



# **ANNUAL REPORT**

**Academic Year**

**2008 - 2009**

# UNM-LOS ALAMOS ANNUAL REPORT

*REPORTING PERIOD: JULY 1, 2008 - JUNE 30, 2009*

## TABLE OF CONTENTS

Significant Developments .....	Page 1
Significant Plans & Recommendations .....	Page 20
Appointments to Staff.....	Page 29
Separations from Staff.....	Page 29
Appointments to Faculty .....	Page 29
Separations from Faculty.....	Page 30
Publications.....	Page 30
Outside Professional Activities .....	Page 31
Outside Sponsored Research.....	Page 36

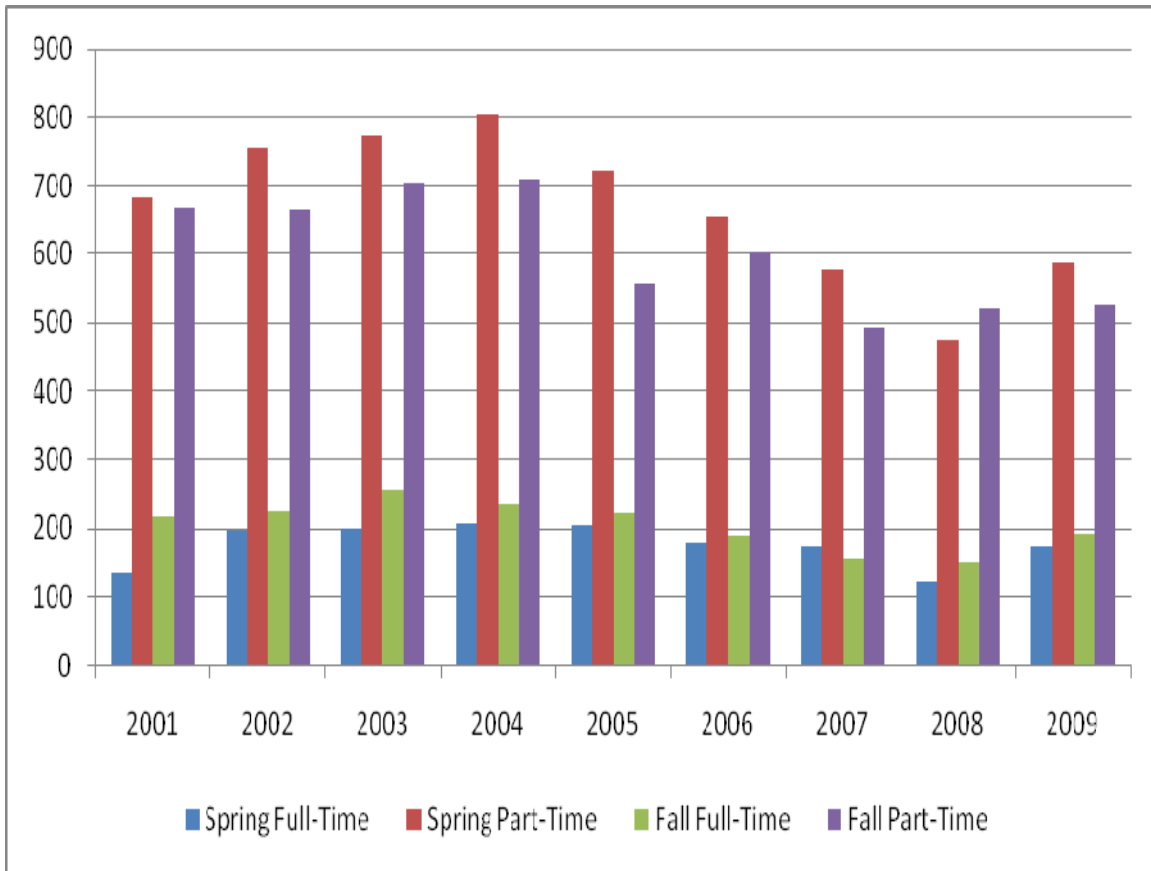
**SIGNIFICANT DEVELOPMENTS, 2008-2009**

**OVERVIEW BY EXECUTIVE DIRECTOR:**

UNM-LA continued to meet its mission during the 2008-2009 academic year by providing quality education and training programs and services to students and communities along with appropriate support services. Despite the continuing uncertainty of the economy, UNM-LA continues to find ways of meeting the needs of students, employers and residents it serves.

During the 2008-2009 academic year UNM-LA’s overall enrollment of students increased in credit courses over the previous academic year as is evidenced by the following charts:

UNM-Los Alamos	2008	2009	1 Year Change
Headcount	671	718	7.00%
Student Credit Hrs	4,382	5,047	15.18%
FTE	291	337	15.81%
Average Load	6.50	7.03	8.15%



<b>Spring Semesters</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
American Indian	34	35	35	51	67	66	49	33	59
Black	4	5	3	5	3	3	5	1	12
Asian	27	21	22	18	25	25	26	26	29
Hispanic	274	334	372	393	373	322	282	205	271
White, Non-Hispanic	446	524	475	486	401	354	354	298	347
Foreign	7	7	20	11	9	9	7	9	10
No Response	26	27	46	49	50	56	31	25	34
Female	496	587	593	619	563	507	472	365	455
Male	322	366	380	394	365	328	282	232	307
<b>Total Minority</b>	<b>339</b>	<b>395</b>	<b>432</b>	<b>467</b>	<b>468</b>	<b>416</b>	<b>362</b>	<b>265</b>	<b>371</b>
<b>Total Headcount</b>	<b>818</b>	<b>953</b>	<b>973</b>	<b>1013</b>	<b>928</b>	<b>835</b>	<b>754</b>	<b>597</b>	<b>762</b>

<b>Fall Semesters</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
American Indian	39	31	50	51	53	54	30	43	53
Black	3	6	8	3	2	3	2	6	7
Asian	31	24	21	25	23	22	23	26	26
Hispanic	323	351	358	380	320	302	246	231	267
White, Non-Hispanic	455	426	454	420	335	362	306	335	328
Foreign	5	13	14	12	10	10	11	8	10
No Response	27	39	54	54	37	40	30	22	27
Female	568	548	573	573	465	493	407	420	432
Male	315	342	386	372	315	300	241	251	286
<b>Total Minority</b>	<b>396</b>	<b>412</b>	<b>437</b>	<b>459</b>	<b>398</b>	<b>381</b>	<b>301</b>	<b>306</b>	<b>353</b>
<b>Total Headcount</b>	<b>883</b>	<b>890</b>	<b>959</b>	<b>945</b>	<b>780</b>	<b>793</b>	<b>648</b>	<b>671</b>	<b>718</b>

Several degree programs were reviewed and planning for implementation has begun for the following: Environmental Science, Computer Science (Cyber security concentration), Associate of Arts (Public Safety concentration)

Following are highlights of the campus-wide achievements for the 2008-2009 academic year:

- From fall 2008 thru summer 2009, UNM-Los Alamos awarded 38 degrees. The breakdown is as follows:
  - 14 Associate of Arts in Liberal Arts
  - 5 Associate of Arts in Pre-Business Administration
  - 3 Associate of Applied Science in Pre-Engineering'
  - 2 Associate of Arts in Art Studio
  - 2 Associate of Applied Science in Business Marketing
  - 2 Associate of Applied Science in Electro Mechanical technology
  - 2 Associate of Applied Science in General Studies
  - 2 Associate of Applied Science in Web Technologies
  - 2 Associate of Science in Science
  - 1 each in Associate of Arts in Early Childhood Multicultural Education; Associate of Applied Science in Accounting; Associate of Applied Science in Computer Science; and Associate of Applied Science in Network Administration
- A total of 72 students participated in the College Cornerstone Program designed to provide foundational skills in math, English, reading, science, and academic skills to academically underprepared students.
- A total of 33 high school graduates and GED recipients participated in the UNM-LA 2008 Summer Bridge program. Of those students, 16 subsequently enrolled at UNM-LA.
- Ninety-five children in grades 1st through 6th from throughout Northern NM participated in Children's College during the summer of 2008.

Scholarships & Fundraising Efforts

- NNSA/DOE Scholarships for Native American Students
- NM Workforce Solutions WIRED Scholarships
- Major efforts were initiated in the Office of Instruction and the Director's Office to develop grant applications for Broadband Training; Student Support Services, and Academic program support (Computer Science degree).

