Office of the Provost
Northern New Mexico College

REPORT
FY 2016
ACADEMIC AFFAIRS

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ACADEMIC COLLEGES

College of Arts and Sciences
Department of Arts

Dean: Dr. Ulises Ricoy
Chair: Vacant
Responsible for this report: Dr. Ulises Ricoy

Mission
The mission of the Art Department is to provide the community with enrichment and educational opportunities in the Arts, including visual arts, heritage arts, dance, music, theatre, film and digital media arts. The curriculum of the Fine Arts Department is designed to foster personal creativity and inquiry in the arts and encourage a commitment to serving the community.

Vision
NNMC Art Department will be a community focused learning center for enrichment in the Arts and a leader in fine arts education in the areas of heritage arts, visual arts, dance, music, theater, film and digital media arts.

Full-time faculty/staff member information

Name	Program(s)	Highest Degree, position, rank, contract length	FTE	BB Certified	Teaching Load FY 2016		
					Theory	Lab/Stud	Clinical
Marcos Cavalcante	Associate of Music and Bachelor of Music	DM	1.0	No	11	9	
		Full-time faculty					
		Associate Professor					
		9-month					
Karen Hall*	Associate of Music and Bachelor of Music	Ph.D.	1.0	No	2	8	
		Chair					
		Assistant Professor					
		10-month					

Table 1

*Karen Hall does no longer work at NNMC. The position was not replaced.

Annual Budget (I&G and soft-money)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (ART)	11000-2052	State	$143,426.00	NA

| I & G (FDMA) | 11000-2053 | State | $85,612.00 | NA |
| I & G (MUS) | 11000-2054 | State | $217,511.00 | NA |

Table 2

Programs offered by the College/Department

Program Name	Type (Associate, Bachelor, Certificate)	Number of Declared Students FY 2016	Number of Graduates FY 2016	Teach-out mode? (Yes/No)	National Accreditation Achieved?
Arts*	Associate	1	1	Yes	No
Dance*	Associate	0	0	Yes	No
Theatre*	Associate	1	1	Yes	No
Southwest Heritage Arts*	Associate	0	0	Yes	No
FDMA	Certificate	0	0	No	No
FDMA	Associate	8	0	No	No
Music	Associate	2	1	No	No
Music	Bachelor	9	0	No	No

Table 3

* The AA's in Dance, Southwest Heritage Arts, and Theatre are not accepting new student applications at this time.

Number of Courses offered by the College/Department

Instructor	Traditional Face-to Face FY 2016	Hybrid FY 2016	Online FY 2016	Total
Full Time	30	0	0	30
Adjunct	209	0	11	220
Total	**239**	**0**	**11**	**250**
Percentage (Full Time)	13%	0%	0%	12%
Percentage (Adjunct)	87%	0%	100%	88%

Table 4

Number of Courses (by time they are offered)

Number of courses that start between 7:00 am and 2:59 pm FY 2016	Number of courses that start between 3:00 pm and 5:59 pm FY 2016	Number of courses that start between 6:00 pm and 10:00 pm FY 2016	Number of courses offered on weekends FY 2016
160	137	51	2

Table 5

Relevant Professional Development for Faculty and Staff (paid by NNMC)

None

Annual Highlights & Successes

- Film and Digital Media: Perry Auch, Film and Digital media Director will complete his MFA in Screenwriting this semester.   David Lindbloom, adjunct, was honored by CASE for a film made with his dual-credit students "It takes a Valley". Northern's Office of Institutional Advancement has again been honored for a short film as a part of the Council for Advancement and Support of Education's annual Accolades competition. The short film "It Takes a Valley"won a Silver Award in the category of Student-Produced video. The entry was made in David Lindblom's Fall 2014 Intro to Digital Video Production class that included a cohort of Peñasco High School dual-credit students CASE is an international association of educational institutions that serves advancement professionals who work in such areas as alumni relations, communications, development, recruitment, and marketing. Awards Chair, Carrie Phillips, noted, "This year's competition was extremely competitive, and we consistently heard from judges about the high caliber of the entries submitted."

- ART: Donna Winchell, adjunct ceramic instructor, assists students participating in the Espanola Valley Arts Festival, the NNMC End of Semester Art Show and Sale and other local art shows.   She also mentors pottery students setting up their own businesses with marketing pottery. Our other visual arts adjuncts, Michael Bancroft, Dorothy Lopez, Richard Guzman, Jaime Valdez, Lee Valdez, JD Martinez and Rita Martinez continue to participate in Indian Market, Spanish Market, Contemporary Spanish Market, and various other museum and gallery shows in the region where they win numerous prestigious awards each year. Several of their students participate as well. Nicolas Madrid, former NNMC student, won a first place award in tinwork at Spanish Market this year.

- DANCE: Minako Shibata-Valle, adjunct, continues to perform locally and nationwide with numerous flamenco groups and with Chuscales, renowned flamenco guitarist. Her flamenco students perform in several local concerts as well as at NNMC.

- MUSIC: Marcos Cavalcante has been writing original compositions and arrangements for the NNMC Big Band and has been special guest in some of the most respected concert series in the region, in Santa Fe, Los Alamos and Albuquerque, performing with John Rangel, Mark Levine, John Trentacosta, Andy Zadronzny, Justin Bransford and Brian Wingard. Justin Bransford, Mary Bruschini, Jan McDonald, Sergio Rodriguez, and John Trentacosta our music adjuncts are well-known musicians and continue to perform in our region. Several of our music students have also formed music groups and are performing in our area.

- THEATRE: Jonah Winn-Lenetsky, adjunct, just received his Ph.D. in Theatre. He is working with the New Mexico Art Museum Low riders exhibit to direct a play with our NNMC students on the low rider culture in Northern New Mexico.

Future Challenges and Concerns

- No leadership in the Fine Arts Department (vacant chair position).
- No assistance for adjuncts in the Fine Arts Department (vacant admin position).
- No one to voice concerns or support the importance of the Arts to the College.
- Enrollment Management: Recruitment and Retention of students.
- Determine Direction FDMA / ARTS / Music.
- Developmental Education: maintain excellent faculty who are diverse and committed to
- excellence in teaching, scholarship, and service (hiring a director of music and a Chairperson for the Art Department).
- Perform Comprehensive Program Review: Develop and maintain curricula, programs, and
- degrees that meet student needs.
- Update the AA and BM in Music by reducing credits to conform to NASM standards.
- Research requirements for accreditation of the BA in Visual Arts and Film/Digital Media Arts with NASAD.
- Customer Service: Maintain and sustain infrastructure that supports the many programs
- within the college (administrative assistant, FT theater director).
- Enhance participation in fundraising.

Department Biology, Chemistry and Environmental Science

Dean: Dr. Ulises Ricoy
Chair: Dr. Ulises Ricoy
Responsible for this report: Dr. Ulises Ricoy

Mission

Within the Vision, Mission and Values at NNMC, the Biology faculty educates the undergraduate students from the northern territory of Northern New Mexico with recent scientific concepts as well as methodologies in the laboratory and utilizing the natural environment to prepare them as good citizens, to go on for advanced careers in the sciences, and for professional careers in the health field, environmental related careers.

Academic Program Goals BCES

The Biology / Environmental Science Program at NNMC seeks to develop the following knowledge and skills in its students:

- General understanding and Information Literacy of biological / environmental concepts.
- Critical thinking, problem solving, analytical and communication skills as they apply to biological / environmental sciences.
- The ability to apply the scientific method and critical thinking skills (ethically) to help ask important biological questions and solve biological problems.
- An awareness of career pathways in the biological / environmental sciences.
- An awareness and value of Diversity / Cultural Competence in the biological / environmental sciences.

Full-time faculty/staff member information

Name	Program(s)	Highest Degree, position, rank, contract length	FTE	BB Certified	Teaching Load FY 2016		
					Theory	Lab/Stud	Clinical
Ulises Ricoy	BS Biology, AS Biology	Ph.D.	1.0	No	10	12	0
		Chair					
		Associate Professor					
		9-month					
Travis Robbins*	BS Biology, AS Biology	Ph.D.	1.0	No	20	8	0
		Assistant Professor					
		9-month					

Mario Izaguirre-Sierra	BS Biology, AS Biology, Chemistry	Ph.D. Assistant Professor 9-month	1.0	No	16	12	0
Brenda Porta-Linnell	AS Chemistry, Radiation Protection	Ph.D. Associate Professor 9-month	1.0	yes	20	8	0
Teresa Beaty	BS Biology	Ph.D. Assistant Professor 9-month	1.0	No	20	8	0
Joaquin Gallegos	BS ES, AS ES	M.S Associate Professor 9-month	1.0	No	20	8	0
Pedro Chavarria	BS ES, AS ES	Ph.D. Assistant Professor 9-month	1.0	No	20	8	0
Toni Atencio	Administrative Assistant for BCES and Mathematics and Physical Science	Associate	0.5	NA	NA	NA	NA
Total			4.5		98	6	104

Table 1

*Travis Robbins resigned in July 2016.

