case of a disagreement between the administration and the chairs, faculty, and instructional staff, an amicable resolution will be found. The Dean of Instruction serves at the pleasure of the Executive Director, but the Dean of Instruction's appointment and continuing appointment occurs with the advice of and in consultation with the chairs, faculty, and instructional staff. A Dean of Instruction who has lost the
confidence and support of his or her chairs, faculty, and instructional staff can not provide the positive leadership needed by the instructional area.

5. Evaluation Process:
   a. Evaluated each spring semester by the Executive Director with input from chairs, faculty and instructional staff.
   b. The results of the evaluation process, as coordinated by the Instructional Council, will be reported to the Executive Director. The Executive Director will share these results with the Dean of Instruction as part of the Dean of Instruction’s annual review.
   c. The evaluation shall be used in salary increment determinations for the Dean of Instruction.

6. Terms in Office:
   Five-year terms, renewable

   According to the new policy for the Appointment and Continuation of Deans, “It shall be understood that a policy of terms of office for deans does not abrogate the long-standing policy of the University that deans serve in any college at the pleasure of the Provost or Vice President for Health Sciences (Executive Director, for a branch campus), and that a dean's appointment and continuing appointment occurs with the advice of and in consultation with the faculty and chairs of the college (plus instructional staff, for a branch campus). This means, simply, that deans may be replaced during a term of office; also, they may resign.”

7. Time Commitment:
   a. 12-month contract position (refer to UNM Faculty Handbook, B24-25)

8. Description of Duties and Responsibilities:
   a. Supervision of all faculty department and department chairs.
   b. Supervision of all instructional and academic support staff, to include oversight of the campus library, Student Enrichment Center, Adult Basic Education, and Community Education.
   c. Serve as principle investigator for Carl Perkins Grant.
   d. Supervise coordination and preparation of class schedules and campus catalog.
   e. Assignment of faculty to classes through department chairs.
   f. Coordinate preparation and administration instructional budget.
   g. Supervise the review process of instructional programs.
   h. Coordinate faculty orientation program.
   i. Develop annual goals and objective for the Instructional Area.
   j. Oversight of hiring and evaluation of faculty.
k. Act as a member of the Valencia Campus administrative team.
l. Ensure the smooth operation of the day-to-day instructional operation.
m. Oversight of processes for accreditation and evaluation visits.
n. Participation in campus promotional/recruitment activities.
o. Interaction with UNM departments and state/community entities as related to instructional matters.
p. Chair the Instructional Council.
q. Serve as “second in command” and in place of the Executive Director during his/her absence.
Department and Division Chairs

Department and Division Chairs at the Valencia Branch are the equivalent of academic chairs at our Main Campus. The following describes the qualifications, supervisor, scope of responsibilities, selection process, evaluation process, terms in office, time commitment and, of course, duties and responsibilities for department chairs:

1. Qualifications:
   a. Regular, continuing faculty within their respective department;
   b. Demonstrated teaching excellence within his/her department/division and management experience preferred.

