

Assurance Argument

Eastern New Mexico University-Roswell - NM

3/27/2017

1 - Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

1.A - Core Component 1.A

The institution's mission is broadly understood within the institution and guides its operations.

1. The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.
2. The institution's academic programs, student support services, and enrollment profile are consistent with its stated mission.
3. The institution's planning and budgeting priorities align with and support the mission. (This sub-component may be addressed by reference to the response to Criterion 5.C.1.)

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Argument

Eastern New Mexico University-Roswell (ENMU - Roswell) is a part of the Eastern New Mexico system (ENMU) with two branches in Roswell and Ruidoso. ENMU - Roswell operates with integrity to ensure the fulfillment of its mission through structures and processes that involve the ENMU Board of Regents, ENMU - Roswell Community College Board, administration, faculty, staff, and students. The institution's mission documents include the mission, purpose and core values.

Mission, Purpose and Vision

The mission of Eastern New Mexico University-Roswell (ENMU - Roswell)

“Preparing a diverse community with skills and education for success.”

This [mission](#) statement reflects the important role the institution plays in preparing our diverse students with skills and education.

Purpose

- Provides opportunities for entry, transfer, and completion of Certificates, Associate Degrees, and Bachelor’s and Master’s program through [partnerships](#).
- Prepares individuals for opportunities in higher learning through programs such as Adult Basic Education, high school concurrent enrollment, and outreach services
- Offers personal enrichment and career development opportunities through traditional course work, community education, and customized training
- Fosters direct community and economic development through business and workforce development, partnerships for health and social service outreach, in-plant training, and ever increasing business and community partnerships

Core Values

- ENMU – Roswell aspires to be recognized in our community as a caring institution, committed to high standards in all its educational programs and services. As a publicly-supported community college, ENMU - Roswell strives to provide opportunities for the educational development of our students and a fulfilling work environment for our employees. When students enroll in the college and when employees are hired, they are expected to commit themselves to these institutional values.

ENMU - Roswell's mission statement, purpose and core values recognize the important role the institution plays in our [diverse](#) student population, their academic/career success and community involvement. During this assessment argument process the institution looked at the mission statement and decided it did not meet the current expectations of the students and the college.

A committee drafted, established, revised and updated a new mission statement with input from faculty, staff, students and the community. The new mission statement was presented and approved by the ENMU Board of Regents.

ENMU - Roswell educates students in the region surrounding the campus, and due to our unique technical programs, the entire country. As an open admissions institution, we offer two-year associate degrees, transfer degrees and a variety of certificates to provide students with the knowledge and skills needed to enter the dynamic workforce. ENMU - Roswell offers non-classroom enrichment experiences to the surrounding community as part of its mission to encourage lifelong learning. ENMU - Roswell strives to offer programs that are viable and meet the employment need of the

students and community. A [formal](#) process has been established to assist the institution in making this determination-Policies and Procedures Manual (P&P)-Policy 30.(9).

Enrollment Profile, Programs and Support Services

ENMU - Roswell students are aligned with the population race/ethnicity of Chaves County. The [diversity](#) of our student learners is identified in the table below):

Race/Ethnicity	Percent of Chaves County Population 2015 U.S. Census Estimate	Percent of Total Enrollment Academic Year 2015-2016
American Indian and Alaska Native	2.3%	1.6%
Asian	1.0%	1.1%
Black or African American	2.6%	1.8%
Hispanic or Latino	55.4%	47.4%
Native Hawaiian and other Pacific Islander	0.3%	0%
White (Not Hispanic or Latino)	40.4%	26.9%
Unknown	1.8%	21.2%

ENMU - Roswell’s diverse student populations are able to access a verity of educational opportunities through the programs and student support services that are listed below, but not limited to:

- **Academic Programs** - Degree-seeking students receive a strong general education core that aligns with the New Mexico Department of Higher Education requirements. ENMU - Roswell prepares students with a lifetime of learning by offering a variety of two-year [associate degrees](#), transfer degrees and certificates for employment.
- **Adult Basic Education** – ENMU - Roswell’s [Adult Basic Education](#) program provides Chaves County residents the opportunity to obtain their GED, take English as a Second Language classes, along with [support services](#) to prepare students with skills to enter the workforce.
- **Career Technical Education (CTE)** – The students in career and [technical](#) education can earn an associate degree in as little as 14 months to 24 months. CTE certificates for employment can be obtained in as little as six hours. Students educational opportunities include 16 plus degrees and certificates in the CTE programs. The community workforce is enriched by the graduates of

these programs.

- **Center for Workforce and Community Development (CDCW)** – ENMU - Roswell's [CWCD](#) program is an academic unit dedicated to the mission of workforce, community, and economic development. The center offers training programs for local industry, business, government, and personal development programs tailored to meet the needs of lifelong learners.
- **Community Events** – ENMU - Roswell hosts many [community events](#) that provide learning opportunities from local health, resource and employment fairs. Our Performing Arts Center is used by many community organizations to present theater productions, dance recitals, and also serves as a gathering place for important community meetings.
- **Distant and Online Learning** – ENMU - Roswell offers [distant](#) and [online learning](#) opportunities for students to obtain their educational goals who are not able to attend face-to-face classes. Online courses are offered in many subject areas and disciplines. ENMU - Roswell SUN Online is an online course-sharing system which provides students the opportunity to take classes and adopted programs from other institutions.
- **Early College High School (ECHS)** – [ECHS](#) is a free public high school within the Roswell Independent School District (RISD) in partnership with ENMU - Roswell. Students have the opportunity to graduate from this school with a New Mexico high school diploma of excellence and an associate's degree from ENMU - Roswell.
- **Dual Credit/Concurrent Enrollment Programs** – ENMU - Roswell in partnership with area school districts provide [dual](#) credit and [concurrent](#) enrollment programs that provide an opportunity for high school students to take college level courses. The college credits earned are transferrable to community colleges and universities in New Mexico.
- **New Mexico Youth ChalleNGe Academy**– [Cadets](#) attend ENMU - Roswell for approximately six months during their residential phase where they learn self-discipline, leadership, and responsibility while working to obtain a high school general equivalency diploma (GED) at ENMU - Roswell's ABE program. Participants live and work in a structured and disciplined quasi-military environment, which encourages teamwork and personal growth. The cadets also take college courses at ENMU - Roswell where they can receive a certificate of employment in one of the following programs: automotive brakes, construction trade, emergency responder, media arts, phlebotomy and welding.
- **Senior Learning Connection** – ENMU - Roswell has a series of classes designed to meet the needs of our [50](#) and over community members. Topics include, but are not limited to, skills for new computer users, health and nutrition, local history and genealogy topics.
- **Special Services** - The Special Services Department provides an important component in the comprehensive community college mission of ENMU-Roswell by providing services and programs to students with disabilities. The [Special Services Department](#) seeks to maximize the educational and career opportunities for all students with disabilities (<https://www.roswell.enmu.edu/special-services/>).

ENMU - Roswell provides a verity of support for student success that is focused on the different needs of our diverse student population that are listed below, but not limited to:

- **Student Success Center** - The [Student Success Center](#) (SSC) is a comprehensive collection of services and programs designed to assist students in reaching their personal and educational goals. The SSC offers centralized tutoring for the campus and includes the Writing Center and the Math and Science Center. Additional academic support is offered in selected courses through the Supplemental Instruction Program that the SSC coordinates. The SSC also conducts the Student Success Workshop Series that promotes study and life skills. For individualized student support, SSC staff serve as academic coaches. Several auxiliary services offered to students include a staffed computer lab, group study rooms, a student lounge and the Cougar Coffee Cafe. To assist faculty and as an outreach to students, the SSC offers the “Don't Cancel Class” initiative where SSC staff will provide selected educational lessons for absent faculty. All programs and initiatives are free for ENMU - Roswell students.
- **Early Alert System** – Early academic interventions via our [Early Alert System](#) assist those students who find themselves struggling academically, financially and are not consistently attending classes early in the semester. With the cooperation of the faculty, academic advising department and Student Success Center the students are personally contacted to focus on obtaining success.
- **Veterans Services** - Eastern New Mexico University – Roswell is a member of the Service members Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. As a member of the SOC Consortium, ENMU - Roswell affirms its commitment to fair, equitable, and effective policies and practices that recognize and deal with the special conditions faced by [military students](#) who want to obtain a college education.
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- **Title V Veterans Resource Center** - Established through a [Title V grant](#), the Career Success and Veteran’s Resource Center offers a variety of services and resources to students and military veterans. The Center has eight computers and a networked printer for writing resumes and cover letters, conducting job searches, completing job applications and career exploration. It also uses state of the art Promethean teaching technology (via a 75 inch Promethean computer screen) and is staffed for student use during regular campus hours. The Veterans Resource Center provides military veterans with access to computers as well as referrals to employers and other benefit services.
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- **Student Outreach program, TRiO** - is a composite of [four programs](#) designed to improve academic performance, increase student motivation and smooth the transition from one level of education to the next. These programs include the following
 - **Educational Opportunity Center** provides eligible adults, who seek to enter or continue a program of postsecondary education, with information about financial, educational and career opportunities.
 - **Educational Talent Search (ETS)** program identifies disadvantaged young people with the potential for postsecondary education. It encourages them to graduate from secondary school and to enroll in programs of postsecondary education. The ETS program also encourages high school dropouts to return to school.
 - **Upward Bound** program is designed for eligible high school youth. It seeks to generate the skills and motivation necessary for them to succeed in education beyond high school through academic instruction and individual tutoring.
 - **Student Support Services (SSS)** program is a systematic [student success](#) program that is designed

to assist first-generation and low-income students with guidance that facilitates graduation from ENMU - Roswell and transfer to a four-year college or university. Specifically, participants in SSS are provided services that include: academic planning and course selection, peer mentoring, study skills development, FAFSA and scholarship assistance, financial literacy and counseling, transfer assistance, career exploration and cultural activities.

- **Student Services Center** – The Student Services Center, our One-Stop Center, includes admissions and records, academic advising, financial aid, veterans affairs service and referrals for disability accommodations services. <https://www.roswell.enmu.edu/student-services/>
- **Computer Commons Lab** – Our computer lab has 72 computers for student and community. Other computer labs are located throughout the college for student convenience.
- **Campus Union Building** – The Campus Union Building houses our food service area, computers and meeting room for students and community use.
- **Learning Resource Center** – ENMU - Roswell's [Learning](#) Resource Center provides many of the course textbooks, traditional books, periodicals, and electronic resource information systems. Computer Services and the Help Desk are also located in this area for students who are experiencing technical issues with BlackBoard or other technical problems.
- **Math and Science Lab** - Students will find assistance with mathematics, statistics, biology, astronomy, geology, physics and chemistry. They may also find assistance with courses that include online supplements like MathXL or materials in Blackboard.
- **Regional Medical Simulation Center** - Our state-of-the art [facility](#) consists of a control room and four simulation rooms with high fidelity mannequins. These simulated hospital or emergency home settings are designed to enhance student engagement and improve their clinical decision making skills. Each simulation room provides audio-visual professional recording capabilities to assist instructors in debriefing students in the classroom. Simulations are a great tool for ENMU - Roswell students and community healthcare providers to improve health outcomes.

These student support services are designed to provide students, especially those with additional challenges, the strongest possible foundation for future success.

Planning and Budgeting

In 2016 the college adopted a [Strategic Plan](#) to assist the campus in dealing with significant declines in state derived appropriations. For the time period FY 07-08 thru FY 11-12, the institution had a decrease of 35.73% in state appropriations. In the last few years, the institution's appropriations have improved, with the overall decline being 27.70%. In terms of dollars, this is a decrease (using FY 07-08 as a constant value) of \$34,594,964. It has been the goal of ENMU - Roswell's administration to maintain as many academic programs and services without losing any employees due to lay-offs.

The strategic plan for ENMU - Roswell has 5 goals:

- [Achieve](#) high-quality student-centered learning
- [Develop](#) sustainable programs through responsible financial stewardship
- [Embrace](#) performance-based decision processes
- [Promote](#) institutional efficiency and innovation
- [Transform](#) our workforce and community connections

Through the focused and intentional allocation of human and financial resources as guided by the Strategic Plan, the college will work with community leaders to build a strong a prosperous future for Chaves County and Southeast New Mexico.

ENMU - Roswell's [budget process](#), while being transparent and inclusive of all campus areas, has not been clearly tied to goals in the old strategic plan. For many years, our aim was to insure the institution was not forced to lay-off any of its employees. To this date, that has not occurred. The college's expenditures are spent largely on instruction, primarily through faculty salaries, which comprised 50.17% of expenditures in FY16. Another 9.02% provides student support. Taken together, the teaching focus of the mission is well-reflected in our budgeting priorities.

For more detailed information on planning and budgeting priorities, please refer to **Criterion 5.C**.

Sources

- Adult Education Eastern New Mexico University - Roswell
- AE Welcome Sheet
- Budget 17-18 Development Time Line
- Budget Guidelines 17-18
- Campus Activities Eastern New Mexico University - Roswell
- Career Tech
- census information chaves county new mexico 1
- Center for Community and Workforce Development Eastern New Mexico University -
- Concurrent Enrollment Eastern New Mexico University - Roswell
- Developing Hispanic-Serving Institutions Program - Title V
- Distance Education Eastern New Mexico University - Roswell
- Dual credit counts
- early alert
- Early College High School-brochure17
- ENMU-R Advisory Board Purpose Mission and committee guidelines
- ENMU-Roswell Transfer Partnerships Academics Eastern New Mexico University -
- Hispanic Association of Colleges and Universities - HACU
- Hispanic Association of Colleges and Universities - HSI Definition
- Library Eastern New Mexico University - Roswell
- New Mexico Youth ChalleNGe Academy - About NMYCA
- P-P Section 30.9 Program Feasibility Studies 2-16-11
- Programs Eastern New Mexico University - Roswell
- Regional Medical Simulation Center Eastern New Mexico University - Roswell
- senior connection catalog page 19
- Special Services Eastern New Mexico University - Roswell

- Special Services flyer
- Strategic Plan goal 1
- Strategic Plan goal 2
- Strategic Plan goal 3
- Strategic Plan goal 4
- Strategic Plan goal 5
- Strategic-Plan-2016-2020
- Student Demographics from Factbook
- Student services response to mission
- Student Success Center Eastern New Mexico University - Roswell
- TRIO Programs
- Veteran and Military Benefits Eastern New Mexico University - Roswell
- Vision mission statements
- What Is The Early Alert Referral System
- Writing center

1.B - Core Component 1.B

The mission is articulated publicly.

1. The institution clearly articulates its mission through one or more public documents, such as statements of purpose, vision, values, goals, plans, or institutional priorities.
2. The mission document or documents are current and explain the extent of the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development, and religious or cultural purpose.
3. The mission document or documents identify the nature, scope, and intended constituents of the higher education programs and services the institution provides.

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Argument

Mission Articulation

ENMU - Roswell's [mission](#) statement is articulated publicly in a variety of publications including the [Strategic Plan](#), [Course Catalog](#), [Student Handbook](#), and on the college's [website](#). It is also posted around campus on plaques. The mission statement, purpose and core values guide the Strategic Plan in all operations and outline the college's commitment to its faculty, staff, students and community.

