

Mission *New Mexico Highlands University is a public comprehensive university serving our local and global communities. Our mission is to provide opportunities for undergraduate and graduate students to attain an exceptional education by fostering creativity, critical thinking and research in the liberal arts, sciences, and professions within a diverse community.*

Vision *Our vision is to be a premier comprehensive university transforming lives and communities now and for generations to come.*

Department/Program: *NMHU Farmington Center*

Main Contact: Steven J. Williams
Chair, History & Political Science

Email: sjwilliams@nmhu.edu

Phone: x3435/3013

Strategic Goals for 2020 Planning for FY19-FY21	Unit Goals	Unit Actions/Strategies	Measurable Outcome(s)	Person(s) Responsible	Indicators and Time Frame for Assessment	Date(s) for Review
<p>1. Highlands University will achieve academic excellence, academic integration and student success.</p>	<p>a.) Create stronger undergraduate & graduate programs. b.) Improve academic advising c.) Diversify course offerings d.) Foster student contact with prospective employers e.) Involve students in both faculty research projects and community research projects</p>	<p>a.) Rework the Law program and turn it into a Legal Studies Program b.) File PA-1 with Justification to hire a full-time professor of Law c.) Institute a system wherein all majors must meet with a discipline advisor each semester before registering for classes d.) Create a documentation system to track the advising of majors e.) Undertake a systematic review of all programs f.) Create new courses g.) Complete new Outcomes Assessment plans h.) Review and revise our department's <i>Graduate Handbook</i></p>	<p>a.) Institute a systematic (program) review of academic programs to be completed by January 2018, with revised curriculum proposals being submitted to Academic Affairs. b.) Send the Legal Studies Program proposal to Academic Affairs by April 2017 c.) Have four new courses taught by the end of the Fall 2017 semester. d.) Have 75% of all majors meeting with a discipline advisor 2016-2017 e.) Implement all Outcomes</p>	<p>Chair working with department faculty.</p>	<p>Meetings at the start, the mid-point, and the end of each semester, to be coordinated by the Chair.</p>	

		<p>i.) Participate in Student Senate Banquet; give an award to the best student in each discipline at both the undergraduate and graduate level</p> <p>j.) Conduct exit survey for our Majors/Minors/M.A.s.</p> <p>k.) Encourage students to go to the annual Career Fair</p> <p>l.) Place more students in internships and practicums</p>	<p>Assessment Plans by September 2017</p> <p>f.) Reach a 50% response rate for the exit survey</p>			
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)	Challenge(s)	Budget Consideration (Yes / No)		
<p>Searches stopped for both the Political Science Law position and the American History Public Historian positions: negative "progress."</p> <p>New Outcomes Assessment instruments created; History Undergrad final report is done; PoliSci Undergrad in process.</p> <p>Legal Studies effort stalled because of understaffing.</p> <p>The effort to foster student contact with prospective employers and to increase</p>		-	-			

<p>internships has stalled because of staffing shortfalls.</p> <p>Law program is suffering because we don't have a full-time person to teach the courses and to administer the program.</p> <p>Tracking system created. Implementation stalled last spring when repeated requests for data from OIER went unfilled.</p> <p>Program Review in process (approximately half done).</p>				
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<p>2. Highlands University will achieve strategic enrollment management.</p>	<p>a.) Expand the number of undergraduate students/majors/minors b.) Expand the number of graduate students</p>	<p>a.) Revive the Law program b.) Contact the Foundation on the issue of scholarships for students in our disciplines c.) Work with Sean Weaver to improve the departmental website d.) Work with Edward Martinez to increase our public profile e.) Execute GRE Search f.) Participate in university-wide recruitment and advising efforts</p>	<p>a.) Completed GRE Search process by February 2017 b.) Updated departmental website in place by September 2017. c.) Revision completed of department's promotional materials by September 2017. d.) Legal Affairs proposal to Academic Affairs by April 2017. e.) Revision of Welcome letters to prospective students in place by February 2017.</p>	<p>Chair working with department faculty.</p>	<p>Meetings at the start, the mid-point, and the end of each semester, to be coordinated by the Chair.</p>	
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<p>It is difficult, to say the least, to increase enrollments and build programs when the number of faculty teaching courses is reduced. The laudable goals described here are unrealizable at the present moment.</p>		<p>-</p>	<p>-</p>		<p>-</p>	