2. Supervisor:
   a. Dean of Instruction.

3. Scope of Responsibility
   a. Business & Technology:
      i. Business Administration Department: All MGMT, ECON and BSM, courses; Associate of Arts and Certificate in Business Administration;
      ii. Office and Business Technology Department: All OBT courses; Associate of Applied Science and Certificate in Office and Business Technology;
      iii. Computer-Aided Drafting: All CAD courses; Associate of Applied Science and Certificate in Computer-Aided Drafting;
      iv. Information Technology Department: All IT and CS courses; Associate of Applied Science and Certificate in Information Technology.
   b. Education: All education courses, Religious Studies, and Philosophy; Associates Arts and Certificates in Education, Early Childhood Education and Associate of Science in Health Education and Certificate in Group Fitness Instructor Leadership;
   d. Language & Literature: English Writing Program, Literature, English, and Developmental Studies in Writing and Academic Studies;
   f. Science: Biology, Chemistry, Earth and Planetary Science, Physics, Emergency Medical, Natural Science, Nutrition, Certified Nursing Assistant, Emergency Medicine, Pharmacy Technician; Associate of Science in General Science;
4. Selection Process:
   a. Recommendations for both the initial appointment and reappointments to terms of office are to be made by the Dean of Instruction after consultation with departmental faculty and other such persons as he/she shall see fit.
   b. The consultation with departmental faculty shall include the taking of a vote by secret ballot.
   c. Reappointment must also be guided by the stated willingness of the chairperson to continue in that position, the results of the evaluation in the third or penultimate year, and the willingness of the majority of the faculty, evidenced by secret ballot, to have the chair continue in office.
   d. Resolution of a disagreement: In the case of a disagreement between the administration and the faculty in a department, an amicable resolution will be found. A chair serves at the pleasure of the Dean of Instruction, but a chair's appointment and continuing appointment occurs with the advice of and in consultation with the faculty. A chair has lost the confidence and support of his or her faculty can not provide the positive leadership needed by the department.

5. Evaluation Process:
   a. Evaluated each spring semester by the Dean of Instruction with input from departmental faculty.
   b. The results of the evaluation process, as coordinated by the Instructional Council, will be reported to the chair before the end of the spring semester. The Dean of Instruction will share these results with the chair as part of the chair’s annual review.
   c. The evaluation shall be used in salary increment determinations for the Department Chair.

6. Terms in Office:
   a. Four-year terms, renewable
   b. According to the policy for the Appointment and Continuation in Office of Departmental Chairpersons, “It shall be understood that a policy of terms of office for chairpersons does not abrogate the long-standing policy of the University that chairpersons serve in any college at the pleasure of the dean of that college (Dean of Instruction, for a branch campus). Additionally, a chair’s appointment and continuing appointment occurs with the advice of and in consultation with the faculty. This means, simply, that chairpersons may be replaced during a term of office; also, they may resign.”
7. Time Commitment:
   a. For each three-credit hour course release a department chair is expected to serve the equivalent of eight (8) administrative hours (in addition to teaching-related office hours).

8. Description of Duties and Responsibilities:
   a. Prepare the schedule of classes for each semester, based on the best available data, according to established policies and procedures (e.g., “Enrollment Management” document), with the best interest of students in mind, and in cooperation with Student Services; assign faculty to classes.
   b. Coordinate various start-of-semester enrollment matters to include monitoring enrollment; inform Dean of Instruction of any such developments to determine class cancellations and, wherever necessary, addition of sections.
   c. Coordinate curriculum development within the department:
      i. Ensure that the course descriptions of academic courses are current with UNM course descriptions and that academic programs (associates and certificates) are coherent with lower-division requirements for corresponding programs at UNM;
      ii. If applicable, coordinate the development and review of technical programs (courses, degrees and certificates) through advisory boards with an end to provide coherence and relevance with business and industry needs;
      iii. Promote sound pedagogy in collaboration with departmental/division faculty, Student Services, and others as deemed necessary;
      iv. Provide Curriculum Committee with all requested documents for program reviews;
      v. Where applicable, and in collaboration with Student Services, determine placement scores for entry-level courses;
      vi. Participate in the development of UNM-Valencia’s Catalog by providing the Dean of Instruction with all required information.
   d. Supervise departmental/division faculty:
      i. Recruit, hire and evaluate adjunct faculty according to established guidelines and policies;
      ii. Coordinate hiring processes for continuing faculty subject to procedures initiated in the Main Campus Faculty Handbook;
      iii. Evaluate continuing faculty on an annual basis by way of classroom observation, review of the FE/DI and by writing “Chair’s Summary Evaluation” letter;
      iv. As applicable and at the appropriate times, provide summary evaluation and recommendation for tenure & promotion decisions or advancement of lecturers;
v. If applicable, supervise program coordinators and staff and conduct their annual evaluations;

vi. If necessary, and with the consent of the Dean of Instruction and Executive Director and subject to procedures initiated in the Main Campus Faculty Handbook, notify continuing faculty of poor performance, disciplinary action and/or non-renewal of contract.