Mission Emphasis

ENMU - Roswell's mission is supported by its purpose and core values. Together they clearly emphasize the importance of education, innovation, lifelong learning for our students and support of the community.

The Strategic Plan provides targets and strategies to implement the institution's mission, purpose and

core values.

1. **[Achieve High-Quality Student-Centered Learning](#)** is goal number one, to provide a rigorous educational experience, provide successful student support, meet the student's needs and create clear pathways to completion. The strategies in the goal will provide students with the experience and knowledge to meet everyday challenges and to become successful in the workforce while establishing a foundation for lifelong learning.
2. **[Develop Sustainable Programs through Responsible Financial Stewardship](#)** - through allocating resources to productive programs and ensuring that financial, physical and technological resources are adequate for student success. Also seeking community involvement for financial contribution for the programs that are needed in the community workforce.
3. **[Embrace Performance-Bases Decision Process](#)** - by improving the institutional effectiveness of our college's operations, programs and activities we give our students the tools needed for success as they move forward in their endeavors.
4. **[Promote Institutional Efficiency and Innovation](#)** - by streamlining college service and processes for incoming students to make their first college experience pleasant and rewarding. Training new and existing employees with adequate communication skills for smooth transitions for the beginning of the semester and throughout the year in order to promote a successful educational environment for our students.
5. **[Transform our Workforce and Community Connections](#)** – engaging in partnerships with economic development, the workforce system, area associations, state, county and municipal agencies and educational institutions throughout the state will help to accomplish this goal.

Nature, Scope and Intended Constituents

The college's mission statement clearly recognizes ENMU - Roswell as an institution committed to serving our students and community as seen by its many educational opportunities and business development services. ENMU - Roswell's mission emphasizes education and lifelong learning for our students and for the community that supports the college. To address the needs of all learners, ENMU - Roswell offers [quality instruction](#) supported by best academic practices, Faculty are using traditional, hybrid and online instruction models, and they use new technology to support their teaching goals. Faculty and staff are expected to engage in ongoing professional development, scholarship and creative work as appropriate to their disciplines and responsibilities. These endeavors enable them to provide current best practices-based instruction and student support. As a public institution, the college works with the local community to serve their needs for an educated workforce. This is accomplished in part through advisory committees for specific technical and health programs. The college's Center for Workforce and Community Development office makes connections to community partners such as corporate employers in the surrounding region, and to nonprofit community organizations.

Since ENMU - Roswell is an open admissions institution, the college accepts anyone with a high school diploma or GED, including non-matriculated students who are interested in taking a few classes as well as students who matriculate to pursue one of the certificate or degree programs. The college also participates in the [Dual](#) Credit program, a statewide initiative that offers dual credit to qualified high school students who are either enrolled in courses on our campus or in courses offered at their local area high schools. ENMU - Roswell provides a unique [Presidential Scholarship](#) opportunity for area high school students who graduate in the top 10% of their class. This demonstrates that the college's efforts are student-centered and focused on student success as stated in our mission. Some of our health programs are selective admissions only; Students who do not meet program admissions requirements are advised on possible ways to remedy the situation including learning the reason for denial or seeking alternative majors that are in alignment with their interests.

The ENMU - Roswell community encompasses far more than students, faculty, and staff. Local businesses look to hire graduates, high school students seek early access to college credit, and senior citizens participate in community educational opportunities.

Sources

- 2016 2017catalog
- 2017-Presidential-Scholarship
- Dual credit counts
- ENMU Roswell 16-17_student_handbook
- ENMU-Roswell Open Pathway Quality Initiative Report 082316
- Home Quality Matters
- Mission Purpose Core Values
- Presidential-Scholar-Brochure-17
- Strategic Plan goal 1
- Strategic Plan goal 2
- Strategic Plan goal 3
- Strategic Plan goal 4
- Strategic Plan goal 5
- Strategic-Plan-2016-2020
- Vision, Mission and Core Values Eastern New Mexico University - Roswell

1.C - Core Component 1.C

The institution understands the relationship between its mission and the diversity of society.

1. The institution addresses its role in a multicultural society.
2. The institution's processes and activities reflect attention to human diversity as appropriate within its mission and for the constituencies it serves.

Argument

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Argument

One of the components addressed in ENMU–Roswell's mission is preparing a [diverse](#) community. ENMU - Roswell strives to build and maintain a welcoming and inclusive environment for all students and workers without regard to age, race, gender, or socioeconomic class.

As noted in Core Component 1.A. ENMU - Roswell students are aligned with the population race/ethnicity of Chaves County. The diversity of our student learners is identified in the [table](#) below :

Race/Ethnicity	Percent of Chaves County Population 2015 U.S. Census Estimate	Percent of Total Enrollment Academic Year 2015-2016
American Indian and Alaska Native	2.3%	1.6%
Asian	1.0%	1.1%
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Unknown	1.8%	21.2%

ENMU – Roswell is considered a [Hispanic Serving](#) Institution (HSI). There are challenging issues that can face Hispanic, low-income, and first-generation students. This distinction of a HSI by the federal government allows the college to be eligible for external funding to offer students opportunities and resources to ensure their success. The institution has four [Student Outreach TRiO](#) programs: Upward Bound, Educational Talent Search, Student Support Services and Educational Opportunity Center designed to help at-risk and Hispanic, low-income and first-generation students navigate through the post-secondary education environment. ENMU - Roswell also supports our students with two [Title V](#) grants, a [GEAR-UP](#) grant and a Trade Adjustment Assistance Community College Career Training ([TAACCCT](#)) grant.

Eastern New Mexico University-Roswell’s Adult Basic Education (ABE) program assists students with GED preparation, English as a Second Language (ESL), citizenship preparation courses and offices skills. The ABE program can help low-skilled adult learners improve their skills to positively impact their degree completion and employment opportunities. Our diverse population consists of first-time freshman, veterans, dual-credit high school students, traditional and non-traditional students.

Attention to Human Diversity

ENMU - Roswell is a basically a commuter campus (about 5% of student enrollment reside in a residence facility). A significant number of students are from the Southeast New Mexico region. As a result, it is especially valuable for these students to have access to coursework and student activities that expand their learning and overall knowledge. However, within that geographic similarity, these students are diverse in background.

ENMU - Roswell recognizes the diversity and the needs of the greater society it serves by engaging in activities that support its mission statement. In addition to serving Hispanic, low-income and first-generation students, ENMU-Roswell also serves a variety of other students. These include, but are not limited to:

- [Early](#) College High School students
- New Mexico [Youth ChalleNGe](#) Cadets
- [Military Veterans](#)
- [Senior](#) Citizens
- Students requiring disability accommodation
- Special Services students
- [ABE](#), [GED](#) and English as a Second Language students
- Individual that are displaced and under skilled

In addition, the institution offers college preparatory and developmental courses in reading, writing,

and mathematics. The Special Services program provides extensive support to students with a multitude of documented disabilities each semester. Students have a number of resources available to them. These include academic advising, finding scholarship funding, using Focus2 to find a field they are interested in pursuing, searching job opportunities through agencies such as Workforce Development, and tutoring services in the [Student Success](#) Center and Math and Science Lab.

With a diverse community, ENMU - Roswell continues its role to serve and empower students of various backgrounds to continue their education. The institution understands that not all students enter the classroom with the same educational experiences and some individuals will require further assistance in order to access higher education. To address such needs, ENMU - Roswell's [disability](#) services program assists qualified individuals with disabilities with reasonable accommodations to improve access to educational programs and support for academic success and completion. All requests for disability services are reviewed individually and accommodations are assigned on a case-by-case basis based on documentation provided by the student. Accommodations include: books in an alternate format, extended time for testing, modified chairs, priority seating, a note taker, testing in a distraction reduced environment, sign language interpreter, tape recorder, and other accommodations on an as needed basis.

In college communities, there is a distinct population that did not previously receive much attention but is increasingly becoming an area of importance. In compliance with Title IX regulations and to ensure campus safety, ENMU - Roswell has a [Title IX coordinator](#) who is trained to assist students who are victims of sexual misconduct. The college has also implemented Title IX training for Faculty and Staff to help increase awareness of topics such as domestic violence, rape and sexual assault.

Sources

- ABE 2014-0215 numbers
- Accommodations for Students With Disabilities Eastern New Mexico University -
- Adult Education Eastern New Mexico University - Roswell
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- Affirmative Action and Equal Opportunity, Responsibility and Authority Eastern
- Career Success and Veteran's Resource Center Eastern New Mexico University - R
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- Hispanic Association of Colleges and Universities - HSI Definition
- New Mexico Youth ChalleNGe Academy - About NMYCA
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- Student Demographics from Factbook
- Student Outreach Program (TRiO) Programs Eastern New Mexico University - Roswe
- Student Success Center Eastern New Mexico University - Roswell
- Trade Adjustment Assistance Community College Career Training (ETA) - US Depart
- TRIO Programs
- Veteran and Military Benefits Eastern New Mexico University - Roswell

1.D - Core Component 1.D

The institution's mission demonstrates commitment to the public good.

1. Actions and decisions reflect an understanding that in its educational role the institution serves the public, not solely the institution, and thus entails a public obligation.
2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.
3. The institution engages with its identified external constituencies and communities of interest and responds to their needs as its mission and capacity allow.

Argument

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Argument

Public Service

ENMU - Roswell is a two-year community college that has been fulfilling its responsibility and obligations to serve the public and its students since its establishment in the fall of 1958. Students can receive the first two years of a post-secondary education and earn associate degrees in a variety of fields. They also can earn certificates that can provide employment to the workforce throughout the region and nation. ENMU - Roswell works with [Chaves](#) County Economic Development to assess the needs of the community. The institution works continuously to embrace the meaning of community. Not only is ENMU - Roswell recognized as an educational provider, but it is also a service provider to each of its communities throughout Chaves County.

Throughout the year, the college works with numerous organizations and groups to provide resources like the use of facilities to host service events such as [blood drives](#), community theatre and musical performances, [public information meetings](#), [local elections](#), as well as first [responder](#) training. As a result of events listed above, and others not included, services offered allow the public to engage with the college community and participate in local community events.

The college has hosted a variety of events on campus for numerous local youths. Many of these events are part of either a Federal Program or corporate sponsorship. For a number of years, the institution has run a Kids Kollege. This was made possible through a small grant from Xcel Energy. This program provided children, ages 8 thru 14, the opportunity to participate in a Summer Camp involving various activities over the course of a three-week period.

ENMU - Roswell hosts many performing arts activities for the community. The [Performing Arts Center](#), is used by many external organizations for their theatrical, musical or dance productions. In addition, the institution has sponsored many events involving up and coming talent from throughout the nation. The institution is proud of the fact the performances have been a success, based mostly on community participation.

ENMU - Roswell serves the surrounding community in a variety of ways beyond educating the citizens of Chaves county and southeast New Mexico. In 2014-2015, the institution embarked on a workforce development partnership with [Leprino Foods](#), a cheese processing manufacturer with headquarters in Denver, Colorado and a local plant in Roswell, NM.

Educational Responsibilities

In keeping with its open admission, the institution has received several Federal Grants to assist low-income and first-generation students and to help them develop leadership skills. ENMU - Roswell hosts four TRIO-funded programs:

- Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits.
- The Educational Opportunity Center's program provides counseling and information on college admissions to qualified adults who want to enter or continue a program of post-secondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process.
- Educational Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their post-secondary education. The program publicizes the availability of financial aid and assist participant with the post-secondary application process.
- Student Support Services guidance that facilitates graduation from ENMU - Roswell and transfer to a four-year college or university. Participants in SSS are provided services that include: academic planning and course selection, peer mentoring, study skills development, FAFSA and scholarship assistance, financial literacy and counseling, transfer assistance, career exploration and cultural activities.

In addition, ENMU - Roswell has also received Federal funding for a GEAR-UP program. This program is designed to increase the number of low-income students who are prepared to enter and succeed in post-secondary education. GEAR UP furnishes six-year grants to states and partnerships to provide services at high-poverty middle and high schools. GEAR UP grantees serve an entire cohort of students beginning no later than the seventh grade and follow the cohort through high school. GEAR UP funds are also used to provide college scholarships to low-income students.

One of the most important relationships ENMU - Roswell has is with the New Mexico Youth

ChalleNGe (NMYCA). NMYCA's initial program consists of a five-and-a-half month residential phase where cadets learn self-discipline, leadership, and responsibility while working to obtain a high school general equivalency diploma (GED). Cadets live and work in a structured and disciplined quasi-military environment, which encourages teamwork and personal growth. They are enrolled in Adult Basic Education classes offered through ENMU - Roswell and are required to attend GED classes daily, participate in class discussions, and complete all assignments. Instruction in four areas: Language Arts, Math, Science and Social Studies, prepares cadets for the GED, which they take approximately three weeks before graduation. Each cadet also has the opportunity to learn a trade or skill through ENMU – Roswell. These include: automotive brakes, construction trades, emergency responder, media arts, phlebotomy, and welding.

By hosting these programs on the Roswell campus, the college offers support to those in the community who have aspirations to attend college but may face obstacles such as being lower income or first-generation students. These programs support the college's mission of lifelong learning and open access to college in the larger community that is served.

Public Engagement

ENMU - Roswell works with external constituencies to better understand the needs of the community workforce and potential students. A few examples of these relationships are listed below:

- [Community College Board](#) - an elected group of five members from Chaves County that has total authority over taxing and bonding and other fiscal issues relating to the campus.
- Member of [Roswell](#) Chamber of Commerce
- Member of [Artesia](#) Chamber of Commerce
- Two employees participate in [Leadership Roswell](#) each year. The program is focused on developing leaders in Roswell and Chaves County.
- ENMU - Roswell participates in [United Way](#) of Chaves County
- Member of Roswell Chaves County Economic Development Corporation
- ENMU - Roswell is a host branch for the [Small Business](#) Development Center of New Mexico
- Partners with the New Mexico National Guard for the New Mexico [Youth ChalleNGe](#) Academy

Ex-officio member of ENMU - Roswell Foundation

Sources

- About Us United Way of Chaves County
- About Us « Leadership Roswell Alumni Association
- Artesia Chamber of Commerce
- blood drive
- ENMU – Roswell Community College Board Eastern New Mexico University - Roswell
- Home page Roswell-Chaves County Economic Development Corporation
- Leprino Foods Locations - Roswell, New Mexico Leprino Foods
- Members of the Legislative Finance Committee will be meeting on campus today beginning at 8
- New Mexico Youth ChalleNGe Academy - About NMYCA
- November 19
- performing arts presentations
- roswell chamber of commerce

- SBDC Roswell
- vote_flyer2_PROOF

1.S - Criterion 1 - Summary

The institution's mission is clear and articulated publicly; it guides the institution's operations.

Summary

1.S - Criterion 1 - Summary

The institution's mission is clear and articulated publicly; it guides the institution's operations.

Summary

ENMU - Roswell's mission emphasizes the college's student-centered, open access, undergraduate nature. Faculty and staff are committed to offering quality education to all students, regardless of their educational preparation or socioeconomic background. To follow through on this commitment, Roswell offers a wide range of first and second-year courses for transition to transfer to other institutions, and to complete associate's degrees leading directly to careers.