Annual Budget (I&G and soft-money)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (Biology & Chemistry)	11000-2263	State	$600,000	NA
I & G (ES)	11000-2268	State	$100,000	NA
I&G (Intern Dean Arts & Sciences	11000-2833	State	182,721.00	NA
NM INBRE (MIS)	40106-2263	NSF	$186,945.00	3-31-2017

Grass Foundation	41454-2263	NSF	$10,000.00	6-01-2017
NIH BUILD	40109-2263	NSF	$19,980.00	07-01-2015
NMTech STeP	40103-2263	NSF	$162,628.00	08-31-2017
Department Discretionary	11012-2263	NSF	$14,675.00	NA
SWNRCT Program USDA	40110-2263	NSF	$178,824.00	08-01-2019
LANS	41433-2263	NSF	$210,000.00	06-01-2017
PEER Project	41454-2263	NSF	55,780.00	06-01-2017
Consulate of New Mexico in Albuquerque	42428-2263	NSF	22,500.00	06-01-2017

Table 2

Programs offered by the College/Department

Program Name	Type (Associate, Bachelor, Certificate)	Number of Declared Students FY 2016	Number of Graduates FY 2016	Teach-out mode? (Yes/No)	National Accreditation Achieved?
Biology	Bachelor	52	6	No	NA
Biology	Associates	4	1	No	NA
Environmental Science	Bachelor	49	7	No	NA
Environmental Science	Associates	13	4	No	NA
Chemistry	Associates	5	0	No	NA
Radiation Protection	Associates / Certificate	11	3	No	NA

Table 3

Number of Courses offered by the College/Department

Instructor	Traditional Face-to Face FY 2016	Hybrid FY 2016	Online FY 2016	Total
Full Time	36 BIOL 24 CHEM / 30 ES (90)	0	2	90

Adjunct	18 ES / 12 CHEM (26)	0	1	30
Total	**116**	**0**	**3**	**120**
Percentage (Full Time)	78%	0	33%	75%
Percentage (Adjunct)	22%	0	66%	25%

Table 4

Number of Courses (by time they are offered)

Number of courses that start between 7:00 am and 2:59 pm FY 2016	Number of courses that start between 3:00 pm and 5:59 pm FY 2016	Number of courses that start between 6:00 pm and 10:00 pm FY 2016	Number of courses offered on weekends FY 2016
44	22	24	0
49%	24%	27%	0%

Table 5

Relevant Professional Development for Faculty and Staff (paid by NNMC)

Name	Full-time, Faculty, Staff, or Adjunct	Training, location and date
Ulises Ricoy	FT	LANL 2016, SACNAS SLI 2016
Joaquin Gallegos	FT	SimTable Training NNMC
Brenda Porta Linnell	FT	Education Leadership 2016
Teresa Beaty	FT	NSF Alaska 2016
Mario Izaguirre-Sierra	FT	HHMI 2016 CSHL 2016 Jacskon Labs 2016
Pedro Chavarria	FT	USDA 2016

Table 6

Annual Highlights & Successes

- 2 Recent peer-reviewed publications (UR)

- 2 Peer-reviewed publications under review (UR)
- 15 Research Abstracts (UR, MIS, TR, BPL)
- 4 Grants Awarded (NM-INBRE (MIS, PI), NIH-SEED (Ulises Ricoy Co-PI), Grass Foundation (UR), USDA (PC, PI)
- LANL Foundation Grant (UR)
- Tutoring for STEM Students under Title III (Claudia Aprea and Ana Vasilic)
- Design of 2 new courses (UR)
- Tenure promotion to Associate Professor of Chemistry, March 2016
- 28 BCES students participated in the Summer Research Experience.

Future Challenges and Concerns

- Incorporation of Radiation Protection Program / Partnership with LANL
- Fill Vacancy of Travis Robbins (Ecology – Environmental Science – Radiation Protection)
- Determine status of Ulises Ricoy as Faculty or Dean, hire a new Faculty in Biology.
- The department has created a couple of facebook websites to help you and become inform of our programs and opportunities.

Department of Humanities, Social Sciences, Language and Letters

Dean: Ulises Ricoy
Chair: Lori Franklin
Responsible for this report: Lori Franklin

Mission Northern New Mexico College is a Hispanic- and Native American-serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning and developing economically strong communities among diverse populations.

Vision The mission of Northern New Mexico College is to ensure student success by providing access to affordable, community-based learning opportunities that meet the educational, cultural, and economic needs of the region.

Full-time faculty/staff member information

Name	Program(s)	Highest Degree, position, rank, contract length	FTE	BB Certified	Teaching Load FY 2016		
					Theory	Lab/Stud	Clinical
Lori Franklin	English/ Speech	MA	1.0	No	12	0	0
		Chair, Humanities, Social Sciences, Language and Letters					
		Associate Professor					
		10-month					
Pamela Lapcevic	Developmental Studies/ Humanities	MA	1.0	No	24	0	0
		Associate Professor					
		9-month					
Patricia Trujillo	English/ Chicano Studies	Ph.D.	0.3	No	12	0	0
		Associate Professor					
		11-month					
Heather Winterer	English/ Creative Writing	Ph.D.	1.0	No	24	0	0
		Associate Professor					
		9-month					

David Barton	BAIS Humanities	Ph.D.	1.0	Yes	12	0	0
		Director, Humanities and Social Sciences					
		Associate Professor					
		10-month					
Stephanie Amedeo Marquez	BAIS Psychology/ Social Sciences	Ph.D.	1.0	Yes	24	0	0
		Assistant Professor					
		9-month					
Deborah Begel	Developmental Writing Specialist	MA	1.0	Yes	12	0	0
		Writing Center Director					
		Adjunct Faculty					
		12-month					
Rachel Begay		Administrative Assistant	1.0	NA	NA	NA	NA
		12-month					
Total			7.3		96	0	0

Table 1

Annual Budget (I&G and soft-money)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-2111	State	$381,000	NA
I & G (2)	11000-2356	State	$297,000	NA
Title V	41143-2111	Department of Education	$96,000	5/31/2016

Table 2

Programs offered by the College/Department

Program Name	Type (Associate, Bachelor, Certificate)	Number of Declared Students FY 2016	Number of Graduates FY 2016	Teach-out mode? (Yes/No)	National Accreditation Achieved?
Integrated Studies in the Humanities and Social Sciences	Bachelor	70	12	No	NA

Criminal Justice	Associate of Arts	26	9	No	NA
Liberal Arts	Associate of Arts	32	0	No	NA
General Psychology	Associate of Arts	10	5	No	NA
Pueblo Indian Studies	Associate of Arts	0	0	No	NA
Substance Abuse Counselor	Associate of Arts	15	3	No	NA

Table 3

Number of Courses offered by the College/Department

Instructor	Traditional Face-to Face FY 2016	Hybrid FY 2016	Online FY 2016	Total
Full Time	36	1	2	39
Adjunct	84	1	20	99
Total	120	2	22	138
Percentage (Full Time)	30%	50%	10%	28%
Percentage (Adjunct)	70%	50%	90%	72%

Table 4

Number of Courses (by time they are offered)

Number of courses that start between 7:00 am and 2:59 pm FY 2016	Number of courses that start between 3:00 pm and 5:59 pm FY 2016	Number of courses that start between 6:00 pm and 10:00 pm FY 2016	Number of courses offered on weekends FY 2016
89	15	16	0
74%	13%	13%	0%

Table 5

Relevant Professional Development for Faculty and Staff (paid by NNMC)

No professional development paid by NNMC for any faculty member or staff. Some faculty participated in Professional Development but those activities were not funded by NNMC.

Annual Highlights & Successes

- Organization of advising system, with assigned advisors, common file cabinet, increased communication, advising training, etc.
- Development of Crime and Justice Studies Emphasis and self-design track for BA in Integrated Studies degree
- Addition of full-time faculty position – Professor of Psychology/Social Sciences
- Addition of tenure-track position – Professor of Social Sciences

Future Challenges and Concerns

- Possible transition involved in division into two departments – Humanities and Social Sciences and Language and Letters
- Need to recruit students for struggling programs – Substance Abuse, Criminal Justice, General Psychology, Pueblo Indian Studies
- Need to retain and graduate students in all programs
- Promotion and development of new Self-design track in BAIS
- Development of adjunct faculty mentor program

Department Mathematics and Physical Science

Dean: Dr. Ulises Ricoy
Chair: Dr. David Torres
Responsible for this report: Dr. David Torres

Mission: The Department of Mathematics and Physical Sciences provides fundamental knowledge in mathematics engaging the student in problem solving, analytical, and logical thinking through the basic method of inquiry.

Vision: Northern New Mexico College is a Hispanic- and Native American-serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning and developing economically strong communities among diverse populations.

Full-time faculty/staff member information

Name	Program(s)	Highest Degree, position, rank, contract length	FTE	BB Certified	Teaching Load FY 2016		
					Theory	Lab/Stud	Clinical
David Torres	BS Mathematics, AS Mathematics	Ph.D. / Chair / Associate Professor / 10-month	1.0	Yes	19	0	0
Claudia Aprea	BS Mathematics, AS Mathematics	Ph.D. / Associate Professor / 10-month	1.0	No	28	0	0
Ajit Hira	BS Mathematics, AS Mathematics	Ph.D. / Associate Professor / 9-month	1.0	No	24	6	0
Ana Vasilic	BS Mathematics, AS Mathematics	Ph.D. / Associate Professor / 10-month	1.0	No	27	0	0
Shaun Cooke*	Developmental Mathematics	BS Physics / Staff / 12 Months	1.0	No	20	0	0

Toni Atencio	Administrative Assistant for BCES and Mathematics and Physical Science	Associate	0.5	NA	NA	NA	NA
Total			4.5		98	6	104

Table 1
*Shaun Cooke was funded by the Title V grant which expired in Summer 2016. He will move from a full-time staff member to an adjunct in Fall 2016.