e. Based on a report of students enrolled in programs associated with their departments (provided by Student Services each semester), initiate and maintain contact with students, and determine progress toward a transfer status or degree attainment either directly or through department faculty.

f. Supervise departmental/division budgets, to include grants, and prepare annual budgets.

g. Coordinate strategic planning initiatives for the department/division in collaboration with department/division faculty.

h. If applicable, supervise department/division equipment, laboratories, and lab staff.

i. Serve on the Chairs’ Council and the Instructional Council as a member of UNM-Valencia’s administrative team.
# Department Unit Coordinators

Department Unit Coordinators serve an important role in assisting the chairs of their respective department/division by assuming responsibility for specific programs and processes under the supervision of their department/division chair. The following describes the qualifications, supervisor, scope of responsibilities, selection process, evaluation process, terms in office, time commitment and, duties and responsibilities for Department Unit Coordinators:

1. **Qualifications:**
   a. Regular, continuing faculty (preferably).
   b. Demonstrated teaching excellence in their discipline.

2. **Supervisor:**
   a. Chairs of corresponding department.

3. **Scope of Responsibility:**
   a. **Developmental English Coordinator**: ACAD 100, ACAD 101, ENGL 098, ENGL 099 and ENGL 100.
   b. **Developmental Mathematics Coordinator**: MATH 099 and MATH 100;
   c. **Information Technology Coordinator**: All Information Technology and Computer Science courses; Associate of Applied Science and Certificate in Information Technology.
   d. **Fine Arts Coordinator**: Ceramics and Photography courses, labs and equipment.
   e. **Fitness & Wellness Education Center Coordinator**: Supervision of the Fitness & Wellness Education Center; All Physical Education and Health Education courses; Associate of Science in Health Education and Certificate in Group Fitness Instructor Leadership.

4. **Selection Process:**
   a. Selected by the chair of the corresponding department with concurrence from the dean of instruction.

5. **Evaluation Process:**
   a. Evaluated each spring semester by the chair of the corresponding department chair with input from faculty in the corresponding departmental unit.
   b. With the sole exception of the FWEC Coordinator (please refer to “c.” below), a department unit coordinator may be removed by the corresponding department chair or they may resign at any point during the coordinator’s term in office.
c. The FWEC Coordinator is on a 12-month contract with his/her administrative duties integrated with teaching duties. Consequently, the coordinator cannot be removed in the same sense that a chair or other coordinator can be reassigned to full-time teaching. In effect, removal of the FWEC Coordinator can only be accomplished by a non-renewal of his/her teaching contract as per policy in the UNM Faculty Handbook.

6. Terms in Office:
   a. Two-year terms, renewable (for all except the FWEC Coordinator—please refer to “5.c.” above);

7. Time Commitment:
   a. The FWEC Coordinator is on a 12-month contract; supervisory duties account for ½ of the duties and teaching duties account for the other ½ (i.e., is required to teach 15 credit hours total during the fall and spring semesters and 4.5 hours during the summer semester.
   b. Developmental studies coordinators will receive release time; other coordinators may or may not receive release time based on institutional needs. For each three-credit hour course release given, a coordinator is expected to spend the equivalent of eight (8) hours for administrative duties.

8. Description of Duties and Responsibilities. Under the general supervision of the corresponding department/division chair, department unit coordinators will initiate and assist the corresponding chair with the following:
   a. Drafting course schedules for the corresponding department unit course offerings.
   b. Coordinating curriculum evaluation and development of departmental courses and programs.
   c. Preparing long-term (3 year) strategic plan for the department unit’s programs to include goals, objectives and resource requirements.
   d. Establishing and coordinating the fulfillment of departmental unit program goals and objectives and identify resources requirements needed to attain those objectives.
   e. Coordinating various start-of-semester enrollment matters to include monitoring enrollment.
   f. Communicating students’ concerns to the corresponding department chair to include class availability, course content, instructors and other instructional issues pertaining to the departmental unit classes.
   g. Based on a report of students enrolled in programs associated with their departments (provided by Student Services each semester), initiate and maintain contact with students, and determine progress toward a transfer status or degree attainment either directly or through department faculty.
h. Recruiting, selecting, assigning, orienting, evaluating, and mentoring of the departmental unit adjunct faculty.