ENMU - Roswell is a branch campus of the Eastern New Mexico University System; ENMU's Board of Regents governs the Roswell campus, as well as the Portales and Ruidoso campuses. ENMU - Roswell's administration is headed by the President of the Roswell campus, who reports to the System President. ENMU - Roswell is separately accredited and responsible for generating its own revenue, controlling its own expenses, and operating procedures. The institution receives New Mexico state appropriations, which comprises approximately 75% of general funds revenue. Faculty reappointment, promotion and tenure decisions begin within the college's academic departments and are approved primarily by college faculty and administration, with final approval for tenure and promotion by the President's Office and the Board of Regents.

ENMU - Roswell students represent diverse backgrounds, from dual-enrolled high school students, traditional-aged college students, returning adult students, students who require disability services, and veterans. The institution strives to respect the students' range of experiences while exposing them to the global, multicultural and economically diverse perspectives that are a hallmark of a solid undergraduate education.

Sources

There are no sources.

2 - Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

2.A - Core Component 2.A

The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

Argument

2 - Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

2.A - Core Component 2.A

The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

Argument

Eastern New Mexico University - Roswell's decisions are consistently in alignment with our mission, goals and values. An atmosphere of openness and trust is consciously fostered, allowing data-driven decisions that are balanced by a cultivated sense of compassion. Integrity and ethical behavior are expected in every aspect of business and academic functions. Further, the college establishes fair and ethical behavior for the [governing](#) board, [administration, faculty and staff](#), as reflected in ENMU - Roswell's Policies and Procedure Manual, [faculty](#), [employee](#) and [student](#) handbooks, and many other documents.

The college's decision making structure promotes shared governance through various committees and councils. These are charged with review of existing policy and proposing recommendations for implementation of new procedures and initiatives, as well as troubleshooting related problems, for each group's assigned area. All committees include a diverse cross section of the employee population, including faculty reps and exempt and non-exempt staff from each campus. Recommendations from the committees are forwarded to the President's Core Staff for final decisions. The Core staff is comprised of the entire administration and key staff.

Financial Integrity

ENMU - Roswell follows the business and financial policies established in the institution's Policies

and Procedure Manual which includes internal and external audits. Fair and ethical practices at ENMU - Roswell are overseen through the following:

- **Business Office** – The Business Office follows Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidance in all transactions that take place. College financial statements are audited [annually](#) by an External Auditor. The audit report and findings are presented yearly to the New Mexico Office of the State Auditor, per state statute. Over the course of the last two [annual](#) audit cycles, **ENMU - Roswell** has had no audit findings.
- **Purchasing Consistent with Procurement Code of the State of New Mexico** – The Business Office assures that all [purchases](#) are in alignment with the requirements of the state code. This includes procurement card purchases, travel and bid process.
- **Financial Aid** – Financial Aid staff members are trained on Financial Aid regulations and responsibilities. Advisors in the Educational Opportunity Center and Student Support Services along with Financial Aid staff assist students in financial literacy.

Academic Integrity

The Eastern New Mexico University Board of Regents (the Board) operates with integrity, establishing policies and processes for fair and ethical behavior. As a political subdivision of the State of New Mexico, the Board is provided a substantial framework for its basic operating principles by New Mexico Revised Statutes, as established in section [21-3-30](#) of the New Mexico Statutes Annotated.

Student academic integrity and conduct are addressed in the [Student Handbook](#). Disciplinary and grievance processes for students are located in the Student Handbook and current ENMU - Roswell catalog found on the institutions website. ENMU - Roswell applies the College's Student Code of Conduct to all student disciplinary and grievance procedures. The institution follows established [non-discriminatory practices](#) for equal opportunity and Title IX

Integrity in Personnel and Human Resources

ENMU - Roswell has established and adheres to equitable and [ethical employment](#) practices. Employment-related policies and procedures are regularly reviewed, revised and aligned to applicable federal and state laws as needed. Important employment-related policies and procedures are communicated to new employees through the orientation process conducted by the Human Resource Department and to continuing employees through the bi-annual faculty and staff meetings and orientations. In addition, the [Employee Handbook](#) provides an overview of the many employment related policies.

Employees are expected to exhibit a high standard of professional conduct, including behavior aligned with honesty, integrity and impartiality, free from any personal consideration, favoritism or partisan demands. They are also expected to be courteous, considerate and prompt in dealing with and serving students, co-workers, and the public.

ENMU - Roswell adheres to policies and procedures that clearly prohibit [sexual harassment](#) and discrimination. All individuals associated with the college, including the Board, the administration, faculty, staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment and discrimination. All employees are required to participate in an annual online sexual harassment update. Each year, every employee receives additional training on their responsibilities under the College's Title IX program.

The college is committed to providing [equal employment](#) and educational opportunities and complies with applicable provisions of state and federal laws which prohibit discrimination and guarantee equal opportunities. Employees who serve in the recruitment and selection process receive periodic training on selection and interview techniques to prevent discrimination and unintended biases.

ENMU - Roswell recognizes the importance of providing a prompt and efficient procedure for resolving employee concerns and claims fairly and equitably, without fear of prejudice or retaliation. The college provides all employees with a [grievance](#) process to report policy and procedure violations. Grievances should be resolved at the lowest level possible (division or department level) through a facilitated meeting between the aggrieved party, supervisor, and where possible, the appropriate college administrator. If a resolution cannot be reached, or the matter is sufficiently severe, the matter can be moved to a more formal grievance process, which includes collecting written statements and conducting an investigation.

Integrity in Auxiliary Functions

ENMU - Roswell auxiliaries function independently and generate their own revenue while being housed on the institutions campus. The auxiliaries are covered by independent contracts, some of which went through a RFPs process.

- [Great Western](#) Dining Food Service (RFP process)
- [Follett](#) Bookstore Services (RFP process)
- [American](#) Campus Communities (housing)
- [Family](#) Resource and Referral (Child Development Center)
- [La Casa](#) Dental Clinic
- La Casa Family Health Center (Student Health Services)

Sources

- 10.8 Regents Code of Conduct and Conflict of Interest
- 10-1 Board of Regents Manual Part One
- 10-2 Board of Regents Manual Part Two
- 10-3 Board of Regents Manual Part Three
- 20.7 ENMU Roswell Conflict of Interest
- 26.0 Grievance and Complaint Procedures
- 40.1 Statement of Personnel Policy
- 55.1 Purchasing Rules and Regulations
- Administrator and staff code of conduct
- Eastern Board of Regents legal info
- ENMU Audits 2011 2012 2013
- ENMU Audits 2014 2015 2016
- ENMU Roswell – La Casa Family Health Center
- ENMU Roswell 16-17_student_handbook
- ENMU Roswell faculty_handbook
- ENMU Roswell professional_support_handbook
- ENMU-R Bookstore Apparel, Merchandise, Gifts
- Family Resource and Referral Center for Nonprofit Excellence in Central New Me(2)
- Great Western Dining Services
- Learn About American Campus Communities – AmericanCampuscom
- P-P Section 40.2 Affirmative Action 2-22-11
- P-P Section 40.3 Hiring Process 2-22-11
- P-P Section 40.4 Confidentiality for Human Resources Recruitment 2-22-11
- P-P Section 80.10 Sexual Harassment and Stalking 2-28-11
- student conflict resolution

2.B - Core Component 2.B

The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

Argument

2.B - Core Component 2.B

The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

Argument

ENMU - Roswell is a branch campus of the Eastern New Mexico University System, a public institution. The college makes public all information about its academic operations.

[Admissions](#) policies, [academic program information](#), and [tuition](#) and fees are all accessible on the institution's website, in paper form where needed, and are shared by the admissions staff, student services staff, and faculty from the earliest contact with prospective students through graduation or transfer. All [employees'](#) contact information are included in ENMU - Roswell's searchable faculty/staff directory.

ENMU - Roswell continuously seeks to improve the communication of programs, requirements, faculty and staff qualifications, costs, control and accreditation information to students, staff and the public. ENMU - Roswell adheres to a strong ethic of transparency and clear communication to its students and constituents. This ethic is demonstrated by the multiple communication avenues utilized by the college, its commitment to simple explanations of complex topics, and its genuine invitations for students and the public to access the college and its resources for life enhancement. ENMU - Roswell maintains accurate and consistent messaging across a broad spectrum of outlets to ensure its communication has the opportunity of reaching a large number of students and community members. The college utilizes: a [website](#), [internal portal](#) (Cosmolink), [internal learning](#) management software (Blackboard), [press releases](#), a [facebook](#) page, social media [platforms](#), print marketing materials, e-mail notifications, text messaging options, telephone notifications, [calendars](#), advertisements, events, and community presentations for to provide information and educational opportunities for constituents. In addition, the college continues to develop resources, such as [videos](#), to strengthen its internal understanding of the mission, value, and goals that belong to

ENMU - Roswell is [accredited](#) by the Higher Learning Commission. Information on the Higher Learning Commission is posted on the institutions website. [Accredited](#) technical programs and certificates include Emergency Medical Services, Nursing, Occupational Therapy Assistant, Medical Assisting, Respiratory Care, Aviation Maintenance Technology, HVAC Technology, Welding Technology, and CPR Certification.

Public Website

ENMU - Roswell's homepage offers students and the public the most up-to-date information about new programs and college requirements. Rotating main images on the homepage allow college staff to produce clear, visual messages to quickly engage students and the public. The homepage also enables the college to utilize a notification banner to highlight an important announcement, as well as display links to current blog posts and events. Through the homepage, students and the public are able to access timely and accurate information, including: mission, goals, values, and vision statement, programs of study, admission requirements, tuition costs and tuition payment requirements, and accreditation. Students and the public can also access valuable information in the online catalog and student handbook. They provide simple, concise explanations of the college's policies, procedures and appropriate resources for further information. Through the Paying for College tab on the homepage, students and the public can access information about tuition, payment methods, payment history, and provide permissions to allow others to access the system to make payments.

COSMOLINK Portal

ENMU - Roswell utilizes its COSMOLINK portal to provide a secure environment for students, faculty, and employees to access with a login and password known only to them. Depending on their role at the college, each individual has access to different information.

Students manage their college careers through the COSMOLINK portal. Once logged-in, they have access to their grades for a specific term, their unofficial transcript, the ability to see what requirements they have left to fulfill, a GPA projection tool, and the graduation application. Students may register for classes and then add, drop, and withdraw from courses all on the site. Students can order books through an embedded link on the same page. Once enrolled, they have access to their schedule and course details at a glance. When logged into COSMOLINK, students can access their course evaluations and the grievance process here. They can access the financial aid portal through COSMOLINK as well.

Learning Management System

The college currently utilizes Blackboard software for its learning management system and provides access to all students. Faculty have flexibility in the degree to which they utilize Blackboard. But, at a minimum, all classes will post the course syllabus in Blackboard. On the other end of the spectrum, some courses will post assignments, readings, and study aids in Blackboard. Blackboard will be used to monitor discussion boards, to turn in assignments and exams. Blackboard also allows college staff to post important, up-to-date announcements, such as the HLC student survey.

Early Intervention

ENMU - Roswell utilizes an internally-created [early alert](#) system (referred to as the Student Alert System or SAS) to assist instructors in identifying and remediating students at risk for course failure. Faculty and staff may raise an alert in one of four categories: 1) life alert for students with outside issues; 2) financial alert for students who are experiencing a financial hardship; 3) tutoring referral for students who would benefit from tutoring services; and 4) academic alert for students who are not succeeding in class for a variety of reasons, including having missed a number of classes or assignments, having performed poorly on tests, missing textbooks, failing to participate in class/discussion, or for honor code violations. Tutoring referrals are routed to the Student Success Center and the staff will follow up with students and schedule a time for the student to receive tutoring in the necessary subjects. Academic alerts are routed to the assistant vice presidents of Instruction, who typically follow up with the instructor to see if the students are able to receive assistance directly from the faculty member to ensure their success in the course.

Social media

ENMU - Roswell actively engages its students and public by providing information on multiple social media platforms including Facebook, Twitter, and LinkedIn. The growing constituencies for each platform include students, parents, schools, businesses, nonprofits, governments, faculty, staff, and community members. The college strives to create meaningful content tailored for each platform to increase engagement with shared information. The college posts multiple times a day and actively monitors engagement to further provide information that students and community members deem relevant. Post content includes information about new programs, program changes, announcements, requirements for admissions and financial aid, faculty and staff, accreditations, events, college costs, and college life highlights.

Advertisements

The college judiciously uses paid print and radio advertisements to encourage potential students (the public) to apply and enroll at ENMU - Roswell. The college also uses video advertisements, which air at local television stations and movie theaters. The ads present information about new programs, transfer opportunities, and career development in an accurate but engaging manner. A focus is placed on presenting ENMU - Roswell as a smart choice because of the additional opportunities a degree will provide, and that getting a degree at ENMU - Roswell is a great value – a high quality education at a comparatively low price.

Sources

- Accreditation Eastern New Mexico University - Roswell
- Accredited programs ENMU Roswell
- admission policies
- Blackboard Learn
- Cosmolink
- early alert
- Eastern New Mexico University - Roswell Success Starts Here!
- Eastern New Mexico University - Roswell facebook
- ENMU academic calendar
- ENMU Roswell Employees
- ENMU-Roswell (@enmur) Twitter
- Programs Eastern New Mexico University - Roswell
- recent press releases enmu roswell
- Tuition and Fees Eastern New Mexico University - Roswell
- Various video spots ENMU Roswell

2.C - Core Component 2.C

The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties when such influence would not be in the best interest of the institution.
4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

Argument

2.C - Core Component 2.C

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4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

Argument

Eastern New Mexico University Board of Regents

ENMU - Roswell is governed by the Eastern New Mexico University Board of [Regents](#). The Board is appointed by the governor of the state of New Mexico under the New Mexico Administrative Code.

The [Board of Regents deliberates](#) upon all large-scale issues important to the Eastern New Mexico University System, including ENMU - Roswell. The board approves faculty tenure and promotions, major contracts and capital outlay projects, tuition and fees, graduation lists and all financial issues.

ENMU's Board of Regents uses an integrated decision making model, which applies to ENMU - Roswell just as it does to all other ENMU campuses. The board is required to be [made up](#) of members of different political parties, with no more than three from the same one. One of the Regents is a designated Student Regent.

The regents are governed by the [Governmental Conduct Act](#), NMSA 1978, § 10-16, dealing with ethical matters. In addition, ENMU has a college [Administrative](#) and Governance Policy and Procedure compilation (AGP&P). Within this document, the Board of Regents has an entire section directed solely to their functions and responsibilities. One of the sub-sections, section 10-8 is entitled [‘Regents Code of Conduct and Conflict of Interest](#). This section lays out the general guidelines and the minimum standard of conduct for regents of ENMU.

In the appointment of the President of ENMU - Roswell, the Board of Regents invests the President with oversight of day-to-day operations of the institution, through oversight by the President of the Portales campus. Section [10-2-2](#) of the Policies and Procedures Manual outlines the responsibilities of the President.

ENMU - Roswell is separately accredited and budgeted, and some of the [governance structures](#) operate with a limited level of independence from Eastern New Mexico University, the system flagship institution. ENMU - Roswell's academic departments are separate from similar ones at ENMU, unlike some other branch campuses in New Mexico (University of New Mexico campuses and New Mexico State University campuses), where faculty are members of the departments on the central campus. As a result, ENMU - Roswell operates with a small degree of autonomy.