Annual Budget (I&G and soft-money)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-2212	State	$401,656	NA
NSF Noyce	41118-2212	NSF	$700,000	9/30/2017
NM-AMP	41170-2212	NSF/NMSU	$20,000	9/2018
NM-INBRE	40106-2212	NIH/NMSU	$29,438	3/2017

Table 2

Programs offered by the College/Department

Program Name	Type (Associate, Bachelor, Certificate)	Number of Declared Students FY 2016	Number of Graduates FY 2016	Teach-out mode? (Yes/No)	National Accreditation Achieved?
Mathematics	Bachelor	9	2	No	NA
Mathematics	Associates	1	1	No	NA

Table 3

Number of Courses offered by the College/Department

Instructor	Traditional Face-to Face FY 2016	Hybrid FY 2016	Online FY 2016	Total
Full Time	27	1	2	30
Adjunct	22	0	2	24
Total	49	1	4	54

Percentage (Full Time)	55%	100%	50%	56%
Percentage (Adjunct)	45%	0%	50%	44%

Table 4

Number of Courses (by time they are offered) (Note: use the start time to classify the course)
Does not include 4 online courses

Number of courses that start between 7:00 am and 2:59 pm FY 2016	Number of courses that start between 3:00 pm and 5:59 pm FY 2016	Number of courses that start between 6:00 pm and 10:00 pm FY 2016	Number of courses offered on weekends FY 2016
36	2	12	0
72%	4%	24%	0%

Table 5

Relevant Professional Development for Faculty and Staff (paid by NNMC)

Name	Full-time, Faculty Staff, or Adjunct	Training, location and date
Ajit Hira, Claudia Aprea	Full-time	National Science Teacher's Association Conference, Nashville, TN, March 30, 2016
Claudia Aprea, David Torres Ana Vasilic	Full-time	General Education Summit, Albuquerque, NM, January 13, 2016
Ana Vasilic	Full-time	Math Pathways Meeting, Albuquerque, March 11, 2016
Shaun Cooke	Staff	Math Pathways Meeting, Albuquerque, March 11, 2016

Table 6

Annual Highlights & Successes

- 2 Recent peer-reviewed publications (David Torres)
- 2 Peer-reviewed publications under review (David Torres)
- 5 Research Abstracts (Ajit Hira)
- 2 Grants Awarded (NM-INBRE (David Torres PI), NIH-SEED (David Torres Co-PI))
- LANL Foundation Grant (Charles Knight)
- Tutoring for STEM Students under Title III (Claudia Aprea and Ana Vasilic)
- Design of 8 online classes (Ana Vasilic, Claudia Aprea, David Torres)

Future Challenges and Concerns

- Recruitment of mathematics students

College of Business Administration

Dean: Dr. Lori Baca
Responsible for this report: Dr. Lori Baca

Mission

To deliver practice-oriented and cost-effective business education with ACBSP accredited curricula incorporating relevant student learning outcomes that meet the economic, employment and enrichment needs of the college's culturally diverse region; "Our Bachelor's degrees are designed to prepare future leaders who think critically, communicate effectively, and act ethically".

Vision

The College of Business Administration will play a major role in the development of tomorrow's business leaders through the active integration of innovative teaching and student engagement. The college will create a stimulating, intellectual environment that focuses on leadership and management in a technology-rich, global marketplace.

Full-time faculty/staff member information

Name	Program(s)	Highest Degree, position, rank, contract length	FTE	BB Certified	Teaching Load FY 2016		
					Theory	Lab/Stud	Clinical
John Buksa	Project Management	MBA	0.75	Yes	12	0	0
		Assistant Professor					
		9-month					
Dr. Jee Hwang	Finance and Economics	Ph.D.	1.0	Yes	12	0	0
		Assistant Professor					
		10-month					
Karen Simpson*	Management	MBA	1.0	Yes	12	0	0
		Director					
		10-month					
Betty Espinoza	Barbering & Cosmetology	AA	1.0	No	8	8	0
		Assistant					
		9-month					
Elaine Valdez	Barbering & Cosmetology	Certificate	1.0	No	8	8	0
		Instructor					
		9-month					

		BA					
Adela Chavez	All	Administrative Assistant	1.0	NA	NA	NA	NA
		12-month					
Lori Baca	All	Ph.D.	1.0	Yes	?	?	?
		Dean					
		Assistant Professor					
		12-month					
Total			5.75		52	16	0

Table 1

* In Fiscal 2017, Dr. Sarmann will be joining the College of Business Administration because Ms. Karen Simpson retired.

Annual Budget (I&G and soft-money)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-2571	State	$416,833	NA
I & G (2)	11000-2602	State	$111,240	NA
I & G (3)	11000-2829	State	$163,164	NA

Table 2

Programs offered by the College/Department

Program Name	Type (Associate, Bachelor, Certificate)	Number of Declared Students FY 2016	Number of Graduates FY 2016	Teach-out mode? (Yes/No)	National Accreditation Achieved?
AA Business Administration	Associate (AA)	35	17	No	Yes
Associate of Applied Science Office Administration	Associate (AAS)	0	0	No	Yes
Associate of Applied Science Barbering	Associate (AAS)	12	2	No	State Approved

Associate of Applied Science Cosmetology	Associate (AAS)	6	2	No	State Approved
Bachelor of Business Administration Accounting	Bachelor	19	2	No	Yes
Bachelor of Business Administration Management	Bachelor	42	11	No	Yes
Bachelor of Business Administration Project Management	Bachelor	8	6	No	Yes
Bookkeeper	Certificate	0	0	No	NA
Entrepreneurship	Certificate	0	0	No	NA
Hospitality, Tourism, and Restaurant Management	Certificate	0	0	No	NA
Barbering	Certificate	0	3	No	State Approved
Cosmetology	Certificate	2	3	No	State Approved

Table 3

Number of Courses offered by the College/Department

Instructor	Traditional Face-to Face FY 2016	Hybrid FY 2016	Online FY 2016	Total
Full Time	17	2	4	23
Adjunct	18	9	25	52
Total	35	11	29	75
Percentage (Full Time)	49%	18%	14%	31%
Percentage (Adjunct)	51%	82%	86%	69%

Table 4

Number of Courses (by time they are offered)

Number of courses that start between 7:00 am and 2:59 pm FY 2016	Number of courses that start between 3:00 pm and 5:59 pm FY 2016	Number of courses that start between 6:00 pm and 10:00 pm FY 2016	Number of courses offered on weekends FY 2016
32	9	9	0
64%	18%	18%	0%

Table 5

Relevant Professional Development for Faculty and Staff (paid by NNMC)

Name	Full-time, Faculty Staff, or Adjunct	Training, location and date
Dr. Jee Hwang	Full-time	NM Business Articulation Consortium Fall 2015 and Spring 2016

Table 6

Annual Highlights & Successes

- Starting an Accelerate Associates of Arts program in Business Administration
- Developed 2016 summer training programs where were successful.
- Graduated 62 students from the College of Business.
- Received the Quality New Mexico NMPEA Adobe Award.
- Los Alamos National Laboratory hired at least 6 of our students.
- Developed a full computer lab with 18 computers, 1 printer, and a smart-board.

Future Challenges and Concerns

- Low enrollment
- Need more Full-Time faculty
- Develop one more computer lab to continue a training program. Need to purchase 18 computers and 1 printer.
- Need to launch an Accelerated Bachelor's in Business degree by Spring 2018 if the Accelerated Associates of Arts degree is successful.
- Willingness to launch an MBA in the near future (by spring 2018).

College of Education

Dean: Dr. Joaquín S. Vilá
Responsible for this report: Dr. Joaquín S. Vilá

Mission

The College of Education is committed to prepare the highest quality entry-level teachers for northern New Mexico and beyond in partnership with northern New Mexico school districts and communities. In keeping with our vision to prepare teachers of high quality to work in multicultural and multilingual settings, the College of Education strives to provide experiences that incorporate theoretical foundations and practical application, that encourage students to think creatively and critically, that integrate reflection as a means to improve teaching and learning, that promote performance-based demonstration of knowledge, and that advance participation in decision-making as citizens of a pluralistic society by promoting equity and access to all students.

Vision

The College of Education at Northern New Mexico College, embraces the college vision and extends the departmental vision to include the preparation of high quality teachers so that the children of northern New Mexico will receive the highest quality education that will support them as they grow to become competent, caring, and contributing members of society. The College of Education is committed to professional teacher preparation through programs that encourage the recruitment and support of teacher candidates regardless of race, gender, class, age or disability. Our vision is reflected in our conceptual framework graphic by the statement, "Celebrating the uniqueness of northern New Mexico's multicultural (Anglo/Indo/Hispanic), multilingual students and communities." In the celebration of the strengths of this region, we commit ourselves to the work that will make available to children the highest quality education.

Full-time faculty/staff member information

Name	Program(s)	Highest Degree, position, rank, contract length	FTE	PED Certified	Teaching Load FY 2016		
					Theory	Lab/Stud	Clinical
Christina Esquibel	Elementary Education & ALP	EdS	1.0	Yes	12	0	0
		Associate Professor					
		9-month					
Roselli Cavalcante	Early Childhood Education & Special Education	Ph.D.	1.0	Yes	12	0	0
		Associate Professor					
		9-month					

		PhD					
Kristy Pruitt[1]	Education & Dir. Field Experience	Director	1.0	Yes	6	0	6
		Assistant Professor					
		11-month					
Delmeria Martinez[2]	All	BA	1.0	NA	NA	NA	NA
		Administrative Assistant					
		12-month					
Dolores Martinez-Salazar	All	AA, AA	1.0	NA	NA	NA	NA
		Administrative Assistant					
		NA					
		Instructor					
		12-month					
Joaquin Vila	All	Ph.D.	1.0	NA	NA	NA	NA
		Dean					
		Full Professor					
		12-month					
Total			6.75		52	16	0

Table 1
[1] Kristy Pruitt resigned in January, 2016 and will be replaced for FY17.
[2] Delmeria Martinez has a 3-month contract ending in September 30th, 2016.