i. Filling out rating matrices for the selection of departmental unit adjunct instructors each semester.

j. Conducting periodic meetings and workshops for departmental unit faculty.

k. Representing the department unit on the Instructional Council.

l. Preparing for accreditation and evaluation visits (every 10 years).

m. Procuring, securing and maintaining department inventory of instructional and instructional support equipment, materials and supplies.

n. If applicable, supervise departmental unit labs or centers.
Quick Facts

The following list “Quick Facts” provides direction on how to get the things you need as quickly and efficiently as possible. In most cases you will be redirected to a page in this manual where the information is already available.

Applying to the Adjunct Pool and/or Submitting a Teaching Bid

You can find this information on page 95. But here are the basics:

To put in an application in the adjunct faculty teaching pool:

- Adjunct faculty must first have an application on file in the Adjunct Faculty Pool. Adjunct pool applications are available at the following web sites:
  - [http://www.unm.edu/~vclasses/schedule/adjunct.htm](http://www.unm.edu/~vclasses/schedule/adjunct.htm) – this is an online application which is electronically submitted to Human Resources at UNM-Valencia; or
  - [http://www.unm.edu/~unmvc/forms/Supplemental%20Appl.pdf](http://www.unm.edu/~unmvc/forms/Supplemental%20Appl.pdf) – this is a pdf document (requires Adobe Acrobat Reader) which needs to be printed out, filled in, and delivered to Human Resources at UNM-Valencia by hand or mailed to Human Resources at 280 La Entrada, Los Lunas, NM 87031.

To submit a teaching bid:

- Adjunct faculty interested in teaching must submit a teaching bid when notified in writing (email or snail-mail) to do so. Course bids can be accessed at the following web sites:
  - [http://www.unm.edu/~vclasses/schedule/summer/bid.htm](http://www.unm.edu/~vclasses/schedule/summer/bid.htm), for summer semesters;
  - [http://www.unm.edu/~vclasses/schedule/fall/bid.htm](http://www.unm.edu/~vclasses/schedule/fall/bid.htm), for fall semesters; or
  - [http://www.unm.edu/~vclasses/schedule/spring/bid.htm](http://www.unm.edu/~vclasses/schedule/spring/bid.htm), for spring semesters.

Attendance Module (VMIS) Access & Assistance

Information on getting access to VMIS and using the Attendance Module are found beginning on page 73. But here are the basics:

1. Access the form online @ [http://www.unm.edu/~vchelp/downloads/NewNetUser.pdf](http://www.unm.edu/~vchelp/downloads/NewNetUser.pdf) (requires Acrobat Reader – already installed on UNM-Valencia PCs) and print it out or ask for one in the academic office;
2. Fill out the form and hand it to the receptionist in the academic office;
3. Your VMIS login ID and temporary password will be emailed to your UNM email address;
4. The first time you access VMIS you will be prompted to change your password.
5. The VMIS Attendance Module is accessed @ http://dingo/vmis.

For more details on this process, including an illustration of the VMIS Attendance Module web page, please go straight to page 77.

**Canceling a Class**

The policy and process for canceling a class is covered in detail in page 118. The basics are:

- **For emergency cancellations:** Please contact your chair or the Dean of Instruction (925-8601) as soon as possible. If your chair or the dean are not available, please call the academic office (925-8600) so that your students can be notified at home and by way of posting a cancellation sign on the classroom door.
- **For planned cancellations:** Please be sure to get approval ahead of time from your chair or the dean and fill out the “Report of Dismissal of a Class” as part of the approval process. You should make every effort to find a colleague who can fill in for you (your chair will assist you with this).

