

**COMMITTEE MEMBERS**

Thomas J. Wenzel, *Chair*  
Laura L. Kosbar, *Vice Chair*

Edgar A. Arriaga	Stephen Lee
Ronald G. Brisbois	Anne B. McCoy
Michelle O. Claville	Lisa McElwee-White
Bob A. Howell	Christopher R. Meyer
Jeffrey N. Johnston	Joseph J. Provost
Kerry K. Karukstis	Richard W. Schwenz
Clark R. Landis	Greg M. Swain

**Consultants**

Ron W. Darbeau      Suzanne Harris

**Associates**

Steven A. Fleming      Scott A. Reid

**COMMITTEE ON PROFESSIONAL TRAINING**

1155 Sixteenth Street, N.W.  
Washington, DC 20036

Fax: (202) 872-6066  
Email: [cpt@acs.org](mailto:cpt@acs.org)  
Web: [www.acs.org/cpt](http://www.acs.org/cpt)

Cathy A. Nelson, *Secretary*      (202) 872-4589

10 November 2016

Dr. David M. Sammeth, Chair  
Department of Biology and Chemistry  
New Mexico Highlands University  
P.O. Box 9000  
Las Vegas, NM 87701

Dear Dr. Sammeth:

At our last meeting, the Committee on Professional Training reviewed your response to their questions about the department's 2015 periodic report. Based on the information provided, the Committee concluded that the chemistry program meets all of the requirements in the ACS Guidelines and agreed to **continue approval**.

The Committee commended the administration for supporting the acquisition of a new infrared spectrometer. The plans for the ongoing development of a program in nanomaterials and the systematic tutelage of proper notebook management are also noteworthy. The Committee recognized the improvement of the student lab reports and encouraged the faculty to continue their efforts.

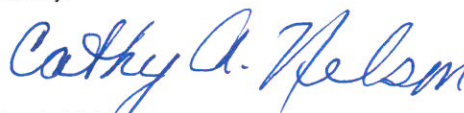
The Committee made the following recommendation that *requires action* by the department.

- **Research reports.** According to Item 6.1a of the periodic report form, undergraduate research is used to meet certification requirements. After reviewing the sample of student reports that was submitted, the Committee agreed that the quality of the reports ranged from very good to poor. The Committee suggested that the faculty consider developing guidelines for students to follow when writing their reports and require more than initial drafts to be prepared with faculty review at each stage. A brief discussion of the changes implemented and samples of student-prepared research reports must be included with the next periodic report. The enclosed supplement describes CPT's expectations for written reports.

As specified in Section 5.12 on page 29 of the ACS Guidelines booklet, you must adequately address the above recommendation in the next periodic report package that you submit for review by CPT. The program's next periodic report will be due in **2021**.

Please do not hesitate to contact me if you have any questions about the information in this letter or the expectations for ACS-approved programs.

Sincerely,



Cathy A. Nelson  
Secretary  
Committee on Professional Training

CAN/dth/daa

Enclosure: Preparing a Research Report Supplement

c: Dr. Sam Minner, President