Annual Budget (I&G and soft-money)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-2511	State	$394,708	NA
I & G (2)	11000-2831	State	$170,445	NA
I & G (3) NOYCE	41118-2831	State	$3,000	6/30/2016
AVANCE	41142-2511	Federal	$81,710	9/30/2016
P'oe	41221-2511	NM-AIED PED	$400,000	6/30/2016

Table 2

Programs offered by the College/Department

Program Name	Type (Associate, Bachelor, Certificate)	Number of Declared Students FY 2016	Number of Graduates FY 2016	Teach-out mode? (Yes/No)	National Accreditation Achieved?
Early Childhood Education	Associate (AA)	21	1	No	State Approved
Elementary Education	Associate (AA)	10	4	No	State Approved
Elementary Education	Bachelors	46	2	No	Yes
ALP Elementary (K-8)	Alternative Licensure Program	18	6	No	Yes
ALP Secondary (7-12)	Alternative Licensure Program	16	3	No	Yes
ALP Special Education	Alternative Licensure Program	5	2	No	Yes
		116*	18		

Table 3

Note: A new bachelor's program in Early Childhood Education was approved and will be offered in Fall 16.

Number of Courses offered by the College/Department

Instructor	Traditional Face-to Face FY 2016	Hybrid FY 2016	Online FY 2016	Total
Full Time	15	41	3	59
Adjunct	6	3	6	15
Total	21	44	9	74
Percentage (Full Time)	71%	93%	33%	79%
Percentage (Adjunct)	28%	7%	67%	20%

Table 4

Number of Courses (by time they are offered)

Number of courses that start between 7:00 am and 2:59 pm FY 2016	Number of courses that start between 3:00 pm and 5:59 pm FY 2016	Number of courses that start between 6:00 pm and 10:00 pm FY 2016	Number of courses offered on weekends FY 2016
0	0	54	11
0%	0%	83%	17%

Table 5

Relevant Professional Development for Faculty and Staff (paid by NNMC)

No professional development paid by NNMC for any faculty member or staff. Some faculty participated in Professional Development but those activities were not funded by NNMC.

Annual Highlights & Successes

- Developed and obtained approval for new BA in Early Childhood Education. Program is starting fall 2016.
- In response to directive from HLC, a faculty line in ECE was designated and a new faculty hired for fall 2016.
- Conducted visit from national accrediting agency (NCATE) with all six standards "Met". It is anticipated that COE will receive national recognition; final report due late Aug. or early Sep. 2016.
- Candidate data show 100% of graduates are employed by time of graduation (some with multiple job offers).
- Data collected on program completers show that high levels of program satisfaction.
- Data collected from school principals show high levels of satisfaction with hired Northern graduates.
- Due to added COE faculty, there is a reduced number of adjuncts to four for fall of 2016 (down from 16 in F'14).
- Due to availability of funds from grant source (P'oe Project), ten new Dell laptops were purchased to be used for classroom instruction (these replaced old equipment donated to Library), five Dell desktops were purchased for faculty use, and one Mac desktop was purchased for staff use. In addition, one smart board was purchased to replace faulty one in TEC classroom, two additional smart boards were purchased through other grant funding. This ensures all COE classrooms are equipped with needed equipment to demonstrate use of technology in instruction.
- Three invited presentations took place in FY'16 sponsored by P'oe Project as part of the Elder Speakers Lectures. These well-known individuals addressed topics on education of

Native Americans and participated in sessions linked to ongoing courses. Attendance from students and surrounding community was high (± 150 each).

- Submitted grant proposal (Feb. 2016) titled Pathways to Academic Achievement for All Learners (PAAL), in response to the 2016 National Professional Development Project. Northern New Mexico College's PAAL project is a multi-prong effort to increase the availability of qualified teachers who meet qualifications for meeting the academic needs of English Learners (ELs) in New Mexico. This project seeks to address an identified high-needs area for the state, particularly in terms of meaningful educational opportunities for Latino and Native American school children. This is a five year project seeking an award totaling $1,570,800.

Future Challenges and Concerns

- Low enrollment (although it has remained steady over last two years, i.e., 91). It is anticipated that availability of BA in ECE will impact enrollments in a positive manner (i.e., new candidates).
- Restructuring of unit operations to address reduction of faculty load to 4/4 (from previous 5/5/) as per accrediting organization (NCATE) recommendations and address addition of advising responsibilities to faculty.
- It is presently unclear what the loss of advisor position for F'16 will have on COE operations and the quality of advising services. In addition, education programs are responsive to state and federal agencies which require multiple reporting through the year (e.g., EARS, Title II). Processes and resources need to be identified to ensure compliance with these
- Restructuring of assessment system to address NCATE recommendations, e.g., data aggregation and analysis software, revised assessments, aligned rubrics.
- Preparation for PED program approval & accreditation visit (tentative Spring 2019); the state has yet to indicate any details into what this will mean: focus, methods, goals, type of data, etc. associated with visit.
- Providing support for candidates to pass the NM Essential Skills test (state mandated tests in reading, writing and math, required for admission to professional programs). This is a major hurdle for AA completers seeking to advance to BA. New ECE faculty for f'16 will be charged with offering test-preparation workshop at least twice per semester.
- Identify additional grant opportunities that would include tuition stipends for prospective candidates in teacher preparation; involvement of new faculty is a high priority.
- Identify and develop sustained partnerships with neighboring school districts (e.g., to pursue grants). This is complicated by high attrition among school principals and superintendents. Need to establish COE as a resource for in-service training for school personnel.
- Respond to approach from the LANL Math & Science Academy to partner in efforts to provide professional development to targeted schools in region. Initial conversations have ensued but this needs follow up and development of action plan.

College of Engineering and Technology

Dean: Ivan Lopez Hurtado
Responsible for this report: Dr. Ivan Lopez Hurtado

Mission

The mission of the College of Engineering and Technology at Northern New Mexico College is to provide education of the highest quality to students in its various certificates, associate, and bachelor degrees. In addition, we prepare students to consider pursuit of a career or an advanced degree by providing outreach and professional services at current academic and industrial standards.

Vision

By 2019, the College of Engineering and Technology at Northern New Mexico College will provide regionally recognized and ABET accredited bachelor of engineering technology programs and high quality career and technical education programs. To achieve its goals, the College will:

- Develop strategic alliances with academic institutions as well as key players in the industry.
- Graduate students that are competent in applying technical and critical thinking skills to solve real world problems.
- Have a course completion rate of at least seventy-five percent for lower division courses and ninety percent for upper division courses.
- Establish a six-year graduation average rate above thirty percent for bachelor degrees.
- Establish a three-year graduation average rate above thirty percent for associate degrees.

Full-time faculty/staff member information

Name	Program(s)	Highest Degree, position, rank, contract length	FTE	BB Certified	Teaching Load FY 2016		
					Theory	Lab/Stud	Clinical
Jorge Crichigno	Information Engr. Tech. (BEng, AEng, PostBac Cert) Software Engineering (AEng)	Ph.D. Director of Information Technology Associate Professor 11-month	1.0	No	17	4	0

Name	Program	Degree / Rank / Appt.	FTE				
Ashis Nandy	Electromechanical Engr. Tech. (BEng) Pre-engr (AEng)	Ph.D. / Assistant Professor / 9-month	1.0	Yes	15	3	0
Steve Cox[1]	Information Engr. Tech. (BEng, AEng, PostBac Cert) Software Engineering (AEng)	Ph.D. / Lecturer / 9-month	0.5	No	7	3	0
Raul Peralta	Information Engr. Tech. (BEng, AEng, PostBac Cert) Software Engineering (AEng)	MSc. / Assistant Professor / 9-month	1.0	No	16	7	0
Vishal Mehta[2]	Electromechanical Engr. Tech. (BEng) Pre-engr (AEng)	Ph.D. / NA / Assistant Professor / 9-month	1.0	Yes	23	7	0
Marsha Gallegos	All	AA / Admin. Assistant / 12-month	1.0	NA	NA	NA	NA
Ivan Lopez[3]	All	Ph.D. / Dean / Associate Professor / 12-month	1.0	Yes	6	0	0
Total			7.0		22	12	1

Table 1

[1] Dr. Steve Cox is 1.0 FTE but reported as 0.5 FTE because he joined the College in Spring 2016.

[2] Dr. Mehta was also the advisor for the Electrical Technology/Renewable Energy Program.

[3] Dr. Ivan Lopez has been appointed as Interim Provost and Vice-President for Academic Affairs for FY 17.

