

Office of Assessment & Academic Program Review

Branch Campus APR Manual



Branch Campus Academic Program Review (APR) Process

The APR process for UNM's Branch Campuses is designed to complement the on-going institutional effectiveness process and to become a vital part of institutional planning. The process intends to facilitate discussion to:

- improve teaching and learning
- evaluate and analyze current practices
- promote faculty discussion about curricula
- ensure that program planning is related to institutional goals
- and evaluate overall program support in regards to resources.

APRs will examine a branch campuses' degrees and certificates as programs. Programs will be evaluated within a 5-7 year period, and will be conducted alongside related programs across all branch campuses. This cycle will be based on the established program categories of:

- Science & Mathematics
- Business & Associated Technology
- Medical & Health Sciences
- Applied Sciences & Career Technical Ed
- Humanities, Social Sciences, & Education
- Fine Arts & Digital Media Arts

The following criteria will be addressed for each program:

1. History, Vision, & Mission
2. Curriculum
3. Continuous Assessment & Improvement
4. Students – Recruitment, Enrollment, & Trends
5. Faculty, Research/Scholarship, & Service
6. Resources, Planning, & Facilities
7. Summary & Future Direction

A program's report will address these 7 criteria, and will include information about the following components:

1. Program's History, Vision, & Mission

1A: An executive Summary that provides a one- to two-page summary/abstract of the information contained with the program review.

1B: A brief description of the history of the program under review.

1C: A brief description of the previous Program Review for the program. The description should note when the last review was conducted. The description should also provide a summary of the findings from the Curricula Committee's final report and how the program addressed the Committee's recommendations

1D: A brief description of the organizational structure and supervision of the program, including a diagram of the organizational structure.

1E: Information regarding specialized/external program accreditations associated with the unit including a summary of findings from the last external review (if applicable).

1F: Provide a brief overview of the vision and mission of the program and how the program fits into the vision and mission of UNM.

2. Curriculum

2A: Outline the curriculum for the program and state its relevance. Include a description of the general education component. If your program encompasses terminal degrees/certificates that are not offered on Main Campus, please state so.

2B: Describe the contributions of the program to other units/programs on the campus (offering pre-reqs for other programs, cross-listed courses, etc.). If appropriate, provide details on how the program aligns with program requirements on UNM Main Campus.

2C: Describe the modes of delivery used for teaching courses (i.e., distance learning).

3. Continuous Assessment & Improvement

3A: Please include the program assessment plan and report that you submitted to the CARC for evaluation. Please include a narrative consisting of:

- The student learning outcomes for the program
- How they are communicated to students
- Changes/improvements to the student learning outcomes
- How clear and measurable the SLOs are
- Direct and indirect assessment methods that are used

3B: Explain how the student learning outcomes for the program are communicated to students, faculty, and stakeholders.

3C: Describe the results of assessment activities, and how they are used to support quality teaching & learning and overall program improvements.

4. Students – Recruitment, Enrollment, & Trends

4A: Provide details on student recruitment practices (including items related to ease of transfer/articulation) and admission criteria for the program.

4B: Provide an analysis of enrollment trends, persistence, and graduation trends (are students transferring?). Please include any available information on demographics (gender, ethnicity, non-traditional, etc.) as it pertains to your program.

4C: Describe program advisement and any other student support services that are provided by the program. Include any types of library or learning resources that are associated with the program.

4D: Describe any student success and retention initiatives in which the program participates, including faculty-to-student ratios.

4E: Please describe post-graduate success of the students, and how that is measured. Where are the typically placed / employed? Include transfers, if applicable

5. Faculty, Research/Scholarship, & Service

5A: Describe the composition of the faculty and their credentials. Please include demographic composition.

5B: Describe the roles of the faculty members in the program, as well as an overall summary of time devotion for each faculty member to the program.

5C: Describe any specialized professional development opportunities available to program faculty. Describe what support & mentoring is available, particularly for faculty of color and members of groups that are traditionally under-represented in your field.

5D: If applicable, please provide a summary of the research and scholarly/creative work of program faculty.

5E: Provide examples of outreach or community activities (local, regional, national, and/or international) offered by the program or conducted by program faculty. These could include activities such as colloquia, conferences, speaker series, performances, community service projects, etc.

6. Resources, Planning, & Facilities

6A: Describe how the program engages in resource allocation & planning. If applicable, describe the advisory board, its membership, and how their feedback is incorporated.

6B: Provide an analysis of the program's budget. Include information on any additional support received from the institution and/or external funding sources.

6C: Describe the staff assigned to the program (titles and FTE) and their responsibilities.

6D: Describe the facilities associated with the program, including classrooms, general spaces (offices, conference rooms, etc.), labs spaces, equipment, or general access to technology, and if facilities are sufficient to meet the needs of the program. Please explain.

7. Summary & Future Direction

7A: Provide a summary of the previous information, focusing on described strengths and challenges for the program.

7B: Describe any strategic planning efforts employed by the program

7C: Describe the strategic directions and priorities for the program. What is your vision of the future for the program?