Small Business Development Centers

- The Los Alamos SBDC activity:
  - Equity Financing: 1 @ \$68,000
  - Loans: 0 @ \$0
  - Business:
    - Startups - 10
    - Expansions - 0
  - Jobs Created: 12
  - Jobs Retained: 0
- The Sandoval County SBDC activity:
  - Equity Financing: 26 @ \$1,273,222

- Loans: 4 @ \$625,000
- Business:
  - Startups -17
  - Expansions - 0
- Jobs Created: 45
- Jobs Retained: 4

## **DEPARTMENT OF INSTRUCTION**

### **Instruction (General)**

#### Faculty and Staffing/Administrative Changes

- Dr. Kate Massengale became Dean of Instruction, July 1, 2008.
- Janice Childers became Assistant to the Dean, Oct. 29, 2009
- Kamala Easton became Director of Adult Learning Services, Aug. 12, 2008, and resigned Feb. 12, 2009.
- Michelle Worley became Director of Adult Learning Services, March 2009.
- Graciela Cainelli retired from .5 FTE Spanish teacher and Communications Curriculum Coordinator.
- Mickey Marsee assumed the Curriculum Coordinator role for Communications. Maryjane Giesler served as Program Coordinator for Cornerstone for the spring semester of 2008.

#### Grants Received

- LANL Technician Training program development grant of \$100,000 – second year.
- WIRED scholarships for STEM Programs, \$14,000, plus \$4,000 for curriculum development – second year.
- Broadband Initiative grant for training users across the state is in final stages of being approved. UNM-LA is partnered with State Librarians.
- Joint grant written with Juvenile Justice Advisory Board for youth mentoring. Not yet awarded.

#### Outcomes Assessment

- Report on General Education Core Curriculum for NMHED for 2008-2009 was completed with reporting in all 5 areas and courses were assessed.
- Accreditation renewed.

#### New Programs

- Applied Technologies AAS degree is official in catalog, with three concentrations – manufacturing, nanotechnology, and electro-mechanical. A fourth concentration has been developed: solar photovoltaic and solar hot water.
- Offering new non-credit professional training program, the New Mexico Center for Language Access, which provides multilingual interpreter training in court and medical interpreting, online. It is the first of its kind in the nation. UNM-LA

- did this in partnership with the NM Administrative Office of the Courts, Central New Mexico Community College, and Dona Ana Community College.
- Environmental Science Education Initiative is in process, with UNM-LA working with the New Mexico Environmental Department and Department of Energy to update transfer degree, develop technician training, and provide a community education component. A joint memorial has gone to Rep. Jeannette Wallace to present to our Congressional Delegation.
  - Community meeting was held for input on moving forward with an Advanced Technology Center at UNM-LA, yet to be fully defined.

#### New Partnerships

- UNM-LA has worked with the Justice System Interpreting Resource Partnership, including Administrative Office of the Courts, CNM, and Dona Ana CC. We have also partnered with DOE and NM Environmental Dept. We have worked on a shared DOL grant with CNM, SFCC, and SIPI.
- We are working with NM Consortium, Los Alamos Commerce Development Corporation, and others on partnerships in workforce training, curriculum development.

#### Dual Credit

- Increased offerings and participation. Offered classes at Los Alamos High School, Pojoaque Valley High School, and Bernalillo High School. We have career pathways articulated with classes at LAHS and PVHS.
- Dual Credit website development begun.

#### Online Offerings

- Increased web offerings up to 50 scheduled for Fall 2009
- eLearning Committee developed policy and guidelines, a website with supporting materials for faculty and students. Other branches and main campus have requested our materials.

#### Developmental Education

- Kate Massengale and Kay Willerton attended meetings held by the HED on developmental education.
- Lee Bollschweiler held meetings to discuss revision of ARSC 198 and staffing issues.

### **Computer Science, Business, Information Technology, and General Studies Division**

#### Division Activities

- CS and EU offered joint meetings for all students in Certificate, AAS, and BS degrees in Computer Science.
- Computer Science students enrolled in CS101/CS152 assisted in College Days activities for mid-high and high school students visiting our campus.

- Our faculty met with Dual Credit faculty from LAHS to approve course syllabi for dual credit courses.
- CS students participated in coops with LANL over summer 2009, resulting in their presentation of summer projects for the public at the LANL poster session at the end of the summer.
- The design of new brochures for CS, NetAdmin, DMA, Web Tech, Tech Support and Applied Technologies were completed, and published for CS and Applied Technologies. Posters were made from these designs and posted around town at places like LAHS, Radio Shack, library, etc.

#### Advising

- Advised students preparing to graduate. Filed substitution forms and approved transfer petitions for students in degree programs. Arranged for independent studies when necessary to insure students graduated. Arranged co-ops for students in our degree programs.
- Reviewed graduation petitions for the following numbers of students graduating from our division at Spring 2009 graduation: :
  - 5 students graduating with AA Pre-Business Administration
  - 1 student graduating with AAS in Financial Accounting
  - 2 student graduating with AA in Business Marketing
  - 0 student graduating with AAS in Office Communications and Technology
  - 1 students with AAS in Computer Science
  - 2 students with BS in Computer Science
  - 1 students graduating with AAS Network Administration degrees
  - 1 students graduating with AAS Digital Media Arts Degrees
  - 1 students graduating with AAS Tech Support degrees
  - 2 students graduating with AAS in General Studies
  - 19 students graduating with AA in Liberal Arts
  - 2 students graduating in Web Technology

#### Outcomes Assessment (OA)

- Programmatic Assessment was designed and approved by CARC for the AAS and Certificates. In: Network Administration, Computer Science, Accounting, and Digital Media Arts.
- HED Core Competencies assessment was collected from numerous courses in the division.
- OA results were collected and compiled from 100% of core faculty in the division as well as several adjunct faculty members.
- Portfolios were evaluated and discussed for OA in Computer Science.

The Division Head met one-on-one with 6 different General Studies faculty to mentor them in the area of Outcomes Assessment and to discuss the HED Core Curriculum matrix. Syllabi were reviewed and tweaked to include stronger outcomes as well as outcomes that overlap with HED objectives.

## Dual Credit

- UNM-LA partnered with LAHS in a Carl Perkins grant that supported the creation of 3 Career/Technical Pathways in: Network Administration, Business, and Pre-Engineering.
- Dual credit courses taught at the high schools were identified to support these Pathways as well as in other areas. A list follows:
  - Phil 111 (Humanities at LAHS) taught by Beth West and Emily Baase
  - ELCT 193 (Robotics I and Robotics II at LAHS) taught by Don Davis
  - IT 119 (Networking at LAHS) taught by Todd Yilk
  - BSTC 193 (two different business courses at LAHS) taught by Tammy Seidel
  - BSTC 293 (one upper-level business course at LAHS) taught by Tammy Seidel
  - CT102 (Computer Technology at LAHS) taught by Tammy Seidel
  - CT102 (Computer technology at PVHS) taught by Ricky DeHerrera
  - CT106 (Intro to WORD at PVHS) taught by Pat Velarde
  - BSTC 193( two different business courses at PVHS) taught by Ricky DeHerrera and Pat Velarde
- Several meetings occurred between UNM-LA and both LAHS and PVHS to discuss dual credit processes.
- The registration/application process was formalized.

## Safety

Safety in our division was limited to collecting Safety Forms in courses where electronics were being handled.

## Partnering to Discuss Curriculum:

- Lee Bollschweiler and Cindy Leyba (EU) met each semester to discuss transitions between lower-division courses and upper division courses.
- Lee Bollschweiler met with Andre Jacobsen, full-time faculty in CS, to discuss the syllabi, text, and overall course contents of CS152, CS241, CS251, and IFDM.
- Cindy Rooney and Lee Bollschweiler met to discuss changes to degree programs and course rotations in Business.
- Lee Bollschweiler met with Chris Kiscaden in ABQ to discuss the creation of an on-line ecommerce course that would be offered on-line, ultimately for credit.
- Lee Bollschweiler met with Lynne Williams to discuss the design of the first four Network Administration courses to work for dual credit students.
- Lee Bollschweiler, Carol Furchner (CC for General Studies), and Jackie LaNew (Senior Advisor) met to discuss and update the AA in Liberal Arts.
- Lee Bollschweiler chaired the Computer Science Statewide Articulation Task Force that met thrice last year in Socorro to design the articulation matrix for CS.
- Cindy Rooney was a member of the Business Statewide Articulation Task Force that met twice last year in Albuquerque. Lee Bollschweiler met with Andre Salazar from Northern New Mexico College to discuss an articulation from UNM-LA's CS and Network Administration degree to their CS and Computer

Engineering degrees, respectively.