The Board of Regents has a minimum of nine regularly scheduled meetings throughout the calendar year. Two of the scheduled meetings are held at ENMU - Roswell and ENMU-Ruidoso, respectively. This gives the local population the opportunity to attend a Board of Regents meeting in their area. At each of these meetings, an agenda is comprised of routine matters, business matters and regents' matters. During the routine matters, all three ENMU campus presidents present an update and report on activities on their respective campuses. This discussion allows the Regents to ask specific questions about operations on the campuses. During the business matters portion of the agenda, the Regents officially review and approve all legal issues of the institution. These can include: tuition and fees, housing rates, capital construction contracts, all financial matters, and personnel issues.

Sources

- 10.8 Regents Code of Conduct and Conflict of Interest
- 10-1 Board of Regents Manual Part One
- 10-2 Board of Regents Manual Part Two
- 10-3 Board of Regents Manual Part Three
- 20.7 ENMU Roswell Conflict of Interest
- administrator and staff code of conduct
- Board of Regents Agendas
- Board of Regents Minutes
- Board of Regents policy and procedure
- Eastern Board of Regents legal info
- ENMU Board of Regents Members About Eastern New Mexico University - Eastern N
- Governmental Conduct Act Compliance Guide 2015
- Open Meetings Act Compliance Guide 2015
- P-P Section 15.2 Governance Document 1-6-11
- Regent code of conduct

2.D - Core Component 2.D

The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

Argument

2.D - Core Component 2.D

The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

Argument

ENMU - Roswell holds freedom of expression and the pursuit of truth in teaching and learning as the bedrock of our work. [Faculty](#) academic freedom is guaranteed under the yearly contract with the faculty and the college. ENMU - Roswell's president, vice-president for academic affairs, and assistant vice presidents adhere to the academic freedom tenets.

Furthermore, ENMU - Roswell has a non-retaliation policy in place for those who bring to light any concerns about the college's operations. Faculty members are expected to model academic freedom and non-retaliation for their students and allow them to investigate facts and knowledge and the ethical treatment of facts and knowledge, as is appropriate to their discipline.

ENMU - Roswell embraces a tradition of freedom of expression and truth in [teaching](#) and learning. In support of academic freedom, the institution, through established [policies](#) and procedures, upholds the right of instructors to interpret their findings and conclusions and communicate them in the pursuit of truth. This is done within the course and scope of the instructor's assigned curriculum free from any interference, molestation, or fear of penalty because his conclusions may disagree with those of individuals, constituted authorities, or organized groups outside the institution.

The institution's [policies](#) and procedures also emphasize a corresponding responsibility to, within an instructor's assigned curriculum, study, investigate, present and interpret, and discuss facts and ideas in all branches and fields of knowledge. Since human knowledge is limited and changeable, the instructor is expected to respect opinions held by others while striving to avoid bias and present conclusions to which he/she believes the evidence points. The college also provides access to multiple academic journal databases with wide and various scopes to help foster the passage of information to all instructors and students.

The college supports, through policy, the [rights of individuals](#), faculty, staff and student organizations to demonstrate, provided such activities do not disrupt normal activities. These rights do not come without responsibilities and respect for others in the college community. Attendance at ENMU - Roswell is a privilege and not a right, and enrollment carries with it obligations in regard to conduct, both in and out of the classroom. The institution will not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations.

Sources

- ENMU Roswell faculty_handbook
- enmu roswell teaching philosophy
- P-P Section 15.1 Bill of Rights and Responsibilities for All Members of the University 1-6-11

2.E - Core Component 2.E

The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students and staff.

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

Argument

2.E - Core Component 2.E

The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students and staff.

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

Argument

ENMU - Roswell takes the ethical use of knowledge seriously. Faculty members are rigorous in their research and scholarly practices and are scrupulous about teaching students how to locate, evaluate and use information.

ENMU - Roswell oversees the integrity of faculty research by several means. The college's Reappointment, Promotion and [Tenure](#) process is governed by the Faculty Handbook. Eastern New Mexico University - Roswell supports faculty research through providing time for scholarly work and financial resources. After six years of service to the college, full-time faculty can apply for sabbatical leave. Unpaid professional leaves are also an option for faculty.

Ethical use of sources is one of the important lessons learned by students at ENMU - Roswell. All students will be actively engaged in the ethical use of research multiple times during their course work at ENMU - Roswell. At minimum, all students taking [College](#) Composition and [Intermediate](#) Composition, both required of nearly all students, will have had numerous opportunities to engage in research-based writing, with the responsible use of sources being an embedded part of the curriculum. Responsible use of information is stressed repeatedly throughout virtually every discipline. General Education assessment plans, along with student learning outcomes (SLOs) give examples of faculty expectations. The ENMU - Roswell Learning Resource Center provides information ethics guidelines on the use of online databases, which are available on the library website, and other resources. The Student Success Center does as well, through one-on-one tutoring sessions.

ENMU - Roswell adheres to a set of [Academic Rules](#) and Regulations. Any faculty or staff member who finds that a student has engaged in academic dishonesty can report the incident. The rules allows for both students and faculty to take action when an allegation is raised. The process also includes an opportunity for appeal. Faculty and other parties who might be involved in an allegation can report through a new online reporting option; this process allows for a faster response time. The Academic Rules addresses both academic and non-academic misconduct. The Office of the Vice President for Student Affairs is in charge of this process.

Sources

- 2017_spring_ENG102_syllabus_billingtonr
- 2017_spring_ENG104_syllabus_bowlesr
- Disciplinary Actions for Academic Dishonesty Eastern New Mexico University - R
- enmu r academic rules and procedures
- enmu r tenure process
- ENMU Roswell 16-17_student_handbook
- P-P Section 15.1 Bill of Rights and Responsibilities for All Members of the University 1-6-11

2.S - Criterion 2 - Summary

The institution acts with integrity; its conduct is ethical and responsible.

Summary

2.S - Criterion 2 - Summary

The institution acts with integrity; its conduct is ethical and responsible.

Summary

As a public institution and as a branch of the Eastern New Mexico University system, ENMU - Roswell adheres to a variety of ethical principles, rules, contracts, statutes and standards, articulated in detail in Core Component 2A. The institution works actively to operate in a transparent manner, disclosing virtually all information about its operations to the public. The institution is governed by the Eastern New Mexico University Board of Regents and operates within the parameters set by the New Mexico Department of Higher Education (formerly the New Mexico Board of Regents). The college models free expression and truthful communication for our students both inside and outside the classroom. Faculty and staff are committed to responsible creation and use of knowledge, and to diligently providing instruction to students in the ethics of information literacy. In fact, ethical and responsible use of information forms one of the College's Core Competencies upon which learning outcomes are based. ENMU - Roswell library and Student Success Center staff provide substantial additional instruction in ethical research practices.

Sources

There are no sources.

3 - Teaching and Learning: Quality, Resources, and Support

The institution provides high quality education, wherever and however its offerings are delivered.

3.A - Core Component 3.A

The institution's degree programs are appropriate to higher education.

1. Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.
2. The institution articulates and differentiates learning goals for undergraduate, graduate, post-baccalaureate, post-graduate, and certificate programs.
3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

Argument

3.A - Core Component 3.A

The institution's degree programs are appropriate to higher education.

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Argument

Course and Program Assessment

At ENMU - Roswell, student coursework is aligned with the college's course and [program assessment](#)/review plans, which in turn conform to standards developed by the institution and the governing/accrediting bodies for individual disciplines. All programs at ENMU - Roswell undergo periodic internal [program reviews](#). Some, in the health and technical education areas, are also reviewed by the accrediting organizations in their disciplines. General education courses, and non-general education ones as well, are [internally reviewed](#), through the college's five-year course assessment plans for each of ENMU – Roswell's three academic units. In addition, curriculum is updated on a regular basis as faculty deem necessary per the procedures and by-laws of the Curriculum and Instructional Council (C&IC). See Argument 4.A.1 and [P-P 30.8](#) in the evidence file for Criterion 3. [Program outlines](#) for every degree and certificate offered at the college are accessible on the ENMU - Roswell website, and include learning outcomes found in the assessment plans. Learning outcomes for each field of study are introduced, developed, and assessed in accordance with

the program's assessment plans. All courses are described in detail in the ENMU - Roswell website, and also described in the [syllabi](#) kept on file in the Academic Affairs office. Data are collected yearly through the college assessment plans on the performance of students over a variety of content areas critical to their fields of study. Assessment reports for all programs and courses are gathered periodically, with results collected and tracked over time.

Program Quality

The quality and variety of ENMU - Roswell Health Education unit is second to none. For example, ENMU - Roswell:

- Offers one of three CAAHEP accredited [medical assisting](#) programs in the state;
- Offers one of two [Pharmacy](#) Technician programs in the state;
- Offers one of two [Occupational](#) Therapy Assistant programs in the state;
- Is an [American Heart](#) Association Training Center; and
- The [Respiratory Therapy](#) program received an Excellence in RRT award in July of 2015.

ENMU - Roswell offers a variety of [majors and programs](#) culminating in associates degrees or certificates. For each program, learning outcomes are clearly stated in the assessment goals. For specific courses, learning outcomes are given, which link to the overall goals of the specific program or certificate earned. Overall, more than forty programs and hundreds of courses have clear learning goals which are included in assessment plans, stated in course syllabi, and available to the public on the web. The major point of differentiation between certificates and associate degrees is the inclusion of [General Education](#) requirements for associate degrees, which extends program outcomes to include broad skills such as effective communication, critical thinking, and information literacy.

Various modes of Delivery

In the changing landscape of higher education, where courses are delivered in various modalities: face to face, hybrid on-line, dual credit and on-line; ENMU - Roswell strives for consistency so that the courses taken at our college are of the same high standards regardless of location or modality. The majority of general education courses have a common syllabus developed by full-time faculty members and shared with adjunct faculty. Faculty make themselves accessible through a variety of means, including dedicated e-mail "office" hours, video chat, phone, texting and other electronic means.

Quality Matters Training

Faculty teaching courses online are expected to take [Quality Matters](#) (QM) training, applying the Quality Matters Rubric (APPQMR) or ENMU – Roswell equivalent EDF 293, Mastery of Online Teaching. As of Fall 2016, 25 full-time and 13 adjunct faculty members had taken and successfully completed EDF 293: Mastery of Online Teaching 1 and 19 full-time faculty and 17 adjunct faculty have successfully completed EDF 293: Mastery of Online Teaching 2. As documented in the “Certified Online Instructors and Courses,” 34 courses have been internally certified for delivery. ENMU - Roswell participates in the State of New Mexico's dual enrollment program, as well, and has control over the content and delivery methods of those courses, even when they are offered at high school sites. ENMU - Roswell can assure students that their coursework is equivalent in rigor to that of other colleges and universities in the state of New Mexico, while also giving students the same level of instruction whether the course is traditional, online, or hybrid. Off-campus dual credit courses are overseen by ENMU - Roswell faculty, who work with the high school teachers to ensure that all dual credit courses are equivalent to classes on our campus. [Dual credit faculty](#) must have a master's

degree in the discipline they are teaching or a master's degree with at least [18 hours](#) in the discipline, per HLC Assumed Practices and requirements. Syllabi for these courses are approved by college faculty on a regular basis. The college requires the use of our standard course evaluation forms in all dual credit courses.

Sources

- 12.12.12 ATC Advisory Committee Meeting Minutes
- 12.8.2015 Aviation Advisory Committee Meeting Agenda
- 2014 RCP Minutes
- 2015-16 ENMU-Roswell Catalog Degrees and Certificates
- 4.26.2016 Aviation Advisory Committee Meeting Minutes
- Academic or Career Program Review Template 7-22-16
- AFR 114 2015 Course Syllabus Fall 2015
- American Heart Association Training Center Eastern New Mexico University - Ros
- Automotive Program Review Fall 2016
- BIOL 209 Fall 2015
- Certified Online Instructors and Courses
- degree certificate plans 1
- ENMU Roswell faculty_handbook
- ENMU-R Faculty Credential—Qualification Matrix
- ENMU-R Faculty Credentials – Prof Dev Plan of Action
- ENMU-R Faculty Credentials Review
- ENMU-R Faculty Credentials Self Reporting
- Faculty PADP
- Feb 13 2015 ENMU-Roswell RCP Advisory Board Minutes
- Medical Assisting Eastern New Mexico University - Roswell
- Medical Assisting Advisory Brd Minutes-Nov 2015
- NMHED Gen Ed Competencies-All Areas
- Occupational Therapy Assistant Eastern New Mexico University - Roswell
- Pharmacy Technician Eastern New Mexico University - Roswell
- P-P Section 30.8 Program Review 2-16-11
- Program Review Calendar 2016-17
- quality matters information
- Respiratory Therapy Eastern New Mexico University - Roswell
- Service Area Program Review Template 7-22-16
- Student Services Support
- various course syllabi

3.B - Core Component 3.B

The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.

1. The general education program is appropriate to the mission, educational offerings, and degree levels of the institution.
2. The institution articulates the purposes, content, and intended learning outcomes of its undergraduate general education requirements. The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.
3. Every degree program offered by the institution engages students in collecting, analyzing, and communicating information; in mastering modes of inquiry or creative work; and in developing skills adaptable to changing environments.
4. The education offered by the institution recognizes the human and cultural diversity of the world in which students live and work.
5. The faculty and students contribute to scholarship, creative work, and the discovery of knowledge to the extent appropriate to their programs and the institution's mission.

Argument

3.B - Core Component 3.B

The institution demonstrates that the exercise of intellectual inquiry and the acquisition, application, and integration of broad learning and skills are integral to its educational programs.

1. The general education program is appropriate to the mission, educational offerings, and degree levels of the institution.
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5. The faculty and students contribute to scholarship, creative work, and the discovery of knowledge to the extent appropriate to their programs and the institution's mission.

Argument

General Education Core Components

Eastern New Mexico University - Roswell offers associate of arts, associate of science, and associate of applied science degrees. The college also offers certificates, most of which do not require the full

eighteen hours of general education, though several that are supplemental to an associate degree do include general education competencies. In all of our degree programs, general education courses provide a broad base of foundational skills to draw upon, during a student's college years and beyond, reinforcing our commitment to lifelong learning.

There are five State of New Mexico common core general education competencies:

- [Communication](#)
- [Mathematics](#)
- [Laboratory Science](#)
- [Social and Behavioral Sciences](#)
- [Humanities and Fine Arts](#)

In addition to the State of New Mexico common core general education competencies, ENMU - Roswell requires students to successfully complete courses from the following areas:

- Physical Education
- Computer Literacy
- Academic Studies

All graduates of ENMU - Roswell must have the minimum of 9 semester credit hours of Communications, 6-7 hours of Mathematics, 8 hours of Laboratory Sciences, 6-9 hours of Social and Behavioral Science, 3-6 hours of Humanities coupled with 3 hours of Fine Arts, 2 hours of Physical Education, 3 hours of Computer Literacy and 3 hours of Academic Studies. The New Mexico Department of Higher Education mandates that associate of arts and associate of science degrees contain a minimum of 35 hours of general education, while applied associate degrees must include a minimum of 18 hours of general education.