Annual Budget (I&G and soft-money)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-2835	State	$167,214	NA
I & G (2)	11000-2355	State	$377,787	NA
I & G (3)	11000-2616	State	$55,960	NA
Discretionary Fund	11012-2355	Multiple	$11,490	NA
Indirect Cost	11303-2355	Multiple	$1,350	NA
NSF	40104-2355	NSF	$281,393	08/31/2018
Epscor NSF	40107-2355	NSF	$50,000	07/31/2016
NSF CC DNI	40108-2355	NSF	$0	8/31/2017
AVANCE	41142-2355	Dept. of Education	$128,926	9/30/2016
Title III NRGSC	41144-2355	Dept. of Education	$33,889	9/30/2016
Perkins Redistribution Funds	41191-2355	Dept. of Education	$19,270	9/30/2016
Perkins Vocational	41193-2355	Dept. of Education	$45,437	9/30/2016

Table 2

Programs offered by the College/Department

Program Name	Type (Associate, Bachelor, Certificate)	Number of Declared Students FY 2016	Number of Graduates FY 2016	Teach-out mode? (Yes/No)	National Accreditation Achieved?
Electromechanical Engineering Technology	Bachelor	10	0	No	Not eligible yet
Information Engineering Technology	Bachelor	63	4	No	YES
Information Engineering Technology	Associate	4	6	No	No

Information Engineering Technology	Post-Baccalaureate Certificate	1	0	No	No
Software Engineering	Associate	2	1	No	No
Pre-Engineering	Associate	2	1	No	No
Electrical Technology	Associate	23	5	No	NA
Renewable Energy	Associate	1	1	No	NA
Mechanical Engineering	Bachelor	17	2	Yes	No
Auto Body Repair	Associate	5	3	Yes	No
Automotive Technology	Associate	3	1	Yes	No
Welding Technology	Associate	2	0	Yes	No
Drafting-Industrial Design	Associate	5	1	Yes	No
Auto Body Repair	Certificate	0	5	Yes	No
Automotive Technology	Certificate	0	0	Yes	No
Electrical Technology	Certificate	1	0	No	NA
Welding Technology	Certificate	0	0	Yes	No
Drafting-Industrial Design	Certificate	0	0	Yes	No

Table 3

Number of Courses offered by the College/Department

Instructor	Traditional Face-to Face FY 2016	Hybrid FY 2016	Online FY 2016	Total
Full Time	33	2	0	35
Adjunct	17	2	4	23
Total	50	4	4	58
Percentage (Full Time)	66%	50%	0%	60%
Percentage (Adjunct)	34%	50%	100%	40%

Table 4

Number of Courses (by time they are offered)

Number of courses that start between 7:00 am and 2:59 pm FY 2016	Number of courses that start between 3:00 pm and 5:59 pm FY 2016	Number of courses that start between 6:00 pm and 10:00 pm FY 2016	Number of courses offered on weekends FY 2016
20	24	7	1
38.5%	46%	13.5%	2%

Table 5

Relevant Professional Development for Faculty and Staff (paid by NNMC)

Name	Full-time, Faculty Staff, or Adjunct	Training, location and date
Jorge Crichigno	Full-time, Faculty	PLC course titled S7-1200 TIA System from Siemens, September 2015.
Jorge Crichigno	Full-time, Faculty	Pod Design, Production, and Sharing on NETLAB+ Systems, Rocklin, California, June 27-July 1, 2016.
Jorge Crichigno	Full-time, Faculty	Python for Computer Science, Anaheim, California, June 20-24, 2016.
Jorge Crichigno	Full-time, Faculty	VMware NSX 6.2 Install, Configure and Manage Virtual Networks New York City, New York, June 6-10 2016.
Jorge Crichigno	Full-time, Faculty	Operating Innovative Networks Workshop, Millersville, Pennsylvania, March 1-2 2016.
Ivan Lopez	Full-time, Staff	PLC course titled S7-1200 TIA System from Siemens, September 2015.
Ivan Lopez	Full-time, Staff	Risk Management, ESI International, February 2016.

		SolidWorks Drawing, MCAD Technologies, November 2015.
Vishal Mehta	Full-time, Faculty	SolidWorks Drawing, MCAD Technologies, November 2015.
Vishal Mehta	Full-time, Faculty	NNMC Blackboard Training.
Ashis Nandy	Full-time	PLC course titled S7-1200 TIA System from Siemens, September 2015.
Ashis Nandy	Full-time	NNMC Blackboard Training.
Ashis Nandy	Full-time	SolidWorks Drawing, MCAD Technologies, November 2015.
Ashis Nandy	Full-time	National Conference on Science Education (NSTA annual conference) in Nashville, TN, March 31-April 3, 2016.
Ashis Nandy	Full-time	National Instruments LabVIEW Core I class in April, 2016 (April 18-21).
Raul Peralta	Full-time	MySQL for Database Administrators Ed 3.1, Oracle University.

Table 6

Annual Highlights & Successes

- A new Bachelor program in Electro-Mechanical Engineering Technology was approved by the Higher Learning Commission in September 2015. More than 20 students joined the program.
- Four articulation agreements were signed with two community colleges for the bachelor programs in engineering. Two with Santa Fe Community College and two with Southwestern Indian Polytechnic Institute.
- In September 2015, Dr. Jorge Crichigno received a NSF CC-DNI grant for $350,000 to develop a STEM network at NNMC.
- In August 2015, Dr. Jorge Crichigno received a NSF EPSCOR grant for $50,000 to develop a data storage center for NNMC.
- Dr. Ivan Lopez received a $12,750 grant from Conoco-Philips to redesign the curriculum for Engineering Physics.

- Dr. Ivan Lopez received a $83,500 grant from Carl Perkins to improve CTE programs at NNMC.
- In Spring 2016, Dr. Steve Cox created a network of more than twenty local partners to promote STEM education. This effort turned into a NSF grant application that is currently under reviewed.
- In Spring 2016, Dr. Steve Cox launched two IT/Computational Thinking initiatives: (a) IT club in Espanola Valley High School; (b) A workshop at McCurdy Charter School.
- Two engineering students placed first and second, with their research projects at state level STEM conferences.
- Sabbatical leave was approved by the Board of Regents for Dr. Jorge Crichigno. This is the first paid sabbatical leave approved in the last 10 years at Northern.
- Two faculty members completed the Blackboard academy offered by NNMC Distance Education Department.

Future Challenges and Concerns

- Declining enrollment due to the fact that the five vocational programs have been discontinued and were in teaching-out mode.
- Two full-time faculty resigned. This is partially explained by the fact that we have low salaries and there is a lack of significant salary raises offered to faculty. Faculty turnovers are still a factor that affects the long term plans and commitments of the College of Engineering and Technology.
- Security issues affected the computer infrastructure of the College of Engineering and Technology. More than seven computers were stolen from our facilities.
- Lack of technical support: College of Engineering and Technology does not have a lab technician. Maintenance has become an overwhelming issue due to lack of personnel and the increase of equipment acquisitions.
- The Dean of the College of Engineering Technology was recently appointed as the Interim Provost and Vice President for Academic Affairs, but he keeps the duties of the Dean position. This may compromise the stability and supervision level at the College of Engineering and Technology and may impact the re-accreditation cycle if it is not addressed soon.

College of Nursing and Health Sciences

Dean: Ellen Trabka
Responsible for this report: Ellen Trabka

Associate Degree Nursing (ADN) Program
Vision: The ADN Program will excel in the preparation of culturally diverse registered nurses to practice in a variety of communities and populations. The ADN Program will meet state and national benchmarks for excellence in nursing education.
Mission: The ADN Program provides an affordable, quality, community-based nursing education that prepares registered nurses to provide safe, quality patient centered care to individuals and populations across the lifespan.

RN to BSN Program:
Vision: The Program will become regionally recognized as one that provides an innovative opportunity for Registered Nurses to excel in the provision of holistic integral nursing care.
Mission: The Program provides a quality learning opportunity that prepares integral nurses who embrace and practice holistic, relationship-centered care that addresses individual and collective health.

Full-time faculty/staff member information

Name	Program(s)	Highest Degree, position, rank, contract length	FTE	BB Certified	Teaching Load FY 2016			
					Theory	Lab/Stud	Clinical	Lead instructor (4)
Ellen Trabka	ADN and RN to BSN Program	MSN Dean; Chief Nurse Administrator for the RN to BSN Program Associate Professor 12-month (staff)	1.0	No	3	0	0	

Name	Program	Credentials / Rank	FTE				Contact Hours	
Darlene Hess	RN to BSN Program	PhD Associate Director, RN to BSN Program Assistant Professor 10-month	1.0	No	11[1]	0	0	
Theresa Lopez	ADN Program	MSN ADN Program Director Associate Professor 11-month	1.0	No	4[2]	0	0	
Katie Tomarelli (Resigned position 12/15)	ADN Program	MSN FT Faculty Assistant Professor 11-month	0.5[5]	No	0	0	4[3] =12 contact hours	1
Veronica O'Halloran	ADN Program	MSN FT Faculty Assistant Professor 11-month	1.0	No	6	0	6[3] =18 contact hours	1
Chris Young (Hired 1/16)	ADN Program	MS FT Faculty Assistant Professor 9-month	0.5[5]	No	4	0	2[3] =6 contact hours	
Nancy Novack (Hired 1/16)	ADN Program	MN FT Faculty Assistant Professor 9-month	0.5[5]	No	4	0	2[3] =6 contact hours	
Darlene Doak (hired 1/16)	ADN Program	MSN Interim FT Faculty Instructor 9-month	0.5	No	3	0	6[3] =18 contact hours overload	

Raj Inder Khalsa [6]	ADN Program	MSN FT Faculty Instructor 11-month	0.5[5]	No	4	2[3] =4 contact hours	2[3] =6 contact hours	1
Total			6.5		39 =39 cont. hours	2 =4 contact hours	22 =66 contact hours	3 cont hour

Table 1

[1] Associate Director with reduced teaching load due to program administrative duties.

[2] Program Director: NM Board of Nursing Rules and Regulations dictate that program directors teach no more than 20% of workload, less if working on accreditation.

[3] NM Board of Nursing dictates that nursing faculty workload be calculated in contact hours, not credit hours.

[4] The ADN Program gives 1 contact hour release time for overseeing a clinical course as Lead Instructor.

[5] The instructor is FT, but listed as 0.5 FTE because he/she only work for half of the academic year.

[6] Contract ended 12/15.