- Lee B. served on both Faculty Senate Curriculum Committee and Faculty Senate Undergraduate Committee to review university-wide curriculum.

#### Revisions to Division Curriculum Areas:

All proposed curriculum revisions that were submitted to the FSUG through Workflow in fall 2008 were approved in spring 2009. (See last year's Annual Report for a complete list of updates that were submitted and approved.)

The following changes have been submitted this fall 2009 for approval in spring 2010:

- Reorganize the AA in Liberal Arts to distribute the requirement for 20 credit hours at 200-level over the entire degree rather than just the technical electives. Update the elective lists accordingly.
- Update the AAS in CS to remove CS259 and CS260, and include CS101.
- Update the Web Technology degree to include an E-commerce course.
- Update the Business Marketing/Management to include E-commerce as an elective.
- The CS degree was slightly modified to be a better fit for students transferring to the BE in CS at NNMC.

#### Catalog

The catalog was updated in July 2009 to reflect the curriculum changes approved in spring 2009.

#### On-line Course Development

Our division extended its on-line offerings greatly to include:

- Psychology
- Classics
- Numerous history courses
- All Network Administration courses
- E-commerce
- Computing for Business Students
- Visual Basic

Meetings were held to discuss how to put all of the AAS in Network Administration requirements on-line so we would have a fully on-line degree.

The first four courses of Lynne William's Network Administration degree were formally evaluated by an On-line Course Evaluator from Ideal, NM, for their appropriateness as dual credit offerings. They all passed with flying colors!

Carol Furchner, CC for General Studies, facilitated the E-learning Committee. This committee made great strides in creating: on-line support materials for On-line instructors, support materials for students taking on-line courses, course evaluations for on-line courses, and on-line faculty evaluations.

## **Mathematics, Natural and Applied Sciences, and Engineering Division**

### Outcomes Assessment

- Assessment data was collected and compiled from all mathematics courses each semester.
- 100% of math faculty participated in assessment
- Science department increased participation among faculty on outcomes assessment.
- English Department had 100 % participation in Outcomes Assessment
- In the Fine Arts department, all Art Studio and all Art History classes participated in OA
- Programmatic Assessment is under construction
- Communications Department continued it OA process by including using the conclusions for discussion about curriculum revision for ENGL 102
- Math used OA results to determine the need to make changes in the way Math 100 and 120 are being taught. An online homework component was included to try to engage students in doing homework.

### Curriculum Updates

- AS in Pre-engineering was revised and submitted to Curriculum Committee in February
- New curriculum was submitted and approved for the AAS degree in Applied Technologies with concentrations in Nanotechnology, Electro-mechanical technology and Manufacturing
- Kay Willerton participated as a member of the mathematics articulation state-wide task force.
- Leslie Dendy participated in the state-wide Engineering Task Force
- Susan Schauer and Oksana Gerlits began creating a new Pre-Professional Health Sciences Degree and Certificate
- New equipment was purchased for the Electronics lab including oscilloscopes, function generators and power supplies.
- New equipment was purchased for the Welding/Shop Lab including one welder, supplies and a grinder
- New brochure was designed for the Applied Technologies program
- Don Davis hired through the WIRED grant to design curriculum for solar concentration
- Steve Yabro hired to design curriculum for Environmental Science
- Established contact with UNM-Albuquerque for Nanotechnology instructor and clean room
- Worked with DOE/NNSA to create a scholarship for Native American students who are in the Applied Technologies program.
- Oksana Gerlits worked with EU to meet with all engineering students and establish a cohort for better class scheduling
- Sonja Salzman continued as the instructional safety coordinator

- Continued safety work in 312 (Chemistry/Biology Lab) and 516A (Physics/Geology Lab), including cleanup of old and hazardous materials, new safety labels on chemicals, new safety labels on jars of biological samples

#### **Online/Web Development**

- Discussions began about what science and math courses could eventually be taught online.
- Kay Willerton developed and taught Math 120 online in the spring and summer semesters.
- Class capture was used to record Math 100, 120, 121, and 150.
- Added online ENGL 101 and 102
- ENGL 220 was created as an online class
- An online Spanish Translation course was created and taught by Gracie Cainelli and Paula Couselo.

#### **Community Education & Customized Training Services**

- Increased number of joint credit/non-credit course offerings
- Utilized Work Force Development monies to diversify workshop/course training
- Altered format for Young Readers' and Writers' Conference to increase enrollment
- Altered format for Children's College to increase enrollment
- Altered format for Customized Training to increase enrollment
- Added Multilingual Interpreting and Translation Certificate program and offer state-of-the-art training for a variety of career paths; court and medical interpreting, bilingual employees (nurses, clerks, correction and patrol officers), and for already certified or working interpreters through continuing education options and refresher courses. The New Mexico Center for Language Access is a professional program created in partnership with the New Mexico Administration Office of the Courts, Central New Mexico College, Dona Ana Community College, New Mexico Hospital and UNM-Los Alamos.

#### **Library**

##### **Bibliographic Instruction**

- Provided Bibliographic Instruction to 74 groups / 500 individual
- 45 class visits to the library / 710 participant
- Developed Resource Guide for Soc 101, June 2009
- Developed Resource Guide for BSCT 203, Fall 2008
- Developed assessment tool for Eng 102 BI sessions, Fall 2008
- Developed annotated bibliography assignment as follow-up to Eng 101 BI sessions (tested Fall 2008, implemented Spring 2009)

## Collection

- 21,907 cataloged items in collection
- Added 46 online databases
  - Academic OneFile
  - African American Poetry
  - African Writer Series
  - American Drama 1714-1915
  - American Indian History Online
  - ArchiveGrid (FirstSearch)
  - ATLA Religion
  - Black Studies Center
  - CAMIO (FirstSearch)
  - Civil War Era
  - Coin Career Library
  - Computer and Applied Science Complete
  - Dance in Video
  - Declassified Documents Reference System
  - EconLit
  - Education Research Complete
  - Energy Technology Data Exchange World Energy Base
  - Environment Complete
  - Gerritsen Collection (women's history)
  - GreenFILE
  - Hispanic American Newspapers 1808-1980
  - Historical Newspapers (ProQuest)
  - History Reference Center
  - InfoTrac Custom Newspapers
  - Lexis Nexis Congressional Universe
  - Literary Reference Center
  - MedlinePlus
  - MIT Journals
  - MLA International Bibliography
  - Music Index Online
  - New Mexico Health Connection Go Local
  - New Mexico Newspapers (includes Albuquerque, Roswell, and Las Cruces newspapers)
  - Newspaper Archive.com
  - North American Indiana Drama
  - Oalster (FirstSearch)
  - OregonPDF in Health & Performance
  - Oxford University Press Publications
  - Points of View Reference Center
  - Sabin Americana 1500-1926
  - Sage Publications
  - Scientific American
  - Small Engine Repair Reference Center

- Sociological Abstracts with ProQuest full text
- Teatro Espanol del Siglo de Oro
- Twentieth-Century Drama
- Wildlife and Ecology Studies Worldwide

#### Public Services

- 3,326 items checked out
- 6,949 items circulated
- 59 borrowed interlibrary loans
- 87 loaned interlibrary loans

#### Equipment

- A new copy machine was procured, October, 2008.

#### Exhibits

- *Our American Heroes*, March 30 – May 15, 2009. Included student and community contributions.
- Black History Month poster exhibit, February – March, 2009.
- Ceramics Exhibit, student projects from the Summer 2008 ceramics class, September-October, 2008

#### Campus and Community Outreach

- Hosted reception in Library on April 16, 2009, in recognition of National Library Week.
- Assisted with Library GO Bond issue (collaborative effort with Mesa Public Library)

#### Other

- NCES Academic Libraries Survey Report data submitted, November, 2008.
- Updated goals and objectives of the Library Mission Statement were approved by the Library Committee on October 14, 2008.
- Library information needed for the Accreditation Report was submitted in September, 2008.
- Library service statistics for the past 20 years were collated and organized into much more useful formats.