No "Welcome" letters needed: Chair writes individual letters as new student "alerts" come to him.				
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<p>3. <i>Highlands University will achieve a vibrant campus life.</i></p>	<p>a.) Raise the department’s profile on campus b.) Get students more actively involved in departmental and university activities.</p>	<p>a.) Undertake the programming of university events (films, symposia) b.) Continue supporting and advising the Political Science Club c.) Create/expand student organizations/groups and activities connected with the department’s disciplines d.) Inform and encourage students to join/attend events. f.) Use the university’s Public Relations mechanisms to “get the word out” about our department and what we do g.) At every department meeting determine one person/accomplishment that we want to highlight h.) Hold a reception in the spring for majors/graduates.</p>	<p>a.) Hold two Symposia per year; record numbers of attendees at each event b.) Sponsor two discipline-related events per year (Constitution Day; Women’s History Month; Black History Month) c.) Send department news to Public Relations at least once per month</p>	<p>Chair working with department faculty.</p>	<p>Meetings at the start, the mid-point, and the end of each semester, to be coordinated by the Chair.</p>	

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<p>Our department's staffing effectively fell to three persons last year: it's hard with a minuscule department to do the extra stuff that we would like to do.</p>		-	-	-

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<p>4. Highlands University will be a community partner.</p>	<p>a.) Foster relations with local/state/national entities that connect up with our disciplines b.) Establish partnerships that connect students with possible internships and career opportunities c.) Raise the profile of the department in the larger community.</p>	<p>a.) Work with Ron Garcia to increase internship opportunities and to get internships for our students b.) Invite local leaders, museum directors, politicians, etc. to attend our classes c.) Take/send students to museums, the State Legislature, the State Archives, etc. d.) Sponsor student participation in local/state/national conferences and meetings</p>	<p>a.) Place two students per year in local/regional internships. b.) Solicit formal feedback regarding internships from Ron Garcia c.) Sponsor a student to attend the Domenici Institute at NMSU d.) Provide a report at department meetings of all instances of classroom visits by outsiders and all discipline-related student activities</p>	<p>Chair working with department faculty.</p>	<p>Meetings at the start, the mid-point, and the end of each semester, to be coordinated by the Chair.</p>	
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<p>Ibid.</p>		<p>-</p>	<p>-</p>			

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<p>5. Highlands University will achieve technological advancement and innovation.</p>	<p>a.) Incorporate technology into some of our instruction. b.) Increase the department’s media footprint c.) Increase e-resource use by students</p>	<p>a.) GIS training for students b.) Provide students with an orientation to e-resources. c.) Work with the Donnelly Library to boost our online access and holdings d.) Offer courses via distance technology. e.) Take advantage of CTE’s technical trainings</p>	<p>a.) Offer at least two distance education classes in each discipline per year. b.) Hold one GIS training for students each year. c.) Include e-resources lessons as part of all courses in Research Methods</p>	<p>Chair working with department faculty.</p>	<p>Meetings at the start, the mid-point, and the end of each semester, to be coordinated by the Chair.</p>	
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<p>GIS is an integral part of the Political Science graduate program; however, the fact that the Registrar is balking for the inclusion of the GIS course in Programs of Study is an ongoing problem.</p> <p>There is always a technology component in our Research Methods courses, both undergraduate and graduate.</p> <p>Online teaching is a regular feature of our department’s teaching because of Dr. Rodriquez and Dr. Linder.</p>						

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<p>6. <i>Highlands University will achieve enhanced communication and efficiency.</i></p>	<p>a.) Increase our web presence. b.) Maintain regular contact with Public Relations and inform this office of departmental news. c.) Work with Edward Martinez on recruitment and advertising. d.) Increase the number of department meetings to take on the new responsibilities. e.) Increase the department's working efficiency.</p>	<p>a.) Hold a least one department meeting per month. b.) Work with Sean Weaver to improve the department's website c.) Undertake a comprehensive review of all departmental forms and documents.</p>	<p>a.) Improved website ready by September 2017. b.) All forms updated and in fillable-PDF format by September 2017 c.) No department meeting to go beyond 75 minutes</p>	<p>Chair working with department faculty.</p>	<p>Meetings at the start, the mid-point, and the end of each semester, to be coordinated by the Chair.</p>	
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<p>Chair & Adm.Asst. have gotten departmental forms in writable PDF form.</p> <p>Website: Awaiting administration leadership and action on this issue.</p>		-				