Annual Budget *(I&G and soft-money)*

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-2431 (ADN program)	State	655,412*	NA
I & G (2)	11000-2432 (RN to BSN Program)	State	$32,295*	NA
I & G (3)	11000-2838 (Dean)	State	160,107	NA
I & G (4)	11000-2421 (Health Sciences)	State	$36,624	NA
Nursing Enhancement Funds	11011-2431 (ADN Program)	State (special nursing education appropriation)	$173,040	We have received these funds for over 10 years
Nursing Enhancement Funds	11011-243(RN to BSN Program)	State (special nursing education appropriation)	$100,033	We have received these funds for over 10 years
Indirect costs for Accreditation	11303-2432 (RN to BSN Program)	State	$5,250	One time funding for site visit

NMHED Nursing Enhancement (carry over from 2014 award)	41255-2431	State appropriation for nursing programs	$5,988	6/30/16	

Table 2

*Note that the FY 2017 budget looks very different as faculty salaries that were on the nursing enhancement budget (11011) were transferred back to I & G

Programs offered by the College/Department

Program Name	Type (Associate, Bachelor, Certificate)	Number of Declared Students FY 2016	Number of Graduates FY 2016	Teach-out mode? (Yes/No)	National Accreditation Achieved?
Nursing	Certificate of Practical Nursing	8	1	No	No. Site visit with ACEN scheduled for February 2017
Nursing	Associate	119	12*	No	No. Site visit with ACEN scheduled for February 2017
RN to BSN Program	Bachelor	79	3	No	Yes. CCNE
Allied Health	Associate	4	3		No
Massage Therapy	Certificate	4		Yes	No
Massage Therapy	Associate	4	1	Yes	No
Integrative Health Studies	Bachelor	1	0	Yes	No

Table 3

* Technically 10 out of the 12 students have an incomplete grade in NURS 235 pending completion of NCLEX-RN review course and are not reported as graduated. Once they successfully complete the review course, their grade will be changed and their degree will be posted on their transcript. This is part of the program's strategy to improve licensure pass rates.

Number of Courses offered by the College/Department

Instructor	Traditional Face-to Face FY 2016	Hybrid FY 2016	Online FY 2016	Total
Full Time	28	1	0	29
Adjunct	32	0	2	34
Total	**60**	**1**	**2**	**63**
Percentage (Full Time)	47%	100%	0%	46%
Percentage (Adjunct)	53%	0%	100%	54%

Table 4

Number of Courses (by time they are offered)

Number of courses that start between 7:00 am and 2:59 pm FY 2016	Number of courses that start between 3:00 pm and 5:59 pm FY 2016	Number of courses that start between 6:00 pm and 10:00 pm FY 2016	Number of courses offered on weekends FY 2016
43	5	0	12
72%	8%	0%	20%

Table 5

Relevant Professional Development for Faculty and Staff (paid by NNMC)

Name	Full-time, Faculty Staff, or Adjunct	Training, location and date
Ellen Trabka	FT	Nurse Educators Conference, Albuquerque, NM June 2016; Professional nursing speaker, Albuquerque, NM April 2016.
Theresa Lopez	FT	Nurse Educators Conference, Albuquerque, NM June 2016; Professional nursing speaker, Albuquerque, NM April 2016.
Nancy Novak	FT	Nurse Educators Conference, Albuquerque, NM June 2016; Professional nursing speaker, Albuquerque, NM April 2016.

Ana X Gutierrez Sisneros	Adjunct	Population Health conference, Albuquerque, NM Sept. 2015
Barb Benzaquen	PT Staff	Professional nursing speaker, Albuquerque, NM April 2016.
Veronica O'Halloran	FT	Professional nursing speaker, Albuquerque, NM April 2016. Obstetrical Nursing conference, Albuquerque, NM November 2015
Dianemarie Billops	Adjunct	Professional nursing speaker, Albuquerque, NM April 2016.
Raj Inder Khalsa	FT	Nurse Practitioner Conference, Colorado, July 2015.

Table 6

Annual Highlights & Successes

- New FT Faculty/Clinical Coordinator position for the College of Nursing and Health Sciences approved and qualified faculty member hired effective 8/15/16. This is a shared position between both nursing programs.

Associate Degree Nursing (ADN) Program-
Annual Highlights & Successes

- The ADN Program was granted Candidacy status with the Accreditation Commission for Education in Nursing (ACEN). This is the first step in initial accreditation. An on-site accreditation visit is scheduled for February 21-23, 2017.
- NCLEX-RN licensure pass rates for students who graduated in May 2015 were 93.75% (5th highest in the state).
- Planned and co-sponsored the *Ruby Palmlund & Leonard Maley Simulation Lab* dedication ceremony in honor of the *Ruby Palmlund & Leonard Maley* Endowment Scholarship Fund for nursing students.
- Implemented a completely revised nursing curriculum.
- Supportive community partners/program stakeholders.

Future Challenges and Concerns

- Resignation/retirement of four highly qualified and experienced nursing faculty members.
- Recruitment and retention of qualified nursing faculty is an ongoing challenge that affects the ability of the program to admit qualified students and to deliver the curriculum.
- The new curriculum has 18 additional clinical contact hours that need to be taught, which adds to the challenge of recruiting and retaining qualified nursing faculty to teach.
- Maintaining NCLEX-RN pass rates at or above the national mean is an ongoing challenge.
- The program must be nationally accredited by 2018 (NM State Board of Nursing Rules and Regulations) or be faced with program closure.

RN to BSN Program
Annual Highlights & Successes
- Hosted a successful re-accreditation on-site evaluation with the Commission for Collegiate Nursing Education (CCNE) April, 2016 (Final report due in October 2016).
- New 0.5 FTE half-time faculty position approved and qualified faculty member hired effective 8/15/16.
- 9 new clinical contracts negotiated for student clinical placement
- Highly qualified nursing faculty.
- Supportive community partners and program stakeholders.

Future Challenges and Concerns
- Declining enrollment due to the fact that the program is not offered online
- Offering online/hybrid courses offers many challenges:
  - How to teach a holistic nursing program effectively in an online environment.
  - Offering online/hybrid courses with limited college resources.
  - Lack of technical support persons in the Center for Distance Education (24/7 technical support for students and faculty)
  - Lack of Distance Education Staff specialized in online course pedagogy.
  - Lack of a team of online course evaluators to do peer reviews to evaluate the quality of an online course and provide support and feedback to faculty for course improvement.
  - Online Blackboard Training course:
    - Very time intensive
    - The course content is not always congruent with the Blackboard platform in use at Northern
    - Limited instructor/student interaction or hands on assistance.
    - Focused on Blackboard technology and not on pedagogy of teaching online.

STUDENT SERVICES UNITS

Admissions Office

Director/Coordinator: Frank Orona
Responsible for this Report: Frank Orona

Full-time Staff member information

Name	FTE	Position
Frank Orona[1]	1.0	Director of Admissions, Recruitment, Veteran's Resource Center, Career Services, Dual Credit, Primary Designated Service Officer
Virginia Naranjo	1.0	Admissions Specialist
Deondra Rodriguez	1.0	Admissions Specialist
Sara McCormick	1.0	Recruiter
Total	4.0	

Table 1

[1]Frank Orona was reinstated as Director for these areas approximately February 15, 2016

Annual Budget (I&G and grants)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-3022	State	$279,989	NA

Table 2

Relevant Professional Development for Staff (paid by NNMC)

None

Annual Highlights & Successes

- Though limited to a 40 mile recruitment radius before February 2016, we have been somewhat successful in our recruitment efforts for the Fall 2016 semester.
- We have a dedicated and knowledgeable Admissions staff that truly comprehends the meaning of "Customer Service".
- In Admissions, we take pride in the fact that we are truly open and available to students during our published office hours. We also stay open during the lunch hour.
- As more and more responsibility has shifted to Admissions, for example the Dual Credit program, the Admissions staff has taken that role on without any type of compensation whatsoever.
- Continuous quality control checks in order to keep the integrity of our student files at a premium.

Future Challenges and Concerns

- Limited fiscal and human resources in the area of Admissions, Recruitment and especially Career Services.
- Dual Credit program budget was eliminated and the Admissions/Recruitment budget has had to absorb those costs and the workload.
- Gainful Employment reporting: Are we meeting Federally mandated requirements.
- Find a way to implement an admission fee to mitigate the consequences of the loophole in the State legislation that is causing work overloads at the admission office.
- Approval still pending for the 5-year Strategic plan for Recruitment created in 2013.
- 2013 created 5-year Strategic plan for Student Services. Approval still pending.

Advisement Office

Director: Jacob Pacheco
Responsible for this Report: Jacob Pacheco

Full-time Staff member information

Name	FTE	Position
*Johnna Aguino [1]	1.0	American Indian Center Advisor
Gwen Orona	1.0	Advisement Center Advisor
Tobe Bott-Lyons	1.0	Advisement Center Interim Director of Advisement
Christy Dammen[1]	1.0	Accelerate Program Part-Time Advisor
Total	2.31	

Table 1

[1] Johnna Aguino, Janelle Garcia & Christy Dammen are no longer employed with Northern New Mexico College. Funding is no longer available because they were paid by a grant.