#### **Adult Learning Services**

UNM-LA's Adult Learning Center (ALC) served more than 315 students between July 1, 2008 and June 30, 2009. Enrollment was down compared to FY07-08 by 115. Although this appears to be a dramatic decrease in enrollment, the numbers do not represent the reality. Because of problems with data entry in FY08-09, an estimated 50 students who were served in the ALC's outlying sites (Jemez Pueblo, Cuba, Delancey Street, and Pojoaque) were not counted.

The ALC works with local agencies to provide meaningful services to the community. The program has one tutor who works with inmates at the county jail to prepare them for the GED exam. ALC staff and faculty have met with the LAHS principal and faculty to coordinate efforts between the high school and the GED program. The program provides testing materials and textbooks to Delancey Street's GED program and the Cuba GED program; and the program funds instructors and provides materials for the Bernalillo ESL and GED evening program and the Jemez Pueblo GED program.

The volunteer tutor base at the ALC is an integral part of the program. Tutors provide supplemental instruction to ESL and GED students who attend our regular classes, and some tutors work with students who are *not* enrolled in classes. Past policy required students to be enrolled in classes before they could meet with a tutor but we have revised that policy in light of the fact that many students prefer the one-on-one instruction or they feel that ALC classes do not meet their specific needs. While most of students who work with a tutor also attend classes, there are a few who work solely with a tutor. Tutors in the ALC program are highly qualified; many of them have PhDs and Master's degrees and many have past teaching experience. Almost all have attended Literacy Volunteers of Santa Fe tutor training workshops and received certifications.

Our greatest challenge by far this year was the loss of our Director, Administrative Assistant and a lead instructor. All of these separations occurred within one month of each other accompanied by hostile feelings which adversely affected the morale of both the remaining faculty and the students. However, within one month, an interim director was hired followed a month later by an administrative assistant. In the summer of 2008 a permanent Administrative Assistant and in the fall a permanent Director was hired which hopefully will bring the needed consistency and stability to the program.

In late spring a temporary data technician was hired, but the position re-request for the current fiscal year was not funded. In the fall of 2008, without a data tech, the program fell behind in the required data input for the state and federal guidelines. The program chose to pay another campus to input our data at a lesser cost than hiring a data tech. Through this transition we have encountered a number of processes to be put in place for a smooth transfer of information, we hope that this solution will work until there is funding for a data technician.

With additional costs for hiring a part-time data technician, the program had to re-purpose money from supplies to salaries. Therefore we were financially unable to make the changeover to all CASAS testing as the TABE 7 & 8 was phased out. Upon review, it appears that we will stay with the TABE tests and purchase TABE 9 & 10 as it is a better indicator of written language issues such as grammar spelling and punctuation. Half of the tests should be purchased with funds from the 2008-2009 budget and the other half from the 2009-2010 budget. TABE 9 & 10 will be fully utilized at all sites in fall 2010.

Outreach activities will increase in both Bernalillo and Jemez Pueblo sites, as well as a focus on student retention. We will include the communities of Santa Ana Pueblo, San Felipe Pueblo, Santo Domingo Pueblo, and Zia Pueblo

Additional computers will be purchased in order to increase our use of technology in the classrooms by using the Rosetta Stone Programs for ESL students and the PLATO and GED Online Software for our GED populations at Los Alamos, Bernalillo and Jemez Pueblo. Trainings will take place for faculty, staff and students.

### Program Highlights

- A great marketing success this year came in the form of the *Taste of Los Alamos*. One of our ESL instructors, Cindy Eaton, coordinated the event for a charitable cause. ESL students from our program as well as others in the community cooked, baked, designed posters and other marketing tools, and provided entertainment the day of the event.

The event was such a success that Cindy has already reserved space at Fuller Lodge for the summer of 2010. This spring, Cindy will have one of her ESL classes prepare for the event, tying all aspects of preparation into a cohesive class in which students learn skills that will integrate them into the community and sharpen their English skills.

Since UNM-LA's ESL program was made prominent through this event, we consider *Taste of Los Alamos* to be a valuable marketing tool. It is our hope to provide program support to the next *Taste of Los Alamos* with monetary help, perhaps paying the costs of posters and other marketing tools that bring our program to the awareness of the community.

- Field trip to El Rancho de las Golondrinas. One of our ESL instructors is a docent at El Rancho de las Golondrinas. Several ESL students accompanied her there one Saturday in May, where they spent the day learning about this resting stop on El Camino Real and what life there was like in the 1700s.
- One of our GED students made the 3000 Club, scoring 3000 on his GED exam.
- 17 students took and passed the GED.
- One ESL student entered a local art contest.
- A former ESL student is enrolled at UNM in Albuquerque in the program of vocal performance. She hopes to become an opera singer.
- Two ESL students were hired at Los Alamos National Laboratory.
- One ESL student is working toward an AA degree.
- One ESL student passed her citizenship test in summer 2009.
- Bernalillo ESL students participated in the following field trips/workshops:
  - New Mexico State Fair, Sept. 2008

- Santa Fe Children's Museum, May 2009
  - Cinco de Mayo celebration, May 2009 (students participated in this ceremony)
  - Bernalillo Library
  - Basic computer skill classes offered by UNM-LA in Bernalillo
  - Instruction in email use and protocol
- In Los Alamos, ESL field trips included visits to the county jail, animal shelter, banks, coffee shops, thrift stores, ATMs, arts and crafts fairs, concerts, and walks around town discussing road signs and traffic regulations.
  - The Los Alamos Rotary Club is a regular contributor to the ALC and donated \$500 for the 2008-09 fiscal year.
  - The ALC program manager attended the grand opening of La Escuelita Early Childhood Center in Bernalillo. This is the new home for ESL classes, funded by the Even Start program and by the UNM-LA ALC, in Bernalillo. Lieutenant Governor Diane Denish, legislators, and city/state officials were in attendance.

### **Tutor Center**

- Increase in number of volunteer tutors.
- Continued services for special needs students.
- Grant money awarded from Student Government
- Continued aides to English Classroom
- Continued workshops for English Students

## **STUDENT SUPPORT SERVICES**

UNM-Los Alamos Student Services continued to provide quality services and programs for students and the overall UNM-Los Alamos campus community.

### **Recruitment and Retention**

- Personal visits to 32 visits to high schools and 7 visits to middle schools in northern New Mexico.
- Attended 12 College Fairs
- Visited 8 Community Events/Organizations
- Personal visits and attendance to 4 Pueblo events.
- Hosted 3 high school visits to the UNM-LA campus
- Hosted College Day for Middle and High School Students for Northern New Mexico High Schools. Ten events were held; a total of 14 schools, and 775 students and counselors attended.
- Continued regular communication with the Home School Community
- Director of Student Affairs updated recruitment and retention plan for Los Alamos site and Joseph Moreno updated recruitment and retention plan for Bernalillo site; provided services to Bernalillo, Cuba and Pojoaque sites.

- Increased 2009 Summer Bridge enrollment by several students from 208.
- Retained 94% of Summer Bridge students at UNM-LA or UNM Main campus in Fall 2009

### **Advisement**

- Mandated academic advisement for every student in a degree or certificate program before each semester.
- Advisors available M-F, 8-5; and other hours by appointment.
- The Student Services Department is represented on the Curriculum Committee to provide input and keep abreast of changes in order to keep students up-to-date on degree requirements.
- Utilized and supported students with Banner system.
- Proactively contacted degree students that had not registered for classes within three semesters to schedule mandatory advisement appointments.
- Participated in College Cornerstone Committee meetings to interact with faculty and to keep abreast of faculty expectations and changes in policy and procedures to better meet students' needs.
- Provided advisement, registrar and financial aid services to Bernalillo and Cuba sites.
- Participated in UNM advisors network via bi-annual advisors institute.
- Established "Off-Hours Academic Advisement by Appointment" to service working students finding it difficult to meet with advisors during normal working hours.
- Established "phone advisement" as a convenient method for returning students to fulfill mandatory advisement obligations."

### **Admissions and Registration**

- Actively participated in the UNM Registrars Network via quarterly Registrars' meetings.
- Registrar audited admissions and registration procedures and improved data accuracy.
- Registrar participated in Statewide Dual Credit Committee Continued to adjust Dual Credit processes to increase program efficiency.
- Registrar and graduation committee coordinated successful Convocation Ceremony in May,
- Completed STARRS/Hershey Systems scanning and archiving of historical formal documents including transcripts, admission applications, etc. Ongoing.
- Supported course scheduling and data quality to decrease registration and course related problems.