**Class Lists, Grade Reporting & Instructor-Initiated Student Drops**

All UNM faculty are responsible for accessing an online system for:

4. Generating their own class lists;
5. Reporting grades; and
6. If the instructor chooses, dropping students from their classes—for valid reasons, of course (e.g., poor attendance, discipline issues).

All three of these processes are available at http://my.unm.edu. For more information on how to access class lists, record grades, and drop students please refer to the New Faculty Orientation Manual.

**Computer Assistance**

If you experience any hardware or software problems with your office, classroom, or lab computer, please contact the Teaching & Learning Center @ 925-8555.
Curriculum Development

Details on submitting curriculum changes are detailed in pages 81 – 89. The necessary forms are:

- **Form A**: Use this form for making a change (e.g., course title, description credit hours) to an existing course;
- **Form B**: Use this form for creating a new course; or
- **Form C**: Use this form to create a new degree or certificate or to make changes to an existing degree or certificate (e.g., required courses).

Forms A, B & C can be accessed @ [http://www.unm.edu/~vic/formsabc.htm](http://www.unm.edu/~vic/formsabc.htm) and may be filled out electronically or printed out and filled out by hand.

For more information about making curriculum changes, including what grade type to attach to a course (e.g., letter grade or credit/no credit), prerequisites, and other such matters please contact your chair, the Dean of Instruction (925-8601 or rgarcia@unm.edu), or the chair of UNM-Valencia’s Curriculum Committee (currently that would be Kim Jeffries, 925-8915 or kimjeff@unm.edu).

Electronic Mail Access & Assistance

UNM-Valencia relies heavily on email to communicate with faculty, staff & students. Consequently, it is imperative that all faculty have an active UNM email account (“@unm.edu”).

To get a UNM email account visit the following web site: [https://lamb.unm.edu/lamb-bin/SelfServ/newreq.cgi](https://lamb.unm.edu/lamb-bin/SelfServ/newreq.cgi) and follow the on-screen instructions. If you were recently hired to teach, your contract or agreement may not be completed in time for your personal data to be filed. Consequently, you may be denied access to an UNM account for a day or two. The best thing to do in this case is to try again the next day and each day thereafter until you succeed.

Equal Access Services

Students with permanent disabilities can request academic adjustments or accommodations in their classes through Equal Access Services (EAS). The EAS program is designed to assist the University in complying with the American Disabilities Act (ADA) section 504 of the Rehabilitation Act of 1973. Reasonable academic adjustments in the form of auxiliary aids and services may include, but are not limited to:

- Extended time on exams,
- Note taking services,
- Readers,
• Braille or large print materials, and S
• Sign language interpreters.

Equal Access Services is located in the Advisement and Counseling area of the Student Services Building. Contact Kim Jeffries, Equal Access Services Coordinator at 925-8915 or kimjeff@unm.edu.

Inclement Weather

Dial 925-SNOW (925-7669). This number will alert to class cancellations due to inclement weather.

Instructional Equipment Assistance

Instructional equipment refers to projectors, document cameras, Sympodiums (interactive display devices), Smart Boards, keyboards, mice, VCR, DVD players, receivers, speakers, dry erase boards and such. Simply call 925-8555.

For more information on services provided by the Teaching & Learning Center please turn to page 31.

Make-Up Exam Scheduling

If you need to give a student a make-up exam you have the choice of doing so on your own or through UNM-Valencia’s Assessment Center. Please do not ask any academic office staff to monitor a make-up examination or to come to your class to proctor an exam in your absence. We simply do not have the staff to do this.

There are very specific guidelines for issuing make-up exams in the Assessment Center. You can find these guidelines along with a form which must accompany the make-up exam and available times at the following web site: http://www.unm.edu/~vic/make-ups.htm.

Please be sure to closely adhere to these guidelines. For more information please contact Cindy Shue @ 925-8576 or cshue@unm.edu.