General Education requirements and learning outcomes for each program are communicated to the student via online program outlines and advising. The college's course syllabus template includes the course description and the course learning outcomes, so that students have this information available at the beginning of a course. See the ENMU - Roswell Sample Syllabus in the evidence file.

Program Assessment

ENMU - Roswell has been conducting ongoing assessment of both programs and general education for more than twenty five years. All assessment plans embed the core competencies, and these are now fully aligned with other New Mexico colleges and universities.

Comprehensive general education assessment at ENMU - Roswell began in 2009 based on the New Mexico Higher Education Department state competencies. See NMHED Gen Ed Competencies-All Areas document. General education assessment allows us to clarify our intentions for general education, but our process is in need of updating in order to reflect on our process and our broad goals for student learning.

All programs require students to learn the knowledge and techniques required in their discipline to collect, analyze and communicate information. In part, program faculty often rely on general education courses to assist with this learning component. All students are required to take six hours of college composition, three of which should ideally be taken in the first semester unless remediation is required.

Skills developed are specific to the career or discipline in the technical programs and broad-based in general education disciplines. For example, many technical education programs conclude with practicums, internships or clinical rotations.

Diversity in Education

At ENMU - Roswell, the importance of human and cultural diversity is woven into the variety of courses, programs, and extra-curricular experiences that are offered. As a Hispanic Serving Institution, many of our programs and student service initiatives are directed at assisting this under-represented group. While ENMU - Roswell's mission is primarily teaching, faculty do, on occasion, make contributions to scholarly and creative work and the discovery of knowledge. Faculty present their work at various conferences. A few faculty have published [books](#). Art and creative writing faculty have had their works exhibited and published. Please see the Faculty Credentials Files for specific examples.

Sources

- Area I Course Evaluation 2
- Area II Course Evaluation
- Area III Course Evaluation
- Area IV Course Evaluation
- Area V Course Evaluation
- General Ed Core Course Submission and Review Timeline
- General Ed Core Course Transfer Curriculum
- General Education Core Competencies Assessment
- HED_Area_I_12-05-2012_
- HED_Area_II_12-05-2012_
- HED_Area_III_12-05-2012_
- HED_Area_IV_12-05-2012_
- HED_Area_V_12-05-2012_
- In addition to the General Education Common Core
- Project MUSE - Worthy of the Cause for Which They Fight

3.C - Core Component 3.C

The institution has the faculty and staff needed for effective, high-quality programs and student services.

1. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.
2. All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.
3. Instructors are evaluated regularly in accordance with established institutional policies and procedures.
4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
5. Instructors are accessible for student inquiry.
6. Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.

Argument

3.C - Core Component 3.C

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6. Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.

Argument

Faculty are hired through a rigorous employment [process](#) and verification of credentials to ensure that they are [well-qualified](#) to deliver instruction. The vice president for academic affairs, oversees faculty hiring with final approval from the ENMU – Roswell president.

Faculty of ENMU - Roswell

ENMU - Roswell employs 59 full-time faculty and 224 adjunct faculty. ENMU - Roswell faculty have the resources and [qualifications](#) to fulfill all aspects of their job, both in and out of the classroom, in order to give students every chance at success. The college has three academic units—Health Education, Career Technical Education (CTE) and Arts & Sciences Education. This three unit structure was put in place in 2016. Each unit in the current structure includes an assistant vice president and several faculty members who serve as program directors (specifically in the Health Education and CTE units). The assistant vice presidents are charged with oversight of all academic functions of their units, including hiring of new faculty (with senior administration approval), participation in the reappointment, promotion and tenure process, [annual](#) performance reviews, oversight of curricular and program changes, and scheduling of courses, among other duties.

In addition to the three-unit structure, ENMU - Roswell has a framework at the institutional level to provide further oversight into the delivery and quality of instruction that faculty provide. The college has had a faculty workload document since 1986.

Curriculum Process

Faculty drives the curricular process. New courses, programs and changes to existing courses and programs are first presented to the academic unit's assistant vice-president for discussion and approval, which includes verifying that the appropriate assessment plan and learning outcomes. Upon approval at the unit level, the course or program is presented to the college-wide [Curriculum and Instruction Council](#). If approved by the C&IC, the course is reviewed by the president's office for approval and then submitted to the Board of Regents for final approval. See the Curriculum and Instructional Council minutes for specific examples.

Faculty qualifications

ENMU - Roswell adheres to the New Mexico Department of Higher Education's requirements and the Higher Learning Commission's Assumed Practices for faculty qualifications. Tenure-track faculty are typically expected to have a master's in the appropriate discipline or eighteen hours in the appropriate discipline plus a master's degree in a related area. Faculty in technical fields typically have appropriate experience in the field and one degree higher than those programs in which they are teaching. See the ENMU - Roswell Faculty Credential—[Qualification Matrix](#) for detailed information. Adjunct faculty in general also must have a master's in the appropriate discipline or eighteen hours in the appropriate discipline plus a master's degree in a related area.

In checking current faculty credentials, it has been found that not all faculty meet these criteria. See the ENMU - Roswell Faculty Credentials Review document. Specific faculty documentation is housed within the vice president of academic affairs office. The institution is currently developing plans to ensure that all faculty meet these requirements by 2018. See the Faculty Credentials Review Self Reporting document and the ENMU - Roswell Faculty Credentials – Professional Development Plan of Action document.

Faculty Evaluations

All faculty members are evaluated on an annual basis. Evaluation of faculty encompasses not only teaching and related functions such as advising and service on division, campus, and ENMU - Roswell committees, but also professional activities. Recommendations for appointment, retention, promotion, and tenure originate with the faculty and are based on these evaluations. This process

requires the faculty to reflect upon their teaching performance and document continuous improvement efforts. Final authority for all matters relating to faculty status is delegated to the ENMU - Roswell president by the Eastern New Mexico University Board of Regents, and to the president of the ENMU University System, subject to the Eastern New Mexico University Board of Regent's review.

At the beginning of each fall semester, the ENMU - Roswell Faculty Evaluation Committee (FEC) president, in consultation with the vice president for academic affairs, establishes appropriate evaluation procedures and informs the ENMU - Roswell president and faculty in writing as to the nature of the procedures.

Following the establishment of the evaluation procedures by the FEC, the vice president for academic affairs publishes a calendar establishing the dates for each step of the faculty evaluation process and distributes it to the ENMU - Roswell faculty.

The administration and collection of all evaluation materials is the responsibility of the ENMU - Roswell FEC Committee and the vice president for academic affairs. All materials collected are made available to the ENMU - Roswell FEC Committee for their consideration.

The initial evaluation is performed by the faculty member's dean (now assistant vice president) of each academic unit through the annual performance reviews. The ENMU - Roswell FEC Committee reviews the evaluation materials and makes its recommendation to the vice president of academic affairs. The reviews are then sent to the vice president of academic affairs and the president for review and approval. See the Faculty Performance Appraisal & Development Plan document.

Student evaluations of faculty are conducted for individual courses every semester. Faculty are strongly urged to have students fill out evaluations, either online or in class.

Professional Development

ENMU - Roswell has several resources for faculty to draw from for their professional development. The institution has professional development funds that are run through the Human Resources Department. Requests for funding are made through this department, and in many cases, matching funding is provided through the three academic units. In addition, every year, two faculty members are selected to attend the National Institute for Staff and Organizational Development ([NISOD](#)) [conference](#) at the University of Texas in Austin. These faculty members are nominated and voted on by their faculty colleagues.

In addition to monetary resources, ENMU - Roswell faculty have access to several professional development resources at the college. On-line seminars have been provided through funding from the Office of College Development. These seminars allow for additional training without having to leave the campus.

Student Access to Faculty

Students at ENMU - Roswell are given ample time and resources with faculty and staff on an instructional, advisory, and administrative level. All faculty are required to have at least ten office hours per week and to publish their electronic communication policies on all course syllabi. In addition, ENMU - Roswell has a Learning Resource Center which is open fifty-eight hours a week year-round, except during interim periods and college holidays.

As with most institutions of higher learning, the staff play a pivotal role in achieving the mission of

the college. ENMU - Roswell strives to provide the resources staff need to achieve success. The college has a Professional Senate and a Support Staff Senate, which helps to serve the needs of both employee classes at the college. Professional and Staff have the opportunity to attend conferences and training, as approved by their supervisor and senior administration. All Professional employees and Support Staff employees are required to participate in annual performance reviews administered by their supervisors. New staff hires undergo a careful hiring process and are vetted to assure that they are qualified to perform their job duties.

Staff Qualifications

Annual evaluations ensure that staff is current in their fields of expertise. Staffing is continually evaluated, and critical positions are filled as soon as possible through a regional search. For some positions, a national search might be required. Non-Critical positions are evaluated with respect to institutional needs, available resources and the requirements of the strategic plan. Vacant staff positions may be reallocated to areas of greatest need.

Sources

- Conference - NISOD
- Curriculum and Instruction minutes
- ENMU Roswell faculty_handbook
- ENMU-R Faculty Credential—Qualification Matrix
- Faculty PADP
- P-P Section 40.2 Affirmative Action 2-22-11
- P-P Section 40.3 Hiring Process 2-22-11
- The National Institute for Staff and Organizational Development (NISOD) - NISOD

3.D - Core Component 3.D

The institution provides support for student learning and effective teaching.

1. The institution provides student support services suited to the needs of its student populations.
2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.
3. The institution provides academic advising suited to its programs and the needs of its students.
4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites, museum collections, as appropriate to the institution's offerings).
5. The institution provides to students guidance in the effective use of research and information resources.

Argument

3.D - Core Component 3.D

The institution provides support for student learning and effective teaching.

1. The institution provides student support services suited to the needs of its student populations.
2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.
3. The institution provides academic advising suited to its programs and the needs of its students.
4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites, museum collections, as appropriate to the institution's offerings).
5. The institution provides to students guidance in the effective use of research and information resources.

Argument

ENMU - Roswell embraces its mission as an open enrollment branch campus of the Eastern New Mexico University. There is a full complement of support services offered at no extra cost to incoming and current students. Students have regular access to [academic](#) advising, [career](#) assistance, counseling, [disability services](#), and [veterans support](#). In addition, academic support services such as a [Learning Resource Center](#), [Testing Center](#), [Writing and Math Labs](#) (tutorial centers), and Computer Services are also offered at no extra cost to incoming and current students. [See the Student Services Support document](#).

Students may take advantage of free English, math and science tutoring in the Student Success Center located in rooms 120 and 121 of the Instructional Center (IC). Assistance is provided by faculty, professional tutors, and student tutors for any currently enrolled student seeking assistance.

The Student Success Center includes a writing lab located in Room 120 where students become more effective, confident, and resourceful writers. In the writing lab students will find individualized writing assistance for any writing assignment, across all departments, and help at any stage of the writing process.

In room 121, students will find assistance with mathematics, statistics, biology, astronomy, geology, physics and chemistry. Students may also find assistance with courses that include online supplements like MathXL or materials in Blackboard.

Staff advisors are responsible for academic advising. All new first-year students are required to see an advisor before they are allowed to register for classes. Advising is a part of Student Services, and is an integral part of the One-Stop Center.

Established through a [Title V grant](#), the Career Success and Veteran's Resource Center offers a variety of services and resources to students and military veterans. The Career Success Center has eight computers and a networked printer for writing resumes and cover letters, conducting job searches, completing job applications and career exploration. The Center also uses state of the art Promethean teaching technology (via a 75 inch Promethean computer screen) and is staffed for student use during regular campus hours. The Veterans Resource Center provides military veterans with access to computers as well as referrals to employers and other benefit services.

Learning Resource Center

ENMU - Roswell provides infrastructure and resources to support its academic programs. The college has its own library. Access to on-line journals are available to faculty, staff and students, both in the library and from off-campus sites. These resources can also be accessed through the [Golden Library](#) at Eastern New Mexico University in Portales. In addition, the library's automated LIBROS card catalog system can be used to locate information and resources, in the LRC, and in other LIBROS member libraries. The library offers access to a number of online databases covering a broad range of topics. These include FirstSeach, EBSCOHost, NewsBank, Credo Reference and Gale Group Infotrac. Through the library's membership in the OCLC computerized network, students, faculty, staff and patrons have interlibrary loan access to the collections of over 72,000 other libraries worldwide.

The Director of the Learning Resource Center (librarian) and his staff provide a wealth of resources to students including teaching research techniques, and assisting patrons with database searches. The Learning Resource Center has flexible hours to accommodate the needs of a variety of students. Library staff in the LRC provide research guides for finding information and resources, both in and outside the library walls. The Learning Resource Center includes library services, a Media Center (which includes provisions for proctored testing), computer labs, offices, and classrooms. There is an open computer lab in the Instructional Technology Center. Computer Services (located in the LRC) has a Help Desk available to troubleshoot common technology issues and provide basic training.

Specialized Technology

The [Regional Medical Simulation Center](#) (RMSC) opened spring 2016. The RMSC is located in the Health Science Center. This is the only high-fidelity medical simulation center in the Southeast New Mexico Region. The state-of-the art facility consists of a control room and four simulation rooms with high fidelity mannequins. These simulated hospital or emergency home settings are designed to enhance student engagement and improve their clinical decision making skills. Each simulation room provides audio-visual professional recording capabilities to assist instructors in debriefing students in

the classroom. Simulations are a great tool for ENMU - Roswell students and community healthcare providers to improve health outcomes.

Most classrooms at ENMU - Roswell have whiteboards and are equipped with networked computers and a Crestron control center. This allows for the operation of a computer, overhead projector, document camera, VCR, DVR, and video camera systems (where available) from one central area. Laptop carts and other education technology are available for faculty to utilize in class. ENMU - Roswell provides multiple computer labs and study centers across campus.

Technology Infrastructure

The college provides wireless access on every part of the campus for students and employees. All faculty and staff are supplied with a computer, either a laptop, or a desktop model. The college has access to learning technologies, such as the [Blackboard Learning management](#) system. Students and faculty can download Microsoft Office software for free.

Our campus also has an auditorium suitable for [performances](#), a small art gallery, which exhibits a rotation of shows by student, and faculty, and a Physical Education Center, which serves as a gymnasium for the basketball and volleyball activities and is used extensively by the local community.

The Instructional Technology Center (ITC) features a thirty five-station open student computer lab, several 'smart' classrooms, computer classrooms, science classrooms/labs, and instructional television classrooms for ENMU - Roswell.

Sources

- Advising Services Eastern New Mexico University - Roswell
- Blackboard Learn
- Career Success and Veteran's Resource Center Eastern New Mexico University - R
- Developing Hispanic-Serving Institutions Program - Title V
- golden library
- Library Eastern New Mexico University - Roswell
- performing arts presentations
- Proctored-Exam-Procedures
- Regional Medical Simulation Center Eastern New Mexico University - Roswell
- Special Services Eastern New Mexico University - Roswell
- Student services response to mission
- Student Services Support
- Student Success Center Eastern New Mexico University - Roswell
- Testing Services Eastern New Mexico University - Roswell
- Veteran and Military Benefits Eastern New Mexico University - Roswell

3.E - Core Component 3.E

The institution fulfills the claims it makes for an enriched educational environment.