### **Financial Aid**

- Provided all services associated with a financial aid office such as processing of applications, awarding of funds, disbursements of funds, evaluation of academic progress and administered work-study and scholarship programs.
- Continued to promote UNM-LA Bridge to Success scholarship by mailing flyers to students.
- Kept abreast of financial aid policies and procedures by attending UNM meetings.

## **BERNALILLO EDUCATION CENTER**

With increased partnerships and collaborations with Sandoval County Tribal Governments, City Municipalities, Public Schools, Non-profit organizations, Higher Education Institutions, etc., the Bernalillo Education Center has experienced significant increases in enrollment. These partnerships and collaborations have increased services to area students, as well as recruit local instructors, enhance dual credit opportunities for high school students, and create an overall sense of community within our Center population.

## **BUSINESS OPERATIONS**

### **Business Office – Overall**

- Completed and published the UNM-LA Campus Operating Procedures on UNM-LA website.
- Created efficiencies and contributed to sustainability by converting processes from paper to electronic formats, such as forms online, notifications by email and web based requests.
- Procured equipment to facilitate scanning and emailing information resulting in fewer photocopies and associated charges.
- Expanded the recycling program in work areas for paper and cardboard.
- Expanded the use of credit cards procurement to reduce procurement costs.
- Addressed backlog of surplus property and initiated internal business process for managing surplus property.
- Consolidated HR functions under accountant position to create continuity and expertise in all HR functions.
- Held Banner finance training for campus personnel.
- Completed a standard operating procedure manual for cashiering processes to ensure compliance with cash management.
- Developed and published an internal policy for flex time schedules.

### **Bookstore**

- Initiated the process to convert operations from a traditional textbook bookstore to an one-line textbook provider by creating an RFP for virtual delivery of all instructional textbooks.
- Provided ongoing support to the Bernalillo campus.

### **Food Services**

- Closed campus operated food services and started negotiations towards a license agreement with a local operator.

### **Housing**

- Maintained 50% occupancy during the fall and spring semester and 100% during the summer months.
- Re-developed marketing materials to target and sell potential students on the benefits of living in the housing units.
- Upgraded kitchen, flooring and furniture in many units.
- Secured a facilities condition report from UNM Facilities to establish the scope of renovations needed for use in securing appropriate financing for major renovations.

### **Facilities**

- Manage capital projects for construction of the new Lecture Hall in building 5 and complete renovation of classroom spaces into computer labs in the Flow Science wing.
- Developed inventory assessments for all emergency and safety equipment and established regular testing intervals.
- Hosted semi-annual Safety Facility Audits to assist in the continued effort to address safety issues.
- Attended trade and safety workshops lead by industry leaders and UNM Facilities.
- Moved into the New Facilities Maintenance building, the new home for the Facilities' department. This building is shared with instruction and provides excellent storage space for supplies, equipment, and operational needs for the Facilities department.

### **COMMUNICATIONS & MARKETING SERVICES**

- The department continues to focus on marketing to a greater extent than before. The department created its first marketing plan. This project is ongoing. A new campus view book was designed and printed this year. We continue to advertise on the sports posters of various high schools, run ads in local papers and produced a radio spot for use during Espanola High School football games on KDCE radio. We produced posters for our STEM programs to hang in high school classrooms. New brochures for the Applied Technologies and Public Safety programs were produced.
- The UNM-LA Schedule was redesigned as a marketing tool this year. The schedule is now produced as a tabloid, with stories about the campus on the front and back. This new format is cheaper to print and distribute and allows us to highlight programs within a product we already produce. Savings allowed us to split the Bernalillo from

the main site schedule and to distribute it in the Albuquerque Journal Rio Rancho Edition. This has been an extremely productive change.

- Communications and Marketing continues to increase our public relations visibility in the Los Alamos Community and surrounding area. Our rate of story publication in the Los Alamos Monitor continues to expand and we have had a number of positive stories on the front page. The staff has continued the good working relationships with the local radio and public television stations. We have also had announcements, press releases and stories in papers such as the Rio Grande Sun, Albuquerque Journal, La Herencia Magazine and Rio Rancho Observer. The department produced a bus advertisement that runs on Bernalillo city buses.
- The department has promoted a number of events this year, including Children's College, the grand opening of a new physical plant facility, plays produced by UNM-LA acting classes, the UNM-LA Poetry Symposium and UNM-LA graduation.
- The department published the twice-monthly on-campus publication "Stall News." The department produced a yearly Fact Book for the campus. The office produced five class schedules (3 for main site and two for Bernalillo) and the UNM-LA Catalog during this period. The Public Affairs Department produced numerous posters, flyers, brochures, postcards and other publications for various programs and campus events.
- The Public Affairs Representative took over as webmaster of the UNM-LA website in spring 2009 and an ongoing project to improve and redesign portions of the website was begun. This project is ongoing in 2009-2010.
- Public Affairs had tables at a number of community events, including The Los Alamos County Fair, the New Mexico State Capitol, Earth Day, Los Alamos ChamberFest, and several times at the Los Alamos Farmer's Market and at local outdoor concerts.

## SIGNIFICANT PLANS AND RECOMMENDATIONS, 2009-2010

### **EXECUTIVE DIRECTOR**

- Successfully conduct Campaign for UNM-LA Operational Mil Levy Increase
- Implement collaborative efforts through NM Green Collaborative; NM State Library (Broadband Literacy and Training)
- Implement the UNM-LA 2009-10 Marketing Plan
- Complete classroom renovation and construction of new Lecture Hall
- Upgrade internal phone system

### **DEPARTMENT OF INSTRUCTION**

#### **Instruction (All Divisions)**

- Development of Environmental Science Initiative, and pursuit of funding.
- Application for 2-3 Advanced Technological Education (ATE) grants with help from NM Consortium, in order to establish an Advanced Technology Center.
- Development of non-credit workforce training in Environmental Science.
- Development of non-credit workforce training in basic reading, writing and math skills.
- Development of the translation curriculum for the New Mexico Center for Language Access.

#### **Computer Science, Business, Information Technology, and General Studies Division**

##### Outcomes Assessment

- Develop Programmatic Assessment for another business degree, another IT degree, and possibly the Liberal Arts degree with Public Safety concentration.
- Increase participation in Outcomes Assessment in order to support Programmatic Assessment.
- Increase HED assessment participation.

##### Web Development

- Put Econ 105/106 and Unix 102 on-line.
- Promote web enhanced courses.
- Create web page for each program in the division.

##### Dual Credit

- Create a Dual Credit/Concurrent Enrollment web page.
- Formalize and simplify the application process so that it's easier for students, parents, teachers, and counselors.

- Work out an agreement with NNMC to share dual credit at PVHS.
- Increase the number of dual credit courses offered at LAHS.

#### Curriculum

- Add an E-commerce course to the Web Tech and the Business degrees.
- Review and possibly update the Web Tech program
- Explore a new model for ARSC 198; potentially move to offering UNIV 101.

#### **Mathematics, Natural and Applied Sciences, and Engineering Division**

- Write an ATE grant for submission Oct 1010 in cooperation with NM Consortium.
- Submit curriculum for Solar Technology concentration to Applied Technologies Degree Program.
- Continue to pursue the realization of an ATC
- Purchase equipment for Solar concentration courses and begin offering in Spring 2010
- Increase participation in OA in Science, Fine Arts, and Applied Science.
- Create a programmatic assessment plan for our AAS in Applied Technologies.
- Put Math 121 online.
- Create a Learning Community to put on schedule in fall 2010.
- Update and redo MSDS notebooks where necessary.
- Fix the safety hazards in the welding area
- Create a concentration Alternative Energy for the Applied Technologies degree.
- Create a certificate in Alternative Energy
- Purchase equipment for the new Alternative/Solar Energy

#### **General Division Goals**

- Create a web page for the Division and each department within the division.
- Post all syllabi for each semester.
- Look for and write grant packages.
- Create standard safety forms for all lab classes and post them to the web.