Annual Budget (FY 16) (I&G and grants)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-3031	State	$172,696	NA

Table 2

Relevant Professional Development for Staff (paid by NNMC)

Name	Full-time, Faculty, Staff, or Adjunct	Training, location and date
Tobe Bott-Lyons	Staff	a) Annual First-Year Experience Conference, National Resource Center

		for the First-Year Experience and Students in Transition, Dallas, TX: February 7-10, 2015. b) Alliance of Hispanic Serving Institution Educators Annual Best Practice Conference, San Antonio, TX: March 9-11, 2015. c) National Alliance for Partnerships in Equity, Micromessaging to Reach & Teach Every Student Training, NNMC Campus: July 20 and 21st, 2015. d) Higher Learning Commission Annual Conference, Chicago, IL: April 15-19th, 2016. e) CQR Retreat, NNMC, April 1st, 2016
Gwen Orona	Staff	National Alliance for Partnerships in Equity, Micromessaging to Reach & Teach Every Student Training, NNMC Campus: July 20 and 21st, 2015.
Christy Dammen	Staff	National Alliance for Partnerships in Equity, Micromessaging to Reach & Teach Every Student Training, NNMC Campus: July 20 and 21st, 2015

Table 3

Annual Highlights & Successes (Specific to the Student Service Unit)

- Develop a system to assign faculty advisors to students in Banner. – Interim Director worked with Deans and Chairs to improve the assignment of advisors for all students.
- Interim Director Initiated Faculty Advisor Training for new staff
- Advisement staff contributed to the improvement and consistency of Early Registration Events/Open House Advising
- Advisement staff implemented the Early Alert program
- Interim Director worked on retention initiatives that played a role in improving second semester retention rates.
- Interim Director accomplished coordinated effort to effectively close out Accelerate Grant.

Future Challenges and Concerns (Specific to the Student Service Unit)

- Understaffed

  The number of individuals available to assist with academic advisement has been drastically reduced due to loss of grant funded positions. The Staff Member chart is not necessarily reflective of the actual number of professional advisors that were available to assist students during the FY 16 year. Grant funded advisement positions augmented the staffing pattern so that there were actually 5 full-time Advisors that were available to assist incoming and continuing students. Currently there are 2.25 FTE to support advisement functions. Due to the current level of staffing there is a clear and present dilemma in the College's ability to provide the quality of service that should be expected in the area of academic advisement. The problem is exacerbated further by the loss of the Educational Opportunity Center (EOC). The EOC was a federal grant program that among other important services provided academic advisement to a large portion of the student population.

  To create an advisement model that supports recruitment, retention and community outreach, priority should be placed on increasing the number of advisement positions and on providing training to support the needs of the College and most importantly the students we serve.

- Leadership

  The Advisement Center has in the past 5 years seen a high rate of change when it comes to leadership. There have been four different individuals placed in charge of overseeing the Advisement center staff and program initiatives during that time. Consequently, there has been a sense of instability and a lack of steady progress to meet the needs of the College. Priority should be placed on developing a well structured and adequately staffed department led by long-term Director of Advisement. The Director should embrace the previously mentioned model of advisement that supports recruitment, retention and community outreach.

Center for Distance Education

Director: Dr. Ken Dvorak
Responsible for this Report: Dr. Ken Dvorak

Full-time Staff member information

Name	FTE	Position
Ken Dvorak	1.0	Director, Center for Distance Education
Total	1.0	

Table 1

Annual Budget *(I&G and grants)*

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-2723	State	$62,432	NA

Table 2

Relevant Professional Development for Staff (paid by NNMC)

None

Annual Highlights & Successes

Course Count by Term and Instructional Method

Term	Instr-Mthd	No Enrolled	Total CR	No Courses
Fall 2013	IV	15	45	1
Fall 2013	TR	4810	13774	476
Fall 2013	Web	733	2170	57
Spring 2014	TR	4333	12251.25	472
Spring 2014	Web	730	2178	52
Summer 2014	TR	412	1128	56
Summer 2014	Web	195	611	19
Fall 2014	HYB	127	395	17
Fall 2014	IV	21	63	1
Fall 2014	TR	3749	10635.5	428

Fall 2014	Web	661	1965	51
Spring 2015	HYB	81	246	9
Spring 2015	TR	3382	9655.5	387
Spring 2015	Web	643	1855	47
Summer 2015	HYB	6	36	1
Summer 2015	TR	326	957.5	45
Summer 2015	Web	124	272	10
Fall 2015	HYB	143	434	15
Fall 2015	TR	2936	8320	350
Fall 2015	Web	638	1848	49
Spring 2016	HYB	174	549	17
Spring 2016	TR	2734	7748.5	335
Spring 2016	Web	656	1883	52

Table 3

Note: The following instructional methods used and their definition:
IV – Interactive Video
TR – Traditional Classroom
Web – 100% Online
HYB – Hybrid or Blended
All NNMC instructors (F/T and Adjunct) have access to Blackboard

Blackboard Faculty Institute List of Graduates by College:

College of Education:
        Regan Homeyer – Adjunct
        Pedro Martinez – Full Time

College of Business:
        Lori Baca – Dean
        Karen Simpson – Full Time – Retired
        John Buska – Part Time
        Jee Hwang – Full Time

College of Engineering:
        Ivan Lopez – Dean
        Vishal R. Mehta – Full Time
        Raul R. Peralta – Full Time
        Ashis Nandy – Full Time

College of Arts and Sciences:
        David Barton – Full Time

David Torres – Full Time

Professional Staff:
Toby Bott – Lyon – Student Advising

Academic Support Services:

- Student Blackboard Online Orientation – available to all NNMC on a "volunteer" basis.
- Provide end of the semester student course evaluations using Blackboard this includes: College of Education; College of Nursing; College of Business; College of Engineering; Humanities; and Sciences.
- Handle all Student and Faculty concerns with Blackboard or other DE issues via telephone and email during regular business hours. During "peak" times at the beginning of each semester, midterms and finals week support extends into evening and weekend support.
- Eagle Tech Helpdesk Support Project/ with the Library officially "kicks" off 2016 Fall Semester. The goal of this project is to provide NNMC students with technical assistance with their laptops/tablets and general trouble shooting of common computer issues. This is a "first" for the college as prior to this the only technical support provided students was via the Distance Learning office.
- Planned Student/Faculty Special Topic Seminars Fall Semester in conjunction with our Library Director. Topics to include Blackboard training, developing library research skills, addressing the issue of plagiarism, etc.,
- Provide online instructional support for full time and adjunct faculty using Blackboard. This includes office visits, Blackboard instructional materials, scheduled campus trainings, and instructional design principles.

Future Challenges and Concerns

- **Concern**: No firm policies (faculty or staff handbook) addressing the issues of professional development for faculty and staff. This has a direct bearing for faculty teaching online as rapid changes occurring with online course delivery many faculty members (including adjunct) are reluctant to participate with college sponsored training events citing their need to be compensated or noting the lack of established college policies regarding professional development.
- **Concern**: Inadequate staffing levels for the Center for Distance Education currently only one staff person provides technical assistance and blended/online course design support.
- **Concern**: How to improve the technology skills of NNMC students so they have the ability to succeed in college courses that utilize educational technologies that may be unfamiliar to many of our students.
- **Challenge**: Institutional decision to incorporate the Quality Matter Rubric into all courses taught at NNMC. By adopting course quality as a major instructional goal the college will be able to promote its college courses and programs guaranteeing to our students, the NM

Higher Education Department, and the Higher Learning Commission that NNMC has embraced quality education as the framework for its future growth.

- **Challenge**: Improve the Faculty Blackboard Institute so that its online teaching focus includes adjunct faculty and all current full/time faculty by incorporating "targeted" trainings and self-help videos within the existing six training modules.
- **Challenge**: Creating a welcoming atmosphere with the creation of the Eagle Tech Support Desk so that it serves faculty and students in a professional and respective manner.

Continuing Education

Coordinator: Cecilia Romero
Responsible for this Report: Cecilia Romero

Annual Budget (I&G and grants)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-11013	State	$103,638.00	NA

Table 1

Relevant Professional Development for Staff

None

Annual Highlights & Successes (Specific to the Student Service Unit)
- Students in both the Retablo and Woodworking Classes have been accepted to the Spanish Market and will be showing their work at this year's market.
- LTAP Grant increased from $45,000.00 to $450,000.00 which is to be used for State, Federal, County and Pueblos agencies for training which are required renewal of certifications, licenses etc.
- Northern's Continuing Education Department was able to provide an array of training to many agencies throughout Northern New Mexico:
  Federal Aid 101
  Federal Aid Highways
  Traffic Monitoring Programs
  Pedestrian Facility Design

Future Challenges and Concerns (Specific to the Student Service Unit)
- Handicap accessibility for students in weaving and woodworking Shops
- Use of Computer Labs – Basic ArcView (Update software)
- Woodworking/Weaving limit to space – enrollment will increase with larger shop
- Cooling system in the Weaving Studio

Financial Aid Office

Director: Jacob D. Pacheco
Responsible for this Report: Jacob D. Pacheco

Full-time Staff member information

Name	FTE	Position
Jacob Pacheco	1.0	Director of Financial Aid
Connie Manzanares	1.0	Assistant Director Of Financial Aid
Jeanette Padilla	1.0	Financial Aid Officer Loans
Rebecca Rendon	1.0	Financial Aid Officer
Angelique Rodriguez	1.0	Financial Aid Officer Work-Study
Viviane Medina*	1.0	Financial Aid Officer Scholarships
Total	6.0	

Table 1

*Viviane Medina retired in FY16 – In FY17 the Financial Aid Office has reduced our FTE to 5.0

Annual Budget (FY16) (I&G and grants)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-3041	State	$467,503	NA
I & G (2)	11201-3041	Federal	$19,517	NA

Table 2

Relevant Professional Development for Staff

Name	Full-time, Faculty, Staff, or Adjunct	Training, location and date
Jacob Pacheco	Staff	Loan Default Conference, Atlanta Georgia, March 2015
Jacob Pacheco Connie Manzanares	Staff	New Mexico Association of Financial Aid Administrators, Abq, April 2015
Jeanette Padilla	Staff	New Mexico Association of Financial Aid Administrators- Decentralized Training, Abq NM, Oct 2015
Jacob Pacheco Connie Manzanares Jeanette Padilla	Staff	SW Assoc. of Student Financial Aid Admin. Conference, Abq, NM, Nov. 2015
Jacob Pacheco Angelique Rodriguez	Staff	US Dept. of Educ. Fed. Student Aid Conference, Las Vegas Nevada, Dec. 2016
Jacob Pacheco	Staff	New Mexico Association of Financial Aid Administrators- Ruidoso, NM, April 2016

Table 3

Annual Highlights & Successes

- No student or parent complaints reported to Provost during 2015-2016 year.
- HLC Federal Compliance Report: The HLC responded favorably to federal compliance report provided by Financial Aid Office.
- Reduction in student loan default rate (CDR):
  Default management strategies are effectively helping to reduce the CDR; albeit slowly, the rate has decreased from an all-time high of 26.3% for FY 2012 down to 24.6% for FY 2013 with expected reductions in upcoming FY's.