1. Co-curricular programs are suited to the institution's mission and contribute to the educational experience of its students.
2. The institution demonstrates any claims it makes about contributions to its students' educational experience by virtue of aspects of its mission, such as research, community engagement, service learning, religious or spiritual purpose, and economic development.

Argument

3.E - Core Component 3.E

The institution fulfills the claims it makes for an enriched educational environment.

1. Co-curricular programs are suited to the institution's mission and contribute to the educational experience of its students.
2. The institution demonstrates any claims it makes about contributions to its students' educational experience by virtue of aspects of its mission, such as research, community engagement, service learning, religious or spiritual purpose, and economic development.

Argument

Eastern New Mexico University - Roswell encourages all students to participate in co-curricular experiences and [campus-wide activities](#). Faculty, staff and students work together to sponsor clubs, some of which are career-oriented. An annual student organization fair is held near the beginning of the academic year and is designed to introduce students to the various student organization opportunities.

The local Phi Theta Kappa ([PTK](#)) organization has been very successful. According to the Phi Theta Kappa Honor Society website, "The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence." This statement is from the Phi Theta Kappa website. .

Co-curricular activities at ENMU - Roswell are tied to its mission and goals of lifelong learning, the fostering of diversity, and intellectual, cultural and social development. We are just beginning to identify and measure these activities so that we can track and assess what contributions we are making to student learning through them.

For more than ten years, our Interpersonal Communications (Comm101) classes have done many different types of service learning projects that address community and area needs and promote opportunities for lifelong learning. Some of the most outstanding examples of their many contributions to the community include providing food drives, assisting the Children Youth and Family Department (CYFD) with various activities, assisting senior citizens with a variety of activities that enhance their quality of life, serving as tutors in literacy programs, participating in the

American Reads program, and volunteering at local hospitals and schools.

In addition, some of the allied health programs offer Health Fair screenings at various locations throughout Roswell each year. Services offered include blood sugar screening, cholesterol screening, height and weight checks, blood pressure checks, and body fat analysis. These are conducted by allied health students. This is one way to assist allied health students integrate classroom/lab experiences with actual practice. Furthermore, this is a way to demonstrate comprehensive care in a community setting.

ENMU – Roswell has a very active [Skills USA](#) organization within the Career Technical Education unit. This organization gives students access to career resources and contacts with various industries and businesses. Skills USA, prepares students for the work force with [leadership](#) skills and a competitive spirit (<http://www.skillsusa.org/>)

Sources

- About - SkillsUSA
- Campus Activities Eastern New Mexico University - Roswell
- ENMU-Roswell PTK students
- SkillsUSA Champions at Work

3.S - Criterion 3 - Summary

The institution provides high quality education, wherever and however its offerings are delivered.

Summary

3.S - Criterion 3 - Summary

The institution provides high quality education, wherever and however its offerings are delivered.

Summary

Eastern New Mexico University - Roswell offers degrees and certificates appropriate to higher education. All of our transfer programs are designed for students to transition seamlessly to the other State of New Mexico baccalaureate programs. Our general education courses are approved in the state of New Mexico's Lower Division General Education Course Transfer Curriculum, so that credits earned at ENMU - Roswell in general education courses will transfer into any other New Mexico public college or university. Technical associate degrees prepare students for careers upon graduation. All technical associate degrees adhere to the New Mexico Department of Higher Education's guidelines. All programs and courses have identical learning outcomes and expectations regardless of whether they are face-to-face, online, hybrid, or dual credit.

Faculty and staff are qualified, and appropriately credentialed where applicable. Faculty and staff are evaluated annually by their supervisors. ENMU - Roswell provides both faculty and staff with professional development funding as well as numerous in-house professional development opportunities.

ENMU - Roswell provides a variety of support services for students, including a Learning Resource Center, writing and math lab, federal financial aid and scholarships, and specialized student support such as veterans' services, disability services, career services, and an early alert system for at-risk learners.

Sources

There are no sources.

4 - Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

4.A - Core Component 4.A

The institution demonstrates responsibility for the quality of its educational programs.

1. The institution maintains a practice of regular program reviews.
2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning, or relies on the evaluation of responsible third parties.
3. The institution has policies that assure the quality of the credit it accepts in transfer.
4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.
5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.
6. The institution evaluates the success of its graduates. The institution assures that the degree or certificate programs it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission, such as employment rates, admission rates to advanced degree programs, and participation rates in fellowships, internships, and special programs (e.g., Peace Corps and Americorps).

Argument

Argument

Core Component 4.A.

[Program Review](#) at ENMU - Roswell

Eastern New Mexico University - Roswell uses multifaceted methods of ongoing course and program assessment and [review](#) to demonstrate the quality of its programs. Faculty, staff, and administration analyze results to develop and implement improvements to teaching and learning.

In the 1980's and 1990's the College's Instructional Council (now known as the Curriculum and Instructional Council – C&IC) also served as its [Program Review](#) Committee. During the late 1990's a decision was made by top campus administrators to try and use the Malcolm Baldrige Criteria as the framework for the institution's next self-study report (it was initially due in the fall of 2001, but with subsequent changes in campus direction, the self-study was not completed and the accreditation visit

did not finally occur till November of 2006.) After several staff participated in the Higher Learning Commission's Annual Conference in Chicago in 2000, a decision was made to instead become a member of the HLC's new Academic Quality Improvement Project (AQIP) and use the nine AQIP criteria in compiling the school's next self-study report (its name under AQIP was changed to Systems Portfolio.)

The Baldrige Criteria, however, were not completely abandoned. They were listed in the college's catalog as core values and, for a few years, Baldrige Criterion Seven was used as the main evaluative tool in the college's program review process. This resulted in a high level of dissatisfaction among faculty and staff whose programs and service areas were being reviewed. Most program heads and directors who participated in the program review process at this time believed that the scores they received were too low. They also believed that the components of this Baldrige Criterion did not accurately measure and evaluate the things their departments, programs, and service areas were doing. This resulted in a high level of frustration and disappointment on the part of program heads. So once again, the institution began a search for a new program review process.

After several "starts and stops" during the ensuing new decade, a new program review process and new review forms were established during the 2009-2010 academic year. Separate review forms were created for academic programs and non-instructional service areas. The program review process remained fairly stable over the next half-decade or so. But, after the institution had a hiatus from program review during the 2013-2014 academic year, a small ad hoc committee of college administrators met during the summer of 2014 and updated the college's five-year program review plan, extending it through the year 2019. In addition, with the help of the institution's Title V Executive Director of Institutional Research, new program review forms were developed for both instructional and non-instructional programs and areas. They are being used during ENMU - Roswell's program review process in 2016-2017. PR Minutes 9-18-14 final

The Program Review Committee makes recommendations for improvement to the vice president for academic affairs. In the past, the Program Review process was not used to critically analyze the academic programs, mainly because financial resources were more plentiful then. With the recent financial concerns that have occurred with State Appropriations, the Program Review process is now analyzing programs' viability more closely.

Transfer Credit Evaluation

ENMU - Roswell [evaluates](#) all [transfer](#) credit. New Mexico's Department of Higher Education mandates that all general education courses be approved as part of the transfer common core. The institution also accepts credit earned through CLEP test results. ENMU - Roswell determines the way in which transfer credit applies to graduation requirements in specific programs.

ENMU - Roswell has rules that assure the quality of transfer credit. The institution accepts transfer credit from colleges and universities accredited by all six regional accreditation associations (The Higher Learning Commission, the New England Association of Schools and Colleges, the Middle States Commission on Higher Education, the Southern Association of Colleges and Schools, the Western Association of Schools and Colleges, and the Northwest Commission on Colleges and Universities) and individual program accreditors. [High](#) school students who have participated in [dual](#) credit programs in New Mexico have either attended accredited New Mexico public universities or taken dual credit courses in their high schools, which are treated as being [identical](#) to courses at the offering college.

Student Learning Outcomes

The prerequisites and student learning outcomes for all ENMU - Roswell courses are enumerated in several places. Prerequisites can be found at the OneStop, the student services center. These can also be found in the on-line catalog which is updated on a yearly basis. Program learning outcomes are part of the program outlines available on our website. Course learning outcomes are listed on all [syllabi](#).

The rigor of new courses is examined through a multi-step curriculum process, starting with the academic unit. All new courses must be approved by program faculty and the assistant vice-president for the three academic units. These courses are then submitted to the [Curriculum](#) and Instructional Council. Courses approved by the C&IC are then sent to the president for review. Finally, the course is sent to the Board of Regents for review and approval.

Specialized Accreditation

ENMU - Roswell maintains specialized accreditation for programs as appropriate. These areas are in the Career Technical Education unit and the Health Education unit. The following table contains the most recent accreditation status:

Specific School or Programs	Accrediting Organization	Specific Degrees or Programs	Accreditation Status
All ENMU – Roswell Programs	Higher Learning Commission (HLC)	All ENMU – Roswell Associate Degree Programs	Accredited
Nursing Program	Accreditation Commission for Education in Nursing (ACEN)	AS Degree Nursing	Accredited
Occupational Therapy Assistant Program	Accreditation Council for Occupational Therapy Education (ACOTE)	AS Degree Occupational Therapy Assistant	Accredited
CPR Certification	American Heart Association	Instructor Credentialed	Instructor Credentialed
Welding Program	American Welding Society	AAS Degree Welding	Instructor Credentialed
Medical Assisting Program	Commission of Accreditation of Allied Health Education Programs (CAAHEP)	AS Degree Medical Assisting	Accredited

Respiratory Therapy Program	Commission on Accreditation for Respiratory Care (CoARC)	AAS Degree Respiratory Therapy Program	Accredited
Emergency Medical Services Program	Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)	AS Degree Emergency Medical Services AAS Degree Paramedic	Accredited
Aviation Maintenance Technology Program	FFA Part 147	AAS Degree Aviation Maintenance Technology	Accredited
Heating, Ventilation, Air Conditioning - Refrigeration	HVAC Excellence Certified	AAS Degree Heating, Ventilation, Air Conditioning - Refrigeration	Accredited

Success of Graduates

The college evaluates the success of its graduates through tracking successful transfer students. In addition to [IPEDS](#) reporting, the college is looking into other methods of tracking student success data. The college has surveyed its graduates in the past, although return rates are small.

Sources

- ASSESSMENT AT ENMU-ROSWELL A HISTORY
- Concurrent Enrollment Eastern New Mexico University - Roswell
- Curriculum and Instruction minutes
- DualCreditBrochure1
- High School Students Eastern New Mexico University - Roswell
- IAC minutes 2014 - 2017
- ipeds
- P-P Section 30.8 Program Review 2-16-11
- PROGRAM REVIEW A BRIEF HISTORY
- Program Review Minutes
- Syllabi Examples
- Transfer Among NM Colleges and Universities Eastern New Mexico University - Ro
- Transfer Students Eastern New Mexico University - Roswell

4.B - Core Component 4.B

The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

1. The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.
2. The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs.
3. The institution uses the information gained from assessment to improve student learning.
4. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

Argument

4.B - Core Component 4.B

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Argument

ENMU - Roswell is committed to a culture that ensures educational effectiveness in an open enrollment, branch college environment. ENMU - Roswell's open enrollment environment presents unique challenges, as the college is sensitive to the fact that some of its students may be unprepared or under-prepared for college-level work. In order to promote intellectual development, ENMU - Roswell creates and sustains an effective learning environment, while recognizing the need for continual improvement. Assessment data are collected from [academic areas](#) as well as from student support areas such as The Student Success Center. The assessment process fosters improvements in curriculum, instructional resources, and student services, and continues to emphasize the importance of student learning and teaching effectiveness. The institution believes the [data](#) illustrate that it is fulfilling its educational mission.

Assessment Process

ENMU - Roswell has been involved with the assessment of student learning since the early [1980s](#). But the institution experienced a high turnover rate of administrators, including provosts and presidents, from 1995 to 2008. This inhibited its ability to continue having a consistent and viable assessment process during the late-1990s and early 2000s. Following an accreditation visit by a team from the Higher Learning Commission in November of 2006, the college acted on the team's

recommendations and revamped its [assessment process](#).

A college-wide Assessment Committee (now known as the [Institutional Assessment Committee](#) or IAC) was re-established during the 2006-2007 academic year. Some college faculty and staff members attended the HLC Annual Meeting in the spring of 2007 and obtained valuable knowledge and information on assessment of student learning. In February 2008 a three person ENMU - Roswell team attended the HLC's Workshop on Assessment and Student Learning in Lisle, Illinois. The IAC began meeting monthly during 2006-2007 and has continued to do so during each succeeding academic year. Early after its formation, the IAC adopted a five-year rotating plan for [assessing every course](#) taught at ENMU - Roswell. That plan is still being updated on a yearly basis and is followed by each academic unit's assistant vice-president and program directors today.

Following the accreditation team's visit in November of 2006 the institution submitted a progress report on assessment and strategic planning to the HLC in April of 2009. The Commission accepted the report on the progress the college had made in the area of strategic planning. But they felt more progress was needed in regard to linking the campus assessment and program review processes. Three years later, in October 2012, a final monitoring report on "The Integration of Assessment and Program Review" was submitted to the HLC. This report was approved by the Commission, with no further follow-up by ENMU - Roswell required – until the next accreditation visit in April 2017.

Highlights of ENMU - Roswell's October 2012 report to the HLC included the development of separate assessment forms for academic programs and non-instructional service areas, the establishment of an Academic Assessment subcommittee that was made up of three members from each of the institution's then four academic divisions, and standardized processes for assessing the college's divisions, academic programs, and non-instructional areas.

ENMU – Roswell's commitment to Accreditation

At least one member of ENMU - Roswell's faculty or staff has attended the Higher Learning Commission Annual Conference – and focused on attending numerous sessions on assessment of student learning – every year since 1998. Several members of the college's faculty and staff also attend the annual New Mexico Educational Assessment and Retention Conference in Albuquerque each February. The institution also followed another recommendation by the 2006 HLC visiting accreditation team and had two staff members trained by the Commission to become peer reviewers.

Over the ensuing four years since the 2012 monitoring report, further progress in assessment and program review has been made. The Chair of the Institutional Assessment Committee began issuing an annual report for the IAC two years ago. The college's program review process is reviewed by campus administrators on an annual basis. During this past summer (2016) a new program review schedule, extending through 2019, was developed and new program review forms for both academic units and programs and non-instructional areas were developed, with the assistance of the Title V Executive Director of Institutional Research.

Assessment reports are due at the end of each semester. Because assessment is conducted by faculty, reports are completed either in fall, spring or both, depending on which courses are being assessed and when they are offered. The college requires that assessment results be reported, and those results also form part of the annual program update and five-year departmental review. Failure to report results can have a negative impact on the program's ability to secure a favorable review or additional resources.

The faculty in two-year career-oriented programs discuss course and program learning outcomes with

advisory committees to ensure students are obtaining the skills necessary for employment.

Faculty Commitment

Faculty participation in assessment plans and continuous improvement of teaching methods like these is crucial. All instructors are expected to take part in the assessment process. In addition, the college-wide Institutional Assessment Committee (IAC), is instrumental in the oversight of the development and implementation of current assessment plans at the program and college-level and in reviewing course assessment reports. The IAC also serves as a dispensary of vital information to faculty about new and emerging issues in pedagogical assessment.