#### **Community Education & Customized Training Services**

- In conjunction with developments on credit side, facilitate development and delivery of non-credit workforce training in Environmental Science and solar technology.
- Update offerings in personal enrichment and professional development courses to Los Alamos and surrounding communities
- Provide new personal enrichment and professional development courses to Bernalillo and surrounding communities, including eCommerce and Computer Game development.
- Provide fun-quality courses to the grade school level children to the Los Alamos and surrounding communities

- Continue high-quality customer service to clients, instructors, staff and faculty through Community Education, Customized Training and Computer Application Training Services

### **Adult Learning Services**

Because of the high turnover in staff over the last year, there has been little continuity in the program. A new program manager (the second since August 2008) was hired in February and a new administrative assistant/data tech (the second since May 2009) was hired in October. The focus for FY 2009-2010 will be to get the program back on its feet and running smoothly by:

- Re-establishing connections with outlying sites (Delancey Street, Jemez Pueblo, Cuba, Bernalillo, Pojoaque)
- Gathering more accurate program data
- Updating and maintaining our own database rather than paying another campus to enter the data
- Restructuring our GED classes to better prepare GED students for the workplace
- Focusing program costs on paying instructors and providing meaningful materials/activities for the students in the program.

### **Library**

- Update website
- Learn advanced features of Dreamweaver and continue re-design of the library website.
- Information Literacy: Create online information literacy session for English 102. Enter phase II of creating online information literacy sessions for English 101, creating short modules with online quizzes providing immediate feedback.
- Hire and train new Library Information Specialist II
- Identify core resources to acquire for Applied Technologies Programs.

### **Tutor Center**

- Continued services for special needs students
- Recruit more volunteer tutors.
- Continued services to all students

## **STUDENT SUPPORT SERVICES**

### **Recruitment & Retention**

- Continue to enhance participation and transferring of ABE/GED students into credit programs
- Time will continue to be provided for staff to participate in professional development trainings.
- Student Services staff will continue to participate in curriculum committee meetings and the College Cornerstone program.

### **Advisement**

- Advisors will continue to be encouraged to regularly participate in main campus Academic Advisement Council
- Expanded student services initiatives through Banner's unofficial transcript checklist will be offered.
- Staff will continue to be encouraged and provided time to participate in professional development trainings.
- Advisors will continue to participate in campus events (i.e. College Day for High Schools, etc.).

### **Admissions & Registration**

- Continue working with Banner and DARS to provide appropriate access to information and support decision-making reporting
- Facilitate expansion of the Dual Credit program and work with campus departments to coordinate details associated with recruitment, admissions, scheduling, book services, and finance.
- Continue to provide Scheduling support during staffing transition in Dept of Instruction.
- Develop tools and training materials for instruction of faculty on record, grading, and enrollment policy.
- Increase efficiency and customer focus of transactions through new Banner system.
- Staff will continue to be encouraged and provided time to participate in professional development trainings.

### **Financial Aid**

- Explore expansion of opportunities for students to obtain financial assistance
- Continue to promote areas of distinction including: Summer Bridge and Bridge to Success.
- Participate in quarterly Branch Campus Financial Aid trainings.

### **Scholarships**

- Provide resourceful information on scholarship availability
- Staff will continue to be encouraged and provided time to participate in professional development trainings.

## **BERNALILLO EDUCATION CENTER**

- Bernalillo Public Schools was recently awarded a Gear Up grant.
- Meetings with Bernalillo High School and New Mexico State Higher Education Department have requested that UNM-LA identify potential tutors in Mathematics and English for BHS students.
- Work will continue to identify, hire and implement tutoring program with UNM-LA students.
- Research possible Community Education courses
- ARSC198 Santo Domingo, Jemez, Cochiti and Santa Ana Pueblos have expressed interest in teaching courses as Dual Credit for community students.
- Work has commenced in gaining tribal administration buy-in, student recruitment, professor search, etc.
- Walatowa Charter Early College Program- work continues on establishing partnership between entities. Meetings between entities have identified one specific course, with the possibility of several Dual Credit courses offered for Walatowa students during spring 2010.
- School is currently gathering faculty resumes for possible teaching positions with UNM-LA
- Partnership with Bernalillo High School has increased overall participation by current and graduated students.
- Bernalillo High recently selected a new principal and plans include offering courses during the school-day.
- Aggressive Dual Credit outreach continues
- Proposal to present ARSC198 with Zia Pueblo course at National Indian Education Association's annual conference was accepted
- Cuba High School is currently gathering resumes for potential instructors. Administration would like to offer four dual credit courses during spring 2010

## **BUSINESS OPERATIONS**

### **Overall**

- Work with campus to continue progress to replace administrative processes with a paperless solution, including leave reporting.
- Provide support and information for mil levy increase election.
- Provide ongoing instruction to faculty and staff on equipment that supports the paperless environment, creating electronic documents that can be transmitted more

efficiently.

- Manage budget reductions imposed by the state to maintain fund balances at recommended reserve levels and continue current level of services.
- Fund anticipated increases in utility and fringe benefit costs.
- Meet matching funds requirement for various contract and grant activities.
- Develop a facilities' master plan.
- Complete design, bid, and construction process for instructional building improvements and Lecture Hall addition.
- Manage insurance claim for hail damage.
- Respond to rescission requirements as determined by legislative action.

### **Food Services**

- Continue support for the outsource operator to provide an affordable option for students, faculty and staff.
- Expand catering options for outside organizations to host events at UNM-LA

### **Bookstore**

- Select on-line textbook provider and transition to new operations by spring 2010.
- Determine scope of products to be offered in the Bookstore once the on-line textbook operator is in place.
- Redeploy personnel to facility rentals and promote the campus as a viable location for many community events.

### **Student Housing**

- Secure capital funding to enable significant renovations to housing units.
- Determine scope of improvements and timeline to complete necessary renovations.
- Improve landscaping and grounds to create a more inviting curb appeal.

### **Facilities**

- Create emergency response procedures in conjunction with other local agencies and develop educational materials for distribution on campus.
- Make the work order process electronic. Beginning with the initial request to notification of completion, all communication managed via email.
- Develop a long-term deferred maintenance schedule and implement ongoing maintenance schedules for general building upkeep and for safety compliance.
- Develop an Energy Educator Program specific to UMN-LA needs and operations.
- Work with insurance claim to repair and replace damage as sustained by July hail storm.

## **INFORMATION AND TELECOMMUNICATIONS SERVICES**

- Completed search for Computing Services Manager in August 2009.
- Continued merger of ITS and the Instructional Technology Center staff and operations.

## **COMMUNICATIONS & MARKETING SERVICES**

### **Improve website**

- Create a page for each degree program. Include description and career options. Include profiles of current (if new program) and past students in the program. Include profiles of program faculty.
- Recruit three student bloggers as part-time employees of Communications and Marketing Services. Bloggers should come from various UNM-LA populations, such as full-time traditional student seeking an AA, traditional student seeking to transfer, older, non-traditional student. Students should express diversity in hometown, ethnic group and gender. Pay \$50.00 per month to students who blog at least twice a month.
- Emphasize focus goals through news stories on the site.
- Revise Sandoval County pages on website to emphasize its programs, highlight its news, and increase helpfulness to Sandoval County students.
- Work with IT staff to create vehicle to monitor traffic to website and monitor what pages are most visited.

### **Increase web presence**

- Create FaceBook Fan pages for UNM-LA and UNM-LA Sandoval County Site.
- Encourage students to join site and contribute content through Student-List Serve, website and through student groups.
- Encourage faculty to create group sites for their classes that link to Fan page.
- Create “What UNM-LA program suits you” quiz for page with FaceBook widget tools.
- Seek input from Student Government and other student groups for content and ideas.
- E-mail students who attended in previous semester through Student E-list and send a reminder about upcoming registration for next semester and an invitation to visit the website to see schedule and news.
- Create Twitter account for UNM-LA.
- Encourage students to contribute follow and contribute through Student List Serve, website and student groups.
- Create Wikipedia entry for UNM-Los Alamos.

- Create a LinkedIn page for UNM-LA to create a presence with professionals, including high school teachers and possible faculty members as well as business people.
- Monitor web mentions of UNM-LA through use of Google Tools. Use Google Tools to find best keywords to direct traffic to website. Regularly search UNM-Los Alamos on web search engines.
- Hold contest for best short student film on the subject of the UNM-LA student experience with a prize of \$500.00. Promote the contest through Stall News, UNM-LA website, flyers, and through notification of students by faculty, especially in classes with a direct connection to communications, marketing or video. Post films on YouTube and FaceBook.
- Create new edition of “Guide to Promoting your Class at UNM-LA” for faculty to include using the web for self-promotion of UNM-LA courses for fall 2010.

