



CEO Weekly Brief - 7/27/2018

Dr. James Malm

Development Week

It is hard to believe summer is coming to a close, but it is exciting to be moving into a new fall semester. The week of August 13 - August 17 will be Development Week and will offer our faculty and staff opportunities to engage in some professional development, welcome back those who have been away for the summer, and catch up on campus activities. The schedule for [Development Week](#) is still tentative, but the full listing of events will be published next week.

New this year will be a *Lunchtime Professional Development Series* which will cover topics including accessibility resource services, ethics and policy compliance, serving students across cultural strengths, UNM procurement policies, UNM-Gallup history and future, FERPA policies and information technology updates. Grab your lunch and join us for these informative sessions.

Small Business Development Center Advisor

To align the UNM-Gallup Small Business Development Center with the new national and statewide model for rural offices, we will be hiring a small business advisor to work closely with Manager Cyndi Jarvison. The new position will conduct one-to-one client counseling in the area of business model development as they analyze, prepare and structure financial plans and assist clients with marketing and promotions. The advisor will travel to outlying areas of our territory and serve as a member of community groups promoting local businesses in our service area which includes McKinley County, Pueblo of Zuni and the Navajo Nation and spans both New Mexico and Arizona.

Dean of Instruction and Chair of Business and Applied Technology

Verbal offers have been successfully submitted to the candidates recommended by the search committee for the dean of instruction and chair of business and applied technology positions. UNM is advancing to written offers as we certify that all legal and ethical requirements have been met in our formal recruitment and hiring processes. We

are confirming our commitment to strong values of integrity, respect and accountability in every aspect of our work together as Equal Employment Opportunity is the law.

Equal Employment Opportunity is **THE LAW**

Work Study Assignments

Dean of Instruction Irene Den Bleyker, Director of Student Affairs Jayme McMahon and Director of Business Operations Robert Griego met this week to analyze all the Federal Work-Study requests as submitted by campus departments and divisions to make preliminary assignments for the upcoming academic year. As there is a cap on the amount of financial aid available for Work-Study scholarships and demand has exceeded funding levels, assignments will be made after careful discussion of needs and relationship to our campus mission. [Federal Work-Study](#) provides part time employment to qualifying college students to help defray the costs of education.

Higher Learning Commission 10-year Reaffirmation Visit

This week I attended an informational meeting regarding the Higher Learning Commission's scheduled visit to UNM and to the UNM-Gallup campus March 4-5, 2019. Accompanying me to this update session were Robert Griego and Irene Den Bleyker. The Provost's Office is requesting completion of a survey outlining specifics of our campus including our adherence to university policies and procedures. We are delighted to fully engage in the University-wide preparations for the HLC visit this spring and assurance arguments this fall. See below for the HLC questionnaire.

University of New Mexico Branch Campus
Self-Study for Higher Learning Commission Assurance Agreement

1. Profile
 - How would you describe your current students? Your potential students?
 - How would you describe your branch? What are its specific attributes, its needs, its goals and its challenges? What is its relationship with UNM's overall mission?
2. Governance
 - What is the structure of your system of shared governance?
 - Can you give specific examples of how shared governance has been used to develop new policies or programs?
 - What is the structure of your system of fiscal management?
 - How is adherence to the academic mission assured?
 - How does the UNM Branch Campus engage and ensure ethics in delivering the academic mission and in fiscal management?
 - How does the governance of this branch campus connect and communicate with HEDU, UNM-Main, and the statewide organizations that the branch serves?
- 2b. Communications of Policies, Procedures, Curriculum, Degree Requirements
 - How do faculty, students, and staff access the policies and procedures that affect them?
 - How are degree and options requirements published?
- 2c. Risk Assessment
 - Do you have any systems or strategies for managing risk that are independent from those at UNM-Main? If so, please explain how they operate and who bears responsibility for them.
3. Faculty Credentials and Preparation
 - How do you ensure that faculty have the requisite credentials to teach courses?
 - Where do you recruit faculty credentials? Please note we are close to launching a credential teaching system whereby that will also cover teachers.
 - How do you ensure that faculty teaching dual-credit courses have the requisite credentials?
 - Where do you recruit faculty credentials for faculty teaching dual-credit courses?
 - What are your criteria for determining whether faculty may receive tenure and promotion, and how do these criteria compare with those of the other branches and at UNM-Main?
4. Curriculum and Assessment
 - What is your process for determining the need for changes or additions to the curriculum?
 - What is your process for actually making a change to the curriculum?
 - What is your process for evaluating and assessing AA programs, general education courses, certificate and courses (as the program and certificate serve out on the course level)?

Adult Education Annual Report

The annual report of finances and activities for our adult education program has been submitted to the New Mexico Higher Education Department on its journey to the U.S. Department of Education. Under the leadership of new Program Manager Steve Marti, our north campus center is one of 24 adult education providers across the state. Adult education provides instruction in basic skills needed for job and college preparation. Staff at the center design classes for students whose first language is not English in order to help them gain skills needed for daily life, college preparation, job readiness, family literacy and citizenship. Classes are also available to help students prepare to take the high school equivalency test. Click below for more information on our UNM-Gallup Adult Education Program.



Community Affairs

Thursday allowed for wonderful community interactions as I stopped by the Gallup McKinley County Chamber of Commerce "Business After Hours" at First Financial Credit Union.



I was able to meet and visit with some of Gallup's great business people. After the Chamber of Commerce monthly event, I continued on to Sammy and Marie Chioda's home for the 2018-19 installation of Gallup Rotary Club officers. Many thanks to the Chioda's for opening up their home for this annual ceremony.

Since 1929, the Gallup Rotary Club has been supporting local educational systems and area youth in the city and surrounding area. Their passionate and experienced volunteers devote their energy to advocating for students and other members in the community and by promoting higher education to high school seniors. To date, they have awarded more than \$300,000 in college scholarships to local students. To learn more about the local chapter of Rotary International, please refer to the link below.