Branch Program Category Grid

| Taos | Valencia | Los Alamos | Gallup |
|--|--|--|---|
| <p>Science & Mathematics</p> <hr/> <p>AS in Pre-Science</p> | <p>Science & Mathematics</p> <hr/> <p>AS in General Science</p> <p>AS in Mathematics</p> <p>AS in Pre-Engineering</p> | <p>Science& Mathematics</p> <hr/> <p>AS in Science</p> <p>AS in Computer Science</p> <p>AS in Environmental Science</p> <p>AS in Pre-Engineering</p> | <p>Science& Mathematics</p> <hr/> <p>AS in Science</p> <p>AA in Environmental Planning (right location?)</p> |
| <p>Business & Assc. Technology</p> <hr/> <p>AA in Pre-Business Admin</p> <p>Cert. in Business Computers</p> <p>Cert. in Office Technology</p> <p>Cert. in Entrepreneurship</p> <p>Cert. in IT</p> | <p>Business & Assc. Technology</p> <hr/> <p>AA in Business Admin</p> <p>Cert. in Business Admin</p> <p>AAS in IT</p> <p>Cert. in IT (+ 3 mini-certs that could be done at same time)</p> | <p>Business & Assc. Technology</p> <hr/> <p>AA in Pre-Business Admin</p> <p>Cert. in Business (Management or Marketing)</p> <p>Cert. in Accounting</p> <p>AAS in Accounting</p> <p>AAS in Business (Management or Marketing)</p> <p>AAS in IT with Cybersecurity</p> | <p>Business & Assc. Technology</p> <hr/> <p>AA in Business Admin</p> <p>Cert. in Organizational Management</p> <p>Cert in Bookkeeping</p> <p>Cert in IT</p> |
| <p>Medical & Health Sciences</p> <hr/> <p>AS in Emergency Medical Services</p> <p>AS in Nursing</p> <p>Cert. in Certified Nursing Asst.</p> <p>Cert. in Community Health Worker</p> <p>Cert. in Dental Assisting</p> <p>Cert. in EMT Basic</p> <p>Cert. in EMT Intermediate</p> <p>Cert. in Holistic Health</p> <p>Cert. in Integrative Massage</p> | <p>Medical & Health Sciences</p> <hr/> <p>AS in Emergency Medical Services</p> <p>AS in Nursing</p> <p>Cert. in Certified Nursing Asst.</p> <p>Cert. in Personal Care Attendant</p> <p>Cert in Phlebotomy</p> <p>Cert. in EMT Basic</p> <p>Cert. in EMT Intermediate</p> <p>AS in Health Education</p> <p>AS in Health IT (change to cert. in workflow)</p> | <p>Medical & Health Sciences</p> <hr/> <p>AS in Emergency Medical Services</p> <p>AS in Pre-Professional Health Sciences</p> <p>Cert. in Certified Nursing Asst.</p> <p>Cert. in Personal Care Attendant</p> <p>Cert. in EMT Basic</p> <p>Cert. in EMT Intermediate</p> | <p>Medical & Health Sciences</p> <hr/> <p>AS in Nursing</p> <p>AAS in Health Info Tech</p> <p>AS in Medical Lab Tech</p> <p>AS in EMS</p> <p>Cert in EMT</p> <p>Cert in Nursing Assist</p> <p>Cert in Dental Assist</p> <p>AA in Human Services</p> <p>Cert. in Human Services</p> |

Cert. in Human Services (involves social work)

Cert. in Medical Asst.

Cert in Health Info Tech

Applied Science/Career Technical Ed

Applied Science/Career Technical Ed

Applied Science/Career Technical Ed

Applied Science/Career Technical Ed

Cert. in CDL
Cert. in Construction Technology
Cert. in Culinary Arts
AAS in General Studies (primarily for CTE certs)

AAS in Architectural Drafting
Cert. in Architectural Drafting
Cert. in 3D Printing

Cert. in Electro-Mechanical Technology
Cert. in Robotics
Cert. in Welding

AAS in Construction tech
AAS in Welding
AAS in Auto Tech

Cert. in 3D Printing (in workflow)
Cert. In Welding (in workflow)
Cert. in Hospitality Management (right location?)

Cert. in Automotive Technology
AAS in Manufacturing and Industrial Technology
Cert. in Welding

AAS in General Studies
Cert. in Radiation Control Technology (in workflow)
Cert. In Nuclear Waste Operator (in workflow)
Cert. In Nuclear Enterprise Science and Technology (in workflow)
AAS in Fire Science
AAS in Public Safety
AAS in Robotics
AAS in Applied Technologies
AAS in Nuclear Enterprise Science and Technology (in workflow)

Cert in Collision Repair

Cert in Carpentry
Cert. in Cosmetology (right location?)

Cert in Auto Tech
Cert in Welding
Cert in Construction tech
AAS in General Studies (right location?)

Humanities, Social Sciences, & Education

Humanities, Social Sciences, & Education

Humanities, Social Sciences, and Education

Humanities, Social Sciences, and Education

AS in Education
AA in ECED
Cert. in ECED
AA in Liberal Arts

AA in ECME
Cert. in ECME
AA in Elementary Education
Cert. in Elementary Education
AA in Criminology
AA in Criminal Justice (in workflow)
Associate of Integrative Studies
AA in Liberal Arts

AS in Education
AA in Liberal Arts

AA in Criminal Justice
AA in ECME
Cert in ECME
AS in Elem Teacher Ed
AA in Secondary Teacher

Fine Arts/Digital Media Arts

Fine Arts/Digital Media Arts

Fine Arts/Digital Media Arts

AA in Digital Media Arts
Associate in Fine Arts
Cert. in Digital Graphic Design

AA in Art Studio
Cert. in Art Studio
AAS in Digital Media Arts

AA in Art Studio
Cert in Art Studio

Cert. in Digital Media Arts
AAS in Game Design and Simulation
Cert. in Game Design and Simulation
Cert. in Film Technician