

**Academic Program Review Action Plan
Department of Geography
April 14, 2009**

Action Item	Individual(s) Responsible	Explanation/ Resources Needed	Action Taken/Status	Start Date	Target Date for Completion	Cost
1 Department Chair	Dean and Department	A new outside Department Chair was recommended. Associate Professor or Professor .	Approved. Hiring in progress	Sept 08	August 09	
2 Narrow Program Focus & Curriculum Revision						
2a. Narrow focus to GI Science and Environmental Management	Department	This process was begun as part of the Department's planning process prior to the Review. Implementation requires approval by various campus elements.	Curriculum approved	Oct 08 submit for approval	Completed April 2009	
2b. Revise BA degree to reflect environmental management focus.	Department	Basic design was proposed prior to review.	Changes approved	Oct 08 submit for approval	Completed April 2009	
2c. Implement approved concentrations in Environ-mental Management and GI Science at MS level	Department	Basic design was proposed prior to review	Curriculum approved	Oct 08 submit	Completed April 2009	
2d. Revise BS degree to reflect GI Science focus	Department	Basic design was proposed prior to review.	Changes approved	Oct 08 submit	Completed April 2009	
2e. Combine Physical Geography Lecture (101) with Lab (105L) making lab required	Department	Requires additional TA support. See 4d below.	Changes approved	Oct 08 submit	Completed April 2009	
2f. Course revisions	Department	This has been in planning since Spring 08. Includes the following specific recommendations: Narrow focus—drop and add	Changes approved	Oct 08 submit	Completed April 2009	

		courses; Develop matrix to balance offerings; Graduate (Two course Graduate sequence, 4/500 evaluation)				
2g. Develop GI Science Certificate program and undergraduate minor in GI Science	Department	A graduate certificate and undergraduate minor in GI Science would be of great benefit to UNM. These are very common in other Universities.	Dean Supports	Nov 09 submit	Aug 2010	
3 Technical and Administrative support						
3a Office Staff Person	Dean	The Department has one department administrator who cannot currently keep up with the Department workload. Administrative	Dean supports working toward a shared half time position.	As budget permits	As budget permits	Assistant 2: \$13,540 @0.5 FTE
3b Lab Technician/ GIS	Dean	Geography has major computer lab facilities which need to be maintained, and there is a need for a campus wide GI Science help desk. As a starting point this could be done by one person.	Dean supports a 0.5 FTE position moving to 1.0 FTE	As budget permits.	As budget permits	GIS Analyst, Grade 11: \$21,000 @ 0.5 FTE
3c Undergraduate and Graduate Advisor	Dean	Academic Advisor	Work with college long-term advising plan to get coverage.		Dependent on College Plan	Academic Advisor 9 \$13,260 @ 0.5 FTE
4 Laboratory Needs						
4a Equipment funding	Department & Dean	Long term funding source needs to be developed	Plan needs to be developed	?	?	An additional \$10,000 per year is needed

4b Software licensing and support	Department	Student course fees currently covers	Implemented		Continuing	
4c Laboratory and Classroom space remodel	?	Remodel Rooms 105, and 106a, b, c, and d in Bandelier East.	Dean supports. Plans in place. Funding source needs to be identified		Dependent on funding	Cost is \$ 67,345 Cabling: \$59,847 Total:\$127,192
4d Additional Teaching Assistants	Dean	The Review team recommended three now and more later.	Dean supports two and three later	Based on College re-allocation of TA's	Based on College re-allocation of TA's	Cost per TA is \$14,723
5. Lab Coord. & Oversight	Department	This recommendation was incorporated in our strategic plan, but not implemented at the time of review. No cost or resources needed.	Implemented		Continuing	
6 Two –Three Additional Faculty Members						
# 6a Replace Vacated Lecturer III position	Dean and Department	When the review team was here the Department had a Lecturer III. This person left in July 2008 on short notice. Replacement would teach in GI Science as recommended by the review team.	Dean supports based on open instructor line and cutbacks in part-time faculty.	Hiring Process Starts Aug 2009 if funding is available	August 2010 If funding is available	Assistant Professor: \$57,000 plus \$10,000 startup.
#6b Additional Faculty	Dean and Department	Specialization in GI Science and contribute to Physical Geography.	Dean supports based on budget availability	Not specified	Not specified	Assistant Professor: \$57,500 plus \$10,000 start-up.
7. Other Items						
7a. Improve web page	Department	Resources have been identified and web page has been modified	In progress	Fall 08	Continuing	
7b. Graduate recruiting	Department	This has not been an issue in the past but is today.	Plan in progress.	Fall 08	Continuing	
7c. Newsletter	Department	Faculty member assigned	In progress	Fall 08	Continuing	

		responsibility				
7d. Fund Raising/ Endowments	Department and Development Office	Department needs to change purpose of Murphy endowment. Department needs to develop a plan for other endowments.	Plan in progress		Continuing	
7e. PhD Program	Department	This is for the future after the MS degree has been stabilized.	Dean supportive	Not determined	Not determined	