- Outreach Campaign:
  The Financial Aid staff has conducted more outreach than ever to local area high schools to promote financial aid opportunities and to assist in Northern's visibility and commitment to the community.
- The Financial Aid Office has effectively worked to bring about awareness of federal compliance issues to college administration and the college community.

Future Challenges and Concerns

- Increased demand for FAFSA completion:
  Due to the recent shutdown of the Educational Opportunity Center the Financial Aid Office is absorbing the workload that was previously accomplished by the program. The current Fall 2016 term will be trial to determine how the increase in workload will affect our departments ability to efficiently process aid with the current level of staffing. The challenge will be to adapt to meet the new demand. There is a possibility that our department may need an additional FTE to maintain peak operating efficiency given the current rise in demand for service that the office has not been accustomed to in the past.
- Early FAFSA:
  Recent change to Federal Financial Aid laws will allow students to complete the 2017-18 FAFSA on October 1st. That is three months earlier than what had been the norm. The purpose of this change is to allow schools to produce award letters earlier in the year for students who will attend in the fall. This presents challenges though; In order to comply with early awarding we will have to produce award letter for aid that we have not yet received allocations for. Therefore, awards will be estimated and would need to be adjusted later. In addition, many changes in Banner processes need to take place to accommodate early awarding.
- Becoming a Paperless Office:
  Obtaining the ability to scan documentation and house information electronically would greatly improve office efficiency and would likely increase both staff efficiency and student satisfaction. Resources are needed however to make this a reality.
- High Cohort Default Rates (CDR):
  The College continues to battle elevated Cohort Default Rates. The challenge is to continually bring down the CDR through strategic initiatives.
- Increasing Financial Aid Awareness and Opportunities:
  There is a need for increased outreach that the Financial Aid Office cannot handle alone. The challenge is to develop a collaborative effort between student service programs to increase the level of outreach to provide financial aid and higher educational opportunities.

Library

Director: Amy Ortiz
Responsible for this Report: Amy Ortiz

Full-time Staff member information

Name	FTE	Position
Amy Ortiz	1.0	Director
Celina Roybal	1.0	Cataloging Technician
LuWaine Lovato	1.0	Library Clerk II
Vacancy	0.5	Library Clerk I
Total	3.5	

Table 1

Annual Budget (I&G and grants)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G	11000-2826	State	$270,960	NA
GO Bond	92536-2826	State	$21,502	6/30/2018

Table 2

Relevant Professional Development for Staff (paid by NNMC)

Name	Full-time, Faculty, Staff, or Adjunct	Training, location and date
Amy Ortiz	Staff	Master of Library and Information Science Degree, 12/15- San Jose State University, California
Amy Ortiz	Staff	First Year Students & Academic Libraries Webinar, July 2015

Table 3

Library Information

- The library subscribes to 71 databases
  - 7 databases paid through NNMC I&G
  - 47 databases paid by NM State Library
  - 17 databases paid by New Mexico Consortium of Academic Libraries
- During FY 16, the library chose not to renew 2 database subscriptions: IEEE and Grant Select (low usage and cost were the deciding factors in not renewing these subscriptions)
- During FY 16, the library added 3 new databases: TAIR (The Arabidopsis Information Resource), Newsbank, and Statista
- Current number of physical holdings: 45,701
- Science, technology, medicine, education, and social science holdings are undergoing significant deaccessioning to update the collection for currency and relevance.
- Current number of eBook holdings: 200,284
  - EBSCO e-Book Academic Collection (147,002)
  - EBSCO e-Book Community College Collection (52,278)
  - EBSCO Poetry and Short Story Reference Center (1,004)
- Current number of print journal subscriptions: 52 (see *List of Print Journal Subscriptions*)
- Interlibrary loans (July 2015-June 2016):
  - 74 items borrowed from other institutions
  - 201 items lent to other institutions
- Reciprocal borrowing agreement through the New Mexico Consortium of Academic Libraries- students at any participating Academic institution may receive borrowing privileges at any other participating library. This means that Northern students can borrow items from any other participating academic library in the state of New Mexico (the only institution that does not participate in the agreement is New Mexico State University).
- Annual circulation July 1, 2015-June 30, 2016: 3,683 transactions (see *Circulation Report FY16*)
- Library orientations conducted (July 1, 2015-June 30, 2016): 16; Total attendees: 167

Annual Highlights & Successes

- Eagle Tech Support Center (tech support for students) will open fall 2016 inside the Ben Lujan Library.
- Friday workshops at the library- each workshop covers a different topic. These topics are meant to help students discover and use information technology tools to help them become better students. Topics have included library databases such as Films on Demand, CINAHL, and HeritageQuest; and other tools like Google Drive, Google Calendar, and Prezi. These workshops are also open to the larger community and help serve as a recruitment tool (when folks see the kinds of resources available to them as students, they are more likely to enroll in classes).

- Friends of the Library student club- a group of students who are chartering a student organization to help raise funds for the library and provide input regarding materials and technologies to purchase.
- Website redesign- a complete redesign of the library's website is underway and should be complete by the beginning of the fall 2016 semester. The redesign is meant to improve the usability and functionality of our services.
- Library Café- a business is under negotiations to open the café inside the library. This business is interested in hosting several community events and collaborating with the library on fundraising efforts. Projected opening date is September, 2016.
- Ken Dvorak (Distance Ed) and Chris Trujillo (IT) have offices inside the library now! This centralizes support services and makes the building a significant campus hub.
- NMCAL- I've been appointed to the Executive Team for the New Mexico Consortium of Academic Libraries as the 2016 Treasurer. This group lobbies for state funding in the form of GO Bonds and provides professional development opportunities for librarians. As a member of the executive team, I will have substantial input on group purchases (databases that will benefit Northern students).

Future Challenges and Concerns

- Our student-use computers are aging. A plan for acquiring new computers is necessary.
- Building space- rooms have been re-appropriated inside the library for non-library functions like GED testing and the Canal Seis studio. These rooms were originally intended as classroom and archive spaces. If the opportunity becomes available, spaces should be utilized for their originally intended purposes.

Registrar

Registrar: Kathleen F. Sena (also Dean of Students)
Responsible for this Report: Kathleen F. Sena

Full-time Staff member information

Name	FTE	Position
Kathleen Sena	1.0	College Registrar and Dean of Students
Gerald Wheeler	1.0	Associate Registrar
Total	2.0	

Table 1

Annual Budget (I&G and grants)

Source	Account number Fund-Org	Funding Agency	Amount	Expiration for soft-money lines
I & G (1)	11000-3021	State	$185,124.00	NA
I & G (2)	11000-2871	State	$20,000.00	NA

Table 2

Relevant Professional Development for Staff (paid by NNMC)

Name	Full-time, Faculty, Staff, or Adjunct	Training, location and date
Kathleen Sena	Staff	RMACRAO Annual Meeting, Casper, WY, July 2017

Table 3

Annual Highlights & Successes

- Timely completion of Schedule of Classes for Spring and Summer/Fall. Posted to NNMC website on weekly basis. Posted daily the week before a semester starts and the first week of classes.
- Timely completion of Amended College Catalog for printed publication and posting to NNMC website, as of August 10th, 2015.
- Timely completion of 2016 – 2018 College Catalog for printed publication and posting to NNMC website, to be available on Monday, August 15, 2016.
- Consistent customer service to provide unofficial and official transcript requests within 2-3 working days.
- Consistent customer service to return all business related calls within 1 working day of being left on office voicemail or individual staff voicemail boxes.
- Participate with the Office of Admissions; Financial Aid and Advisement to discuss, develop and implement registration and retention strategies for each semester.

Future Challenges and Concerns

- Lack of administrative support. The Office of the Registrar has been cut by 2 full-time positions since Fall 2014. No functionality taken away.
- Enrollment decline. Providing essential services to future, current and former students with limited resources.
- DegreeWorks functionality. Without dedicated human resources (programmer on IT side, and coding support in the Office of the Registrar) the degree audit program is not functional. This includes the review of 3rd party transcript ordering organizations (e.g. National Student Clearinghouse, Parchment) to determine best option to accommodate our student population.
- Need to develop on-line real time schedule of classes;
- Need to develop degree verify process for Clearinghouse to be able to use NSC student tracker resource.
- Special projects do not get done because our organization is working to keep up with the day to day functions of the office.
- Lack of cohesive leadership and direction regarding significance of Enrollment Management. Lack of endorsement of 5 year Recruitment Plan with appropriate financial resources.
- Too many organizations exist in silos. Lack of coordinated collaboration. Lack of coordinated communication.
- Lack of College Strategic Plan that is shared with all employees of the college.
- Lack of financial resources to promote the college to the appropriate constituencies in the Espanola Area.
- Lack of working relationship with Espanola Valley School district to recruit and admit and enroll students when they graduate.
- Lack of value of Dean of Students by leadership.