Performance Improvement Workshops

Performance improving workshops of every variety are offered through the Teaching & Learning Center. To learn what’s available please call or email Karen Acree @ 925-8554 or kacree@unm.edu. You should also check out the T&LC’s web site where they post their programs @ http://www.unm.edu/~tlc/.
Professional Development $\$$

Funds for professional development are available through the Faculty Assembly’s Faculty Professional Development Committee. To apply for these funds please fill out the “UNM-Valencia Campus Faculty Professional Development Stipend Request Form” (available in the academic office) and send it to the committee chair for processing (or ask the receptionist in the academic office to send it for you).

Purchasing Stuff

Small stuff (i.e., office supplies) can be purchased at the Bookstore with prior approval from your chair or coordinator. Bigger stuff (i.e., $100 or more – software, equipment, etc.) which has to be ordered requires available funding, approval from your chair, and a purchase requisition.

Faculty who wish need a purchase requisition should contact Debra Venable (925-8606), for Arts & Sciences departments, or Susan Jackson (925-8711), for Business & Technology departments.

Software Installation

To request installation of software on A/V PC’s (i.e., the PC’s in the A/V podiums) or in labs or to request any other assistance from the Teaching and Learning Center: Call 925-8555 or email tlc@unm.edu. Please turn to page 33 for specific instructions and deadlines for installing instructional software.

Student Problems

Please refer to the “Student Code of Conduct” section on UNM-Valencia’s 2006 – 2008 Catalog, found in Appendix B and beginning on page 199 (available online @ http://www.unm.edu/~vclasses/catalog/2006-2008/Appendices.pdf).

If you are experience discipline problems in your classroom, please consider the following steps for remediation:

1. Confer with the student in private and discuss the matter with him/her. You may want to start by letting the student know that his/her behavior is inappropriate and needs to change. In many cases this takes care of the problem.

2. If the problem persists or if the student becomes belligerent, make it clear that he/she will be dropped from the course if the behavior continues. You may also want to discuss this matter with your chair and request that a Student Services Advisor contact the student (your chair or the dean may choose to meet with the student).
3. If the behavior becomes “extreme” (e.g., threats of violence from the student, profanity) please do not hesitate to call Campus Security (925-8570 or the pager at 540-6007).

Please keep in mind that this is a University and that disruptive behaviors will not be tolerated. Please be assured that you need not subject yourself to rudeness or profanity; your chair, your dean, and Student Services will support you in your endeavors to maintain a good learning environment.

Teaching Approvals

The new UNM Faculty Handbook stipulates that faculty are now hired at the branch campus based on standards determined by UNM departments. Hence, it is no longer required that we send approval forms to UNM department chairs.

If you intend to teach a course which you have not previously taught, and your chair agrees to put this course in the schedule with you as the instructor, you will need to be approved to teach the course.

Regardless of whether you are continuing or adjunct faculty, please make available to the Academic Office Administrator the following:

- A copy of your curriculum vitae;
- Official transcripts; and
- A syllabus for the new course you’ll be teaching.

For more information about the faculty approval process please contact your department chair or the Dean of Instruction @ 925-8601 or rgarcia@unm.edu.

Tuition Remission

Tuition remission is available only for “regular employees” (i.e., staff and continuing faculty) with an FTE or 0.5 or greater. Qualifying faculty and staff can take up to eight credit hours at UNM or T/VI tuition-free (but not fee-free). In addition, up to four credit hours (the balance of hours you’re not using) can be applied to your spouse or domestic partner.

To apply, you need to complete the “Tuition Remission Benefit For” which is available in the academic office. The form need not be signed by your supervisor unless the course is offered at a time which coincides with your regular work duties (this is seldom an issue with faculty).

Adjunct faculty may receive professional development funds to take a course at UNM-Valencia (only) up to four credit hours. To apply simply fill out the “UNM-Valencia Campus Faculty Professional Development Stipend Request Form” and submit it to the chair of the Faculty Professional Development Committee for processing (or ask the receptionist in the academic office to send it for you).