#### **Increase use of students for outreach**

- Encourage student participation on FaceBook and Twitter.
- Use student bloggers (see improve website).
- Student film contest (see Increase Web Presence).

#### **Develop avenues for free or inexpensive media outlets for local outreach**

- Purchase 20-30 radio spots on KDCE coverage of Espanola Valley High School basketball games during basketball season (November-March) Focus on UNM connection advantages, LANL connections and student success.
- Create stories for Los Alamos Chamber of Commerce and with LANL Community Relations newsletters and websites. Seek opportunities to promote various degrees through the websites and newsletters of local organizations, for example, Sierra Club and PEEC newsletters for the Environmental Science Degree. Work with staff of Sandoval County Site to identify opportunities in Sandoval County. Use staff and faculty as a resource to help identify potential organizations and entities with which to work in Rio Arriba County by soliciting ideas from them and by asking them to serve as a contact.
- Work with Extended University to create a theatre ad for the Dreamcatcher and Reel Deal theatres. Expenses will be shared between UNM-LA and Extended University. In this ad, we will emphasize the focus goals we have chosen. The ad should appeal to both traditional and non-traditional students.
- Include UNM-LA newsletter (one page, B/W) in Los Alamos County utility bills in November. Stress student success, new programs and STEM goals.

**Promote degree and certificate programs effectively**

- Create web pages for each program (see improve website).
- Produce brochures for five new programs on the model of Applied Technologies brochure. Print 1,000 copies of each brochure and place brochure content on program web pages.
- Write stories and arrange at least one interview per month on local radio for those faculty and staff involved with various UNM-LA programs.

**Increase awareness of student success and other strengths of our campus**

- Change current Fact Book publication to better function as a marketing and outreach tool.
- The new Report Card publication will stress student success and campus achievements as well as present statistical information about the campus. It will appear in December 2009 and contain statistical information for the 2008-2009 year.
- Increase visibility of student success and STEM content on website through news stories. Review current web content in terms of focus goals.

**Improve monitoring of success rates of marketing efforts**

- Monitor visits to website (see improve website). See if traffic increases as various marketing and outreach efforts take place.
- Monitor visits to FaceBook page and mentions on the Web.
- Work with UNM-LA Researcher to develop new questions on marketing penetration for Student Survey.

### APPOINTMENTS TO STAFF

<b>Name</b>	<b>Position</b>	<b>Area</b>	<b>Effective</b>
Linda Hull	Admin. Assistant II	ABE	07/14/08
Carol Noones	Temp. Admin. Assistant	Instruction	08/11/08
Kamala Easton	Program Manager	ABE	08/13/08
Janice Childers	Admin. Asst. to the Dean	Instruction	10/29/08
Jill Gonzales	Br/Div Coordinator	Student Svcs.	12/08/08
Aaron Lundquist	Small Business Advisor	Bernalillo-SBDC	01/05/09
Denise Obermeyer	Temp. Admin. Assistant II	ABE	01/12/09
Michelle Worley	Program Manager	ABE	02/16/09
Kristin Alvarez	Accountant II	Admin. Services	03/09/09
Melanie R. Martinez	Admin. Assistant II	SBDC-Sandoval	05/05/09
Lorraine Salazar	Admin. Assistant II	ABE	05/05/09

### SEPARATIONS FROM STAFF

<b>Name</b>	<b>Position</b>	<b>Area</b>	<b>Effective</b>
Michelle Worley	Program Manager	ABE	08/01/08
Sandi Sturges	Admin. Assistant III	Instruction	08/01/08
David Suazo	General Services Tech.	Physical Plant	09/15/08
Linda Hull	Admin. Assistant II	ABE	10/29/08
Carol Noones	Temp. Admin. Assistant	Instruction	11/7/08
Annabelle Martinez	General Services Tech.	Physical Plant	01/07/09
Anthony Valdez	Comp. Services Mgr.	Computer Center	01/29/09
Yohanna Wiuff	Financial Aid Manager	Student Services	01/30/09
Kamala Easton	Program Manager	ABE	01/28/09
Lydia Armijo	Mgr., Business Services	Admin. Services	05/31/09
Juan Dominguez	Food Service Worker II	Admin. Services	05/31/09

### APPOINTMENTS TO FACULTY

- Irina Alvestad began as a .5 mathematics faculty member
- Oksana Gerlits began as a .5 chemistry faculty member
- New Adjunct faculty include Tracy Thompson (English), Bruce Layman (Math), Rico Del Sesto (Chemistry), Marjorie Keilers (Mathematics), Renee Collier (EMS), Al Forget (Woodworking), Sara Dickens (DMA), Vicki Erhart (Business), Chris Roybal (Business), Gary Garrett(Computer Technology), Chris Kiscaden(Computer Technology), Paul Pope (Geomatics)

## SEPARATIONS FROM FACULTY

Gracie Cainelli Retired from UNM-LA

## PUBLICATIONS

### STAFF

#### **Bonnie Gordon, Public Affairs Representative**

- Wrote various articles, concerning the UNM-Los Alamos campus, for *the Los Alamos Monitor*, *Rio Grande Sun*, *The New Mexican*, *Albuquerque Journal North*, *Jemez Thunder*, and *UNM Campus News*.
- Developed and produced several UNM-LA publications for internal and external use including brochures, schedules, catalogs, press releases, audio scripts, annual reports, etc.

#### **Pat Boyer**

- Wrote article for Los Alamos Monitor
- Wrote three Public Policy Articles for NASPA Region IV-West Newsletter
- Wrote article for UC-Santa Cruz Women's Club Newsletter regarding Adult Students in Higher Education

#### **Joseph Moreno, Senior Student Program Advisor/Campus Representative**

- Wrote all course schedule newsletter articles
- Wrote advertisements for Town of Bernalillo water bill newsletter
- Developed, or aided in development, of outreach materials, in-house forms, etc.
- Moreno, J. (2008). Hall gets jump start on degree via UNM-LA. *Bernalillo Public Schools News*, April, 6.
- Moreno, J. (2009). New introduction to undergraduate studies course introduced. *The American Indian Graduate*, 8(2), 20-21.

## OUTSIDE PROFESSIONAL ACTIVITIES

### ADMINISTRATIVE STAFF

#### **Cedric D. Page, Executive Director**

- Member, Board of Trustees, United Way of Northern New Mexico
- Member, JUNTOS, Adult Advisory Board, Los Alamos, NM
- Member, Regional Development Corporation, Board of Directors
- Member, New Mexico Alliance for Minority Participation Board of Directors
- Member, Local Resource Advisory Board, Big Brothers/Big Sisters of Northern New Mexico
- Member, Schools Building Communities (Indianapolis, IN), Board of Advisors
- President, New Mexico Association of Community Colleges, 2009
- Member, Governor's Data Warehouse Council, New Mexico
- Member, Regional Development Corporation (New Mexico), Board of Directors, and Executive Committee
- Liaison, New Mexico Green Collaborative, Two-Year Colleges
- Member, Accreditation Steering Committee, Provost's Office, University of New Mexico
- Member, Bachelor of Fine Arts/Production Animation Program Advisory Committee, DigiPen Institute of Technology
- Member, Bachelor of Science/Game Design Program Advisory Committee, DigiPen Institute of Technology
- Member, Master of Science in Computer Science Program Advisory Committee, DigiPen Institute of Technology
- Education Specialist, Accrediting Commission for Career Schools and Colleges
- Member, Accrediting Commission for Career Schools and Colleges, Standing Appeals Panel
- Co-organizer, "San Diego Communities Experience Tours I: Social and Ethnic Communities and II: The Transforming Economic Landscape" (with William Ponder) 22nd Annual National Conference on Race and Ethnicity in American Higher Education, San Diego CA, May 2009.

#### **Kate Massengale**

- Achieved Tenure and promotion to Associate Professor.
- Served on HED's Developmental Studies Review Committee Spring/Summer 2009.