In addition, the IAC encourages members to travel to state-wide [assessment seminars](#) and workshops. These take place in a more informal environment so that faculty can absorb information about assessment in a more relaxed fashion. This helps to remove some of the challenges associated with academic assessment. The response to these workshops has been overwhelmingly positive, and they have helped promote a feeling of confidence within the faculty that assessment is worth their investment of time and effort.

Sources

- ACT Collegiate Assessment of Academic Proficiency - CAAP ACT
- Administering ACT CAAP - Ordering and Implementation Guides ACT
- ASSESSMENT AT ENMU-ROSWELL A HISTORY
- Copy of ACT Outcomes Databases thru Fall 2016 (3)
- Description of CAAP
- FIVE YEAR ASSESSMENT PLAN - Arts and Sciences Education
- FIVE YEAR ASSESSMENT PLAN - Division of Health Updated 2016
- FIVE YEAR ASSESSMENT PLAN CTE DIVISION
- HLC PROGRESS REPORT 4-1-09 (2)
- IAC Annual Report 2013 2016 3 reports
- IAC minutes 2014 - 2017
- MONITORING REPORT FOR THE HIGHER LEARNING COMMISSION
- NM HEAR Conference Programs
- PROGRAM REVIEW A BRIEF HISTORY
- Syllabi Examples

4.C - Core Component 4.C

The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.

1. The institution has defined goals for student retention, persistence, and completion that are ambitious but attainable and appropriate to its mission, student populations, and educational offerings.
2. The institution collects and analyzes information on student retention, persistence, and completion of its programs.
3. The institution uses information on student retention, persistence, and completion of programs to make improvements as warranted by the data.
4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence, and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

Argument

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Argument

Student Retention and completion

While Eastern New Mexico University - Roswell does not have a specific enrollment management plan, the institution does monitor retention rates. Because of the new funding formula for the State of New Mexico, retention is a more significant success indicator than in the past. Therefore, ENMU - Roswell understands the importance of maintaining as high a retention rate as possible, as it directly affects future funding. For the academic year 2014-2015, ENMU - Roswell had the 2nd highest retention rate of all the community colleges in the State of New Mexico. During the previous

academic year (2013-2014), the institution began a campus-wide initiative called “Just Save One”, where the idea of trying to save one student from withdrawing from the institution was promoted across campus. Through the efforts of faculty and staff, this initiative was successful.

Institutional Data Collection

The Office of Institutional Research collects [retention, persistence and completion data](#). Institutional-level data are posted to the institutions’ website, as well as being posted on the State of New Mexico Higher Education Department [website](#), and are available for the general public.

Use of Data

Student outcomes data have been used in program review since the process was revised in 1988. All academic programs and discipline areas undergo a program review process, based on a [five year cycle](#). To improve on this process, faculty were given program outcomes data for the past five cohort groups. Then the division deans (now assistant vice-presidents for the academic units) met with faculty to discuss ways in which they might improve on retention and facilitate communication before annual updates were submitted. These meetings will reoccur annually.

The student retention, persistence and completion rates have historically been based on the IPEDS first-time full-time degree-seeking freshman definition. These links show [First to Second](#) Fall Retention, and [Graduation](#) Rates for the past five years.

Sources

- fall to fall retention
- FIVE YEAR ASSESSMENT PLAN - Arts and Sciences Education
- FIVE YEAR ASSESSMENT PLAN - Division of Health Updated 2016
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- ipeds
- Student data Eastern New Mexico Univ roswell
- Student Information System for Higher Education Banner by Ellucian
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- Welcome to the New Mexico Higher Education Department

4.S - Criterion 4 - Summary

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Summary

4.S - Criterion 4 - Summary

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Summary

ENMU - Roswell engages in continuous improvement for its educational programs, support systems and learning environment. Under the leadership of a new vice president for academic affairs, the Academic Affairs Office works with the Student Services Office to build a seamless process of student learning outcomes assessment, program review, and retention efforts to offer our students a strong educational foundation. ENMU - Roswell has been conducting program-based learning outcomes assessment for over twenty years, and college-wide General Education assessment for over thirty years. Currently, program assessment plans are being reviewed by a college-wide committee and then revised and implemented based on that committee's feedback. These new initiatives have facilitated increased conversations and cooperation across different administrative units and between faculty and staff all aimed toward strengthening the fulfillment of our mission's hallmarks, a student-centered approach and a commitment to encouraging lifelong learning.

Sources

There are no sources.

5 - Resources, Planning, and Institutional Effectiveness

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

5.A - Core Component 5.A

The institution's resource base supports its current educational programs and its plans for maintaining and strengthening their quality in the future.

1. The institution has the fiscal and human resources and physical and technological infrastructure sufficient to support its operations wherever and however programs are delivered.
2. The institution's resource allocation process ensures that its educational purposes are not adversely affected by elective resource allocations to other areas or disbursement of revenue to a superordinate entity.
3. The goals incorporated into mission statements or elaborations of mission statements are realistic in light of the institution's organization, resources, and opportunities.
4. The institution's staff in all areas are appropriately qualified and trained.
5. The institution has a well-developed process in place for budgeting and for monitoring expense.

Argument

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4. The institution's staff in all areas are appropriately qualified and trained.
5. The institution has a well-developed process in place for budgeting and for monitoring expense.

Argument

Recent years brought financial challenges, but the College met them with conservative allocation and management of resources and a dynamic vision for the future. Public reports outline strategic budgeting processes based upon the operational areas that better enable the distribution of funding to mission-sensitive areas of the college. Major financial [decisions](#) are [presented](#) to the Board of Regents and data pertaining to these decisions is connected to established benchmarks of organizational fiscal performance. The five-year Capital Projects [Plan](#) allows for the cyclical improvement of ENMU - Roswell facilities in line with budget considerations. Currently, the campus has reached a point in size, where future expansion is unlikely. In fact, the New Mexico [Higher Education](#) Department has stated that, no new buildings will be erected, without at least the same square footage being removed from activity. Current educational programs are evaluated and their future plans formulated against the background of comprehensive and strategic planning. The provision of resources to strengthen existing programs and to initiate new academic programs is built into planning processes.

Fiscal Resources

ENMU - Roswell operates on a general funds [budget](#) of approximately \$17.5 million, and has local funds in reserves totaling nearly \$3.4 million. Since the 2006 Self-Study, ENMU - Roswell's General Fund operating budget has decreased from \$27.1 million to \$17.5 million, a decrease of 35.4%. During the same period, tuition and fees represented an increasing percentage of the budget, from 12.23% in FY2007 to 16.70% in FY2016, as state support increased in percentage from 60.0% in FY2007 to 68.6% in FY2016. Even though the percentage of state support increased, in actual dollars there has been a [decrease](#); \$16,260,000 in FY07 to \$11,900,000 in FY16. In terms of FY07 dollars, the institution has lost a cumulative \$39,532,163 based on decrease in state appropriation over that timeframe.

In addition to the State of New Mexico's allocation to ENMU – Roswell and the tuition collected from students, a [local mil levy](#) is collected in the following school districts; Roswell, Dexter, Hagerman and Lake Arthur. The mil levy has multiple components; residential, non-residential and oil – gas & equipment. The current mil levy for all components is 1.00, although the actual rate collected has been less than 1.00 for residential and non-residential. The actual dollars collected from this mil levy has been about \$1,050,000 over the last few years. The anomaly of this funding is the State of New Mexico credits that amount from state appropriations. In other words, this money is removed from our state appropriations. This is true for all branch community colleges in New Mexico. Additional mil levies are possible, if approved by the local electorate. The maximum mil levy allowed by statute is 5.00 mils. For ENMU – Roswell, any mil over 1.00 would go directly for operations.

Human Resources

As of Fall Semester 2016, the [college](#) had 59 full-time instructional faculty, 1 full-time librarian, 224 adjunct faculty, and 150 full-time administrators, professional and support staff. The majority of spending is for human resources, focused on instruction and instructional support. Instruction and general (I&G) costs (excludes auxiliary spending) comprise more than 90% of ENMU - Roswell's expenditures which demonstrates the college's commitment to its academic mission. Over 50.8% of the fiscal year 2015 (FY15) budget was directed to the instruction category of spending. Human resources accounted for \$18.5 million (73.3%) of the FY15 general fund expenditures, and 63.6% of all fund expenditures. Also in FY15, operation and maintenance of the physical plant accounted for \$2.1 million (8.3%) of total expenditures.

The academic area has gone through a [re-organization](#), where four deans have been reduced to three

assistant vice presidents. This reorganization is being carefully monitored to ensure continued quality support for students and faculty. Overall, expenses have been reduced through normal attrition of full-time faculty and staff, reduced need for part-time faculty and careful budgeting at all times.

Technology Infrastructure

The college's technological infrastructure is sufficient to support [institutional operations](#) and delivery of instruction, through systems operated by IT and the college. Blackboard Learn is the college's learning management system. Distance learning courses are delivered through [Blackboard](#).

ENMU - Roswell maintains a 10GB fiber. This 10GB link is managed and traffic shaped to facilitate data requirements while maintaining cost measures that are affordable. The college also maintains a wired and wireless infrastructure to allow for data/internet access in all offices, classrooms and public spaces. Six full-time staff support the college's technology needs.

ENMU - Roswell has committed fiscal resources to ensuring that sufficient technology resources are available to support high-quality instruction and its operational needs. The budget for the IT department is about 8% of the total campus budget.

Physical Infrastructure

ENMU – Roswell’s physical resources play a significant role in enabling the college to achieve its mission and purposes. The physical spaces and facilities of the campus, together with the services provided by the physical plant, facilities, and [security](#) departments, help to create an effective learning environment.

The college's buildings are maintained at a high level, both operationally and aesthetically, and provide a total of [517,468](#) gross square feet for educational activities. The college maintains [21 buildings](#), 241 acres and 1,013 parking spaces.

The campus includes 14 academic buildings consisting of classroom, laboratory, library, office, meeting, and auditorium spaces; the Physical Education Center; and 6 various maintenance buildings.

As outlined in more detail below, the college's first priority is its academic mission which consistently represents the largest category of spending. Necessary expenditures for overhead and infrastructure items are decided upon with care, and with input from faculty and college support for large dollar investments. ENMU - Roswell is not heavily involved in research, and has no significant ties with any subordinate entities, allowing for resource allocation primarily to the academic mission.

Human and fiscal resource allocation centers on our mission of providing student-centered undergraduate education. Long-term planning for the college emphasizes our teaching mission above all else, along with maintaining accessibility for all, and is reflected in the mission statements.

Staff Qualifications

Human resource policies, including the minimum qualifications for staff positions, have been established by the institution. Specific college rules related to human resources are outlined in an online Human Resources [Policies and Procedures](#) Manual. ENMU - Roswell abides by the college's strict education and experience guidelines for hiring, which vary by position, in addition to requiring background checks. Staff job descriptions include minimum position qualifications that provide the basis for review of applicants' credentials along with required knowledge, skills and abilities. These

job descriptions, and relevant minimum and preferred qualifications, are the basis for advertising and selecting appropriately qualified staff.

Staff Training

Staff training occurs at various levels including on-the-job training in job-specific required duties, onsite training and workshops covering topics from system operations to leadership topics, and national professional development opportunities. Professional development funds can be requested each academic year during the annual budgeting process at the department/unit level.

Budgeting

ENMU - Roswell has an annual [budget process](#) that supports the academic mission of the institution. Tuition and fees (25%) and state support (75%) are the primary revenue sources, and instruction and instructional support services (60.4%) are the primary expenditures.

The college holds annual budget hearings where each department/unit has the opportunity to propose budget modifications for future hires, technology upgrades, etc. Budget requests begin at the academic department and administrative unit levels based on the results of established processes including annual goals, student learning outcomes assessment, program and area review, administrative unit review and strategic planning. This transparent early review and discussion is tied to department and college goals in support of the mission.

ENMU - Roswell uses [Banner](#) for financial managements and budget managers have access to query financial information on an ad hoc basis or to various standard reports. The institution has a vice president of business affairs, who oversees the entire budget process. In addition, there is a director of budget, who compiles the budget information. The budget process takes about 4 months for complete. All budget managers receive a budget template from the business office. Budget managers use the templates to make requests for any changes to the current fiscal year's budget. During the same time, the vice president of business affairs works with the president to estimate the revenue budget for the upcoming fiscal year, based on information from the State of New Mexico Division of Finance and Administration and the Legislative Finance Committee. The templates from the budget managers are then reviewed by the appropriate vice presidents. The information, both revenues and expenses, are collected by the business office and compiled for review by senior administration. Once the budget draft is complete, it is presented to the Board of Regents for review and approval. The budget is then submitted to the State of New Mexico Higher Education Department.

Once approved by all proper channels, the implementation begins at the campus. The BANNER system allows for up to date reporting abilities. Campus budget managers have the ability to login to the financial system to review their individual budget accounts in a view only mode (they do not have the ability to change entries). If needed during the fiscal year, a budget adjustment can be made at the mid-year point (Dec. – Jan.) and close to the end of the budget cycle (May). This end of year budget adjustment allows the campus to better anticipate the expenditures for the fiscal year. This is significantly important, as any over-expenditure in a fund group has the potential for being an audit finding.

ENMU – Roswell has maintained a stable financial picture by cautious spending and by maintaining adequate fiscal reserves. Careful budgeting, anticipating operational issues, and constant monitoring has enabled ENMU – Roswell to maintain a health financial status in spite of decreased enrollment and unstable state appropriations.

Sources

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- Board of Regents Agendas
- Board of Regents Minutes
- Budget 17-18 Development Time Line
- Budget Guidelines 17-18
- campus map
- Copy of 03 - 2015 NMHED IG Sq Ft final
- Cosmolink
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- Five-Year Plan 042516
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- Human Resources policy and procedure
- Organizational-Department-Charts-Administrator-Level-2-2016
- Security general information
- SSB Main Menu
- state appropriations 08 17
- Student Information System for Higher Education Banner by Ellucian
- TY10_TY16_RATES_Website

5.B - Core Component 5.B

The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.

1. The governing board is knowledgeable about the institution; it provides oversight of the institution's financial and academic policies and practices and meets its legal and fiduciary responsibilities.
2. The institution has and employs policies and procedures to engage its internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance.
3. Administration, faculty, staff, and students are involved in setting academic requirements, policy, and processes through effective structures for contribution and collaborative effort.

Argument

5.B - Core Component 5.B

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Argument

Eastern New Mexico University Board of Regents

Under New Mexico Code [21.3.30](#), the Eastern New Mexico University's Board of Regents is the governing body of Eastern New Mexico University, including Eastern New Mexico University - Roswell. The board is composed of [5 members](#), one of whom is a voting student regent, who are appointed by the Governor of New Mexico with the advice and consent of the State Senate. Regents are appointed to a six-year term of office, with the exception of student Regents who are appointed to a maximum 2-year term. [Responsibilities](#) of the board include selecting and appointing the president; setting the operating budget; approving personnel appointments; granting all degrees awarded by the university, including honorary degrees; establishing tuition and fee rates; approving contracts; and approving all rules, regulations, curriculum changes, new programs and degrees of the university. The board is accountable for how the money received by ENMU - Roswell from the State of New Mexico Higher Education Department is spent.