#### **Patricia Boyer, Student Affairs Director**

- President Elect for NMHEAR as of February 2009
- Board Member for National Association of Student Affairs Professionals (NASPA) – as Public Policy Board Member 3-year term ends March 2010.
- Enrollment Management Team Member (main campus)
- Local arrangements point person for NASPA REGION-IV WEST conference in

Santa Fe, New Mexico

- Attended Proposal Writing Workshop offered by LANL Feb. 2009 (Proposal was accepted)
- Attended Branch Financial Aid Retreat in Taos, Fall 2008 and Gallup, Spring 2009
- Attended College Cornerstone Retreat

## **STAFF**

### **Wanda Carothers**

- Attendance at Choices Workshop

### **Steve Ciddio, Bookstore Manager**

- Member, NM College Bookstore Association
- Member, National Association of College Stores
- Member, Rotary Club
- Member, Knights of Columbus
- Leadership Los Alamos

### **Valida Dushdurova, Institutional Researcher**

- Member, New Mexico Association of Community Colleges (NMACC)
- Attended bi-monthly meetings of the Institutional Researchers Group at NMACC

### **Eileen Gallegos**

- Volunteer at the Town of Taos Halloween Carnival held in October 2004, 2005, 2006, 2008 & 2009.
- A member of the PACE NM organization
- Own and operate a seasonal gift shop

### **Bonnie Gordon, Public Affairs Representative**

- Vice-President, Northern New Mexico Chapter of the National Association of Presswomen.
- Member, National Council for Marketing and Public Relations
- Member, Public Relations Society of America

### **Michelle Worley, Adult Learning Center Program Coordinator**

- Staff Development:
  - New director training, March 2009
  - UNM Leadership Series training, Spring – Summer 2009
  - LACES training, Spring 2009
  - CASAS training, Spring 2009
  - LACES audit training at UNM-Valencia, Spring 2009
- Professional Development:
  - NMAEA Fall 2008 conference
  - NMAEA May 2009 gathering

- TESOL certification training (one instructor received her certification July 2009)
- Site visits (Bernalillo, Cuba, Delancey Street, Pojoaque)—Spring/Summer 2009

**Jackie LaNew, Advisor**

- Student Government Advisor
- Attended UNM Advisor Network Institutes
- Member Aquatic Exercise Association
- Volunteer at Los Alamos Fitness Center

**Karen Meier**

- Attendance at Choices Workshop
- Service on Young Life Committee

**Joseph Moreno, Senior Student Program Advisor/Campus Representative**

- Received Master of Arts in Language, Literacy and Socio-cultural Studies: Bilingual Education from UNM December 2008.
- Chair of the Bernalillo High School Alumni Association
- Bernalillo High School Assistant Volleyball Coach (State of New Mexico Level II Athletic Coaching License)

**Kathryn Vigil, Registrar**

- Member National Academic Advising Association (NACADA) – National Conferences
- Member Association of Academic College Registrars and Admission Officers. (AACRAO)
- Member Rocky Mtn. Assoc. of College Registrars and Admission Officers (NMACRAO)
- Member Dual Credit Committee of HED/PED Alignment Task Force

**Yohanna Wiuff, Financial Aid Coordinator**

- Member, New Mexico Association of Student Financial Aid Administrators (NMASFAA)
- Member, Southwest Association of Student Financial Aid Administrators (SWASFAA)
- Member, Western Association of Student Employment Administration (WASEA)
- Branch Representative on LINK Financial Aid Team
- Attended Branch Financial Aid Retreat in Albuquerque
- Attended College Cornerstone Retreat
- Attended Lottery Scholarship meeting in Albuquerque
- Branch Representative on LINK STAC Team

## **FACULTY**

### **Lee Bollschweiler**

- Leadership Los Alamos (monthly from Fall 2008-Spring 2009), Graduated Class of 2009
- Computer Science Statewide Articulation Task Force, Chair, Spring and Summer 2009
- UNM-LA Branch representative to the Faculty Senate Curriculum Committee and Faculty Senate Undergraduate Committee (monthly from fall 2008-Spring 2009).
- Tenure Review Committee for UNM-Taos, English and Computer Technology faculty, Spring 2009
- Advisory Board for Carl Perkins Grant, LAHS, Spring 2009
- College Cornerstone, UNM-LA, Feb. 2009
- National ATCE Conference, Charlotte, NC, December 2008
- Media Initiative Symposium, ABQ, January 23, 2009
- Innovate-Educate NM 2009 – ABQ – May 1, 2009
- New Mexico Statewide ACTE Conference, Ruidoso, NM., May 2009

### **Dennis Davies-Wilson**

- LIBROS Advisory Board Meeting, Albuquerque, NM, June 1, 2009.
- New Mexico Consortium of Academic Libraries (NMCAL) Meeting, Albuquerque, NM, April 23, 2009.
- NMCAL Retreat, Roswell, NM, July 31-Aug 1, 2008.
- NMCAL Professional Development Committee
- Chair, LIBROS Advisory Board (LAB)
- New Mexico Consortium of Academic Libraries (NMCAL)
- New Mexico Library Association (NMLA)
- Music Library Association (MLA)
- Music Library Association Mountain Plains Chapter (MPMLA)
- Chair, NMCAL Professional Development Committee
- Chair, UNM-Los Alamos Academic Freedom and Tenure Committee
- Chair, UNM-Los Alamos Curriculum Committee
- Chair, UNM-Los Alamos Library Committee
- Faculty Senator, UNM-LA Representative, (elected fall 2003, re-elected fall 2007)
- UNM Institute for Medieval Studies Spring Lecture Series 2009, “Love Was His Meaning: A Dramatic Performance Based on the Writings of Julian of Norwich,” collaboration between Barbara Newman and Música Antigua de Albuquerque, April 30, 2009, Albuquerque, NM
- Ruidoso Schools Choral Program, accompanist on bassoon for state choral festivals in Santa Fe (February 27, 2009) and Las Cruces (March 16, 2009)
- Música Antigua de Albuquerque (professional early music ensemble); Albuquerque, NM Regular performance season, 2008-2009.

### **Patrick Harris**

- Exhibitions Curated for UNM-LA:
  - “Flowers: An Exhibit of Large Paintings” by Tim Jag - November, 2008 through April, 2009.

### **James Lewis**

- Published a web book review of Barry Lane’s *But How Do You Teach Writing? A Simple Guide for All Teachers* in Michigan State University’s *Education Review*, Sept. or Oct. 2008

### **Lynne Williams**

- Presented paper "A Comparison of Instructional Technology Adoption at Two University of New Mexico Branch Campuses Using a Cooperative Title V Grant", October 2008, Albuquerque, New Mexico, for the Governor's Conference on Education.
- Co-Winner of the 2007 Bobbye Strait Faculty Initiative Award, awarded for development of the Games Developer concentration in Computer Science.

### **Carol Furchner**

- Attended League for Innovation - CIT conference in October 2008
- Began coursework in SLOAN-C Online Teaching Certificate program, expected completion April 2010
- Bobbye Strait Award - with Eva Artschwager, to create and populate a website for UNM-LA to serve as a resource for online instruction and learning (<http://www.la.unm.edu/elearn> . Currently in process.
- Chaired eLearning committee, and with that committee created templates, surveys, and an Online Student Guide for use by online faculty and students.

### **Melissa Balice**

- Attended the national convention of the Ecological Society of America in Albuquerque this past August. Along with her husband, Dr. Randy Balice, she guided a fire ecology trip through the Jemez Mountains.
- As part of the yearly foray of the New Mexico Mycological Society meeting in Taos, she led a mushroom hunt at Taos Ski Valley.
- Throughout winter 2008-9 Melissa Balice studied mogul skiing with Doug DeCoursey at Taos Ski Valley.
- Melissa Balice and Dancers participated in Los Alamos 60th Anniversary Celebration, a fundraiser for the Duane Smith Auditorium, and two Dances of India Benefits that raise funding for science (2008) and cancer clinics (2009) in rural India. Community Outreach dance was presented at Pinon, Barranca and Chimayo Elementary Schools.

**Lenny Tischler**

- Attended 40 hours of workshops on the various subjects below:
  - Civilian Trauma and Psychopharmacology of PTSD
  - Native American Cultural Competency Training
  - Schizophrenia and Co-morbid Disorders
  - The Family in Crisis
  - Dialectical Behavioral Therapy
- Recertified by State of NM as Licensed Professional Mental Health Counselor

<b>OUTSIDE SPONSORED RESEARCH</b>
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There was no outside sponsored research at UNM-Los Alamos.