New Mexico Department of Higher Education

The New Mexico Department of [Higher Education](#) is a Cabinet-level agency for the Governor of the State of New Mexico that oversees higher education for the state. The agency's main responsibilities include authorizing and approving new degree programs, managing finances of the state's colleges and universities, approving capital projects, managing state-funded financial aid programs and developing and advocating policies to maximize higher education's contributions to the state and its citizens.

As a member of the Governor's Cabinet, the [Secretary](#) of the New Mexico Department of Higher Education advises the Governor on higher education policy and implements the Governor's plan to make higher education more affordable for New Mexicans and drive the state's economic advancement through the public universities and colleges of New Mexico, the state's network of public universities, community colleges, and adult workforce and adult education centers.

Eastern New Mexico University President

The [president](#) reports to the Eastern New Mexico University Board of Regents, and is granted authority over all aspects of the university as outlined in Board of Regents Manual [10-2-2.b](#)

Eastern New Mexico University - Roswell President

The [president](#) of the Roswell campus reports directly to the president in Portales. The president is responsible for the day to day operations at the Roswell campus. The campus has three vice-presidents, who serve at the leisure of the president: a vice president of business affairs and accreditation, a vice president of student services and a vice president of academic affairs.

ENMU - Roswell Governance

The president oversees all aspects of the college including the academic departments and non-academic administrative units. The college faculty, under direction of the vice president for academic affairs, is responsible for making its own regulations governing the courses of instruction to be offered, grading policy, degree requirements, and recommendations for degrees. Faculty, based on academic program or discipline appointments, report to one of three academic divisions, and decision-making and curricular proposals begin at the division level.

Policies and Procedures

Eastern New Mexico University has extensive administrative [policies and procedures](#) that address various aspects of governance of the college and its instructional and service areas. Policies, procedures and manuals are available to employees on the ENMU - Roswell website and range from the Emergency Closure Policy to Human Resource Policies and Procedures to Student Code of Conduct to Web Policies & Standards.

College Structures

ENMU - Roswell enables faculty, staff and students to contribute and collaborate on the establishment and application of academic policies and practices in accordance with college rules and procedures through various college-level organizational structures and committees. These organizational structures and their relationship to institutional governance are detailed below.

President's Core Staff - The Core Staff is comprised of the college's senior staff who advise the president and provide effective leadership to the staff and student services functions of the college.

The Core Staff meets regularly to provide a forum for cross-functional discussion on major policy or operational issues and to make recommendations on policies or practices that lead to a better learning environment for our students.

Faculty Senate - The ENMU - Roswell Faculty Senate's charge includes overseeing faculty committees, conducting nominations, advising the president on faculty issues, considering all matters that may be of concern to or in the interest of faculty, and reviewing policies and procedures.

Sources

- Administration Eastern New Mexico University - Roswell
- administrator and staff code of conduct
- Board of Regents policy and procedure
- combined policy and procedure manual
- Eastern Board of Regents legal info
- ENMU Board of Regents Members About Eastern New Mexico University - Eastern N
- Office of the President About Eastern New Mexico University - Eastern New Mex
- Secretarys Office
- The University Administration Eastern New Mexico University - Roswell
- Welcome to the New Mexico Higher Education Department

5.C - Core Component 5.C

The institution engages in systematic and integrated planning.

1. The institution allocates its resources in alignment with its mission and priorities.
2. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.
3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
4. The institution plans on the basis of a sound understanding of its current capacity. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.
5. Institutional planning anticipates emerging factors, such as technology, demographic shifts, and globalization.

Argument

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Strategic Planning

College planning is systematic, inclusive, comprehensive, and continuous. The [strategic plan](#) 2016-2020 is a collaborative product involving the faculty, students, and staff. The plan is used to guide decision making and to provide the basis for evaluation at the end of the continuous cycle of planning, implementation, evaluation, and modification. Recognizing the need for continuous data-based improvement, the recent renewal activities of the college strategic plan will include training sessions in the future for managers in operational areas to engage in departmental processes linked to strategic goals: goal-setting, implementation of plans to meet objectives, data collection and analysis, and [data-based decision](#) making.

The communication structure provides for the inclusion of all segments of the college constituency, including student groups. Advisory committees solicit the feedback of area industry experts to assist in the ongoing development of academic programs. Institutional assessment of student learning has

been an area of focused activity for instructional personnel. Instructional managers and faculty recognize the strong need for continued development in this area.

Facility needs are evaluated continuously and systematically. Facility project proposals may be initiated at all levels, undergoing multiple layers of review and prioritized with strategic goals in mind. The looming possibility of state legislated expenditure limitations based upon relative enrollment levels has led to the preparation of multiple budgetary scenarios addressing the known formula variations and resultant restrictions. Formulation of budgets includes opportunities for feedback and an iterative approach involving discussion of the data used to justify requests and alignment with the strategic plan.

State Appropriations and Student tuition and fees are the primary sources of [revenue](#) for ENMU - Roswell. In 2014-15, ENMU - Roswell's general funds revenue exceeded \$17.1M, with 92.0% (\$15.7M) generated through tuition and fees (\$3.4M) and state support (\$12.3M). These fiscal resources, generated through delivery of the academic mission of the college, are allocated to support that mission. In FY15, \$15.0 million (87.8%) of expenditures (all funds) were allocated to instruction & general (I&G) costs (excludes auxiliary). The majority of expenditures, \$7.96 million (53.1%) in FY15, are related to the direct cost of instruction.

Fulfilling the college's academic mission takes precedence over other priorities throughout the budget allocation process. Budgets are reviewed annually for new needs and emerging trends that may become important, and adjustments are made, based on multiple inputs. For example, when faculty or staff separate from the college through retirement or resignation, the vacant position is reviewed to determine whether refilling it with the current job responsibilities, redefining it based on institutional priorities, or reallocating funding to another priority is the best strategic decision at that time. This process ensures that personnel decisions reflect a strategic approach to delivering a high quality undergraduate education and supporting student success in an open-access environment. It also enables the college to modify organizational structures to accommodate current need on an ongoing basis as each opportunity presents itself.

Capital and operational expense items are allocated through a similar mission-focused approach, and require various levels of internal approval. Items related to the operation, maintenance and improvement of the physical plant are planned in advance as much as possible.

Assessment and planning

The assessment process includes reporting by general education areas and academic programs at the end of each academic year. The areas and programs use the results of assessment to inform planning for the next academic year and as the basis for modifications to curriculum as necessary. Assessment results are used in planning and program evaluation and thus are embedded in the five-year program/area review cycle.

These various levels of reports (annual progress update and five-year program review) emphasize the use of assessment findings as the basis for requests and planning related to curriculum, staffing, programmatic and capital expenditures. All program and area proposals and requests are first reviewed at the academic division level ensuring that the college's academic mission remains the priority.

The three academic unit structure enables academic planning to begin within programs/areas. Once proposals are vetted within the academic divisions, the proposal is sent to the Curriculum and Instructional Council for review and approval. Approved proposals are then sent to the president,

after which the proposal is sent to the Board of Regents for final approval.

Administrative units including the Office of the President, Human Resources, Academic Affairs, Business Affairs, Physical Plant and Operations, Marketing & Communications, Student Affairs, Testing Services and the Learning Resource Center are all on a five-year program review plan. This was implemented during the 2010-11 academic year. The Administrative Unit Review process further emphasizes the link between organizational evaluation and student success.

ENMU - Roswell has recently implemented a new strategic plan for 2016 – 2020. This plan has been submitted to both the ENMU Board of Regents and the ENMU-R Community College Board for review and both boards approved the strategic plan. The strategic plan for ENMU-R has five goals:

- Achieve high-quality student-centered learning
- Develop sustainable programs through responsible financial stewardship
- Embrace performance-based decision processes
- Promote institutional efficiency and innovation
- Transform our workforce and community connections

Through the focused and intentional allocation of human and financial resources as guided by the strategic plan, the college will work with community leaders to build a strong a prosperous future for Chaves County and Southeast New Mexico.

Understanding Campus Capacity

The institutional plans are significantly related to the capacity of the College. Since [resources](#) have been reduced, it is very important that the institution understands the limitations and capacity of such a reduction. These plans are supported by the ongoing evaluation of operations and programs through the annual academic program/area progress updates, five-year comprehensive academic unit/program/area reviews and administrative unit reviews. Strategic analysis of revenue and expenditures, enrollment, student outcomes, quality, the economy and external factors are embedded in these review processes so that adjustments to institutional priorities can be implemented based on facts and findings of ongoing assessment.

Since tuition, fees and state appropriations represent nearly 90% of revenues, the college also regularly reviews macro trends in unemployment, demographics, and educational patterns, in order to forecast institutional impact, and to plan strategy in relation to the implementation of its plans and fulfillment of its mission. Student enrollment correlates with unemployment patterns, and the college has made hiring adjustments, promoted efficiency and reduced spending where possible, in order to minimize the impact of these fluctuations and reduced state support.

Changing Demographics

ENMU - Roswell is located in Chaves County, New Mexico, the southeastern section of New Mexico. The college's service region includes more than [65,000](#) residents. Of these residents who are 25 years and older who have less than an associate's degree (no high school diploma, high school graduate, some college but no degree), 78.1% make-up this demographic group. Only 18.4% of this population has a bachelor's degree or higher. In order to serve the diverse needs of this population, the college has committed significant human, fiscal, technological and physical resources to expand education access through distance delivery courses and programs.

The institution is aware of the issues involved with the globalization of higher education. As a

[Hispanic Serving](#) Institution, the college has served many undocumented students from various Latin countries. The college's [Adult Basic Education program](#) is the venue for many of these students to learn "English as a Second Language". In addition, the ABE program provides instruction for students who are seeking their GED. Many of these students matriculate to ENMU - Roswell as degree or certificate seeking students.

Sources

- Adult Education Eastern New Mexico University - Roswell
- AE Welcome Sheet
- census information chaves county new mexico 1
- enmu roswell budget fy 2013 - 2017
- ENMU-Roswell-FactBook-9-13-16
- Hispanic Association of Colleges and Universities - HACU
- Hispanic Association of Colleges and Universities - HSI Definition
- state appropriations 08 17
- Strategic-Plan-2016-2020
- Student Demographics from Factbook

5.D - Core Component 5.D

The institution works systematically to improve its performance.

1. The institution develops and documents evidence of performance in its operations.
2. The institution learns from its operational experience and applies that learning to improve its institutional effectiveness, capabilities, and sustainability, overall and in its component parts.

Argument

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Argument

Documentation of Evidence

The [State of New Mexico](#) requires a variety of [performance measures](#) to be reported annually, and has done so since 1999 as a result of the state's Accountability in Government Act. Some of these measures are included in the appropriations legislation approved annually by the State of New Mexico legislature. For each of the measures, a target for improvement is set by the institution and reviewed by legislative staff. The targets are for two years into the future, as the state funding formula is based on a two-year lag between enrollment data reported to the state and subsequent funding to higher education institutions through appropriations. The most recently submitted report shows the type of data for each of the ten required performance measures. In 2016, the State revised the measures to be reported to the State of New Mexico Department of Finance and Administration. An additional report showing FY16 data with FY18 targets was also required and submitted.

In addition to the state performance measures above, ENMU - Roswell [reports](#) on a variety of other performance indicators through the New Mexico Association of Community Colleges (NMACC). Three reports are submitted annually. The annual Meeting Our Missions report is shared with legislators, legislative staff, state executive agencies, and the public. A Spring Report and a Fall Report are also required of NMACC member schools and focus on retention with action plans required for failure to meet target goals.

Use of Evidence to Improve

Eastern New Mexico University - Roswell develops and [documents evidence](#) of performance in its operations through a variety of evaluative processes. These processes identify areas of strength or high performance as well as opportunities to increase efficiency and improve performance.

Within the three academic units, programs and areas conduct student learning outcomes assessment, annual program/area progress updates, comprehensive five-year division/program/area reviews and

course and instruction evaluations. Division chairs and program faculty review student feedback collected through graduate surveys and national surveys (Noel-Levitz Student Satisfaction Inventory, and Community College Survey of Student Engagement), program performance and student outcome measures annually. The results are used in the annual program progress update report and the comprehensive five-year reviews for planning.

Academic [program/area review](#) has long been an established process but reviews of other areas of operation, specifically the administrative and service (non-academic) units, has only been implemented over the last few years. The process, timeline and infrastructure were developed during the 2010-11 academic year. The administrative units will follow the five-year cycle calendar as used in the academic unit/program/area review process.

As a branch college of ENMU, the institution's financial performance is externally audited on an [annual basis](#) as part of the Eastern New Mexico University's audit. For FY 13-14 and 14-15, ENMU - Roswell had no audit findings. The institution is required to provide quarterly financial reports to the State of New Mexico Higher Education Department as part of a state-wide fiscal watch.

Administrators, faculty and staff job performance are evaluated through established annual review processes. Position vacancies are evaluated to determine alignment with institutional strategies and adjusted as appropriate.

The college fulfills the required federal reporting requirements. The [IPEDS](#) graduation (150% of an associate degree program) and retention (fall-to-fall) rates are aggregated at the program level and reviewed by academic department chairs and program faculty annually.

Findings from operational experience and evaluation results in changes intended to improve institutional effectiveness, capabilities and sustainability.

After an internal audit review, all equipment purchases for computers or computer peripherals were required to be processed through the Computer Services Department (CSD). Once the purchase request is researched by CSD staff, the purchase requisition is submitted to the vice president of business affairs for final approval.

Existing Administrative Services fiscal and business processes were modified based on the internal audit findings. These include:

- The change in [procurement card](#) procedures. All purchases are now required to have the institution's address as the delivery location. Previously, some purchases were shipped to non-campus addresses.
- Out of state travel now is required to be approved by the vice president of business affairs and the president at ENMU-R, at least thirty days in advance.

One of the biggest initiatives on campus has been the Banner training done by [Strata](#) Information Group (SIG). The Roswell campus followed the lead of the main ENMU campus in Portales, in securing consulting in many areas using Banner. This include the following Banner modules; Student, Finance, Human Resources, Student Accounts Receivable, and Workflow. The training has met with resounding approval of ENMU - Roswell employees.

Sources

- ENMU Audits 2011 2012 2013
- ENMU Audits 2014 2015 2016
- ENMU-Roswell-FactBook-9-13-16
- HED 2016 Annual Report FINAL
- hed data page
- ipeds
- Procurement Policy
- PROGRAM REVIEW A BRIEF HISTORY
- Strata Information Group (SIG) IT Consulting for Higher Ed
- Student data Eastern New Mexico Univ roswell
- Welcome to the New Mexico Higher Education Department

5.S - Criterion 5 - Summary

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

Summary

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Summary

Eastern New Mexico University - Roswell's primary purpose is to deliver quality educational programs to the community it serves. The educational offerings are adequately funded, enabling the college to fulfill its mission of providing student-centered undergraduate education and lifelong learning. As a public institution, ENMU - Roswell does not serve the needs of non-educational third-party or corporate entities to the detriment of its own priorities. The college is fiscally stable with more than \$3.4 million in reserves and has established internal processes that enable appropriate planning for the future.

ENMU – Roswell's fiscal, human, technological and physical resources support its educational offerings at the Roswell campus, and at area high schools through dual credit or via distance delivery.

Sources

There are no sources.