

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: **Department of Teacher and Graduate Education**

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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>	<ol style="list-style-type: none"> 1. Align curriculum to provide candidates with sequential courses in the frameworks of programs. 2. Prepare candidates in all programs to increase the pass rate on the state tests. 3. Align clinical experiences with content courses. 	<ol style="list-style-type: none"> 1a. Creation of frameworks for all programs. 1b. Advisement using the frameworks. 1c. Provide faculty with a training on degree audit 2a. Identify opportunities for improvement related to NES content tests. 2b. Improve current NES test prep courses 	<ol style="list-style-type: none"> 1. Frameworks for all program will be in use by faculty, staff, students and advisors 2. Increase in pass rate by 3% 3. Matrix of alignment between Clinical experience content assignments 	<p>All Faculty and advisors</p>	<p>Review passing scores on PED assessment each semester</p> <ol style="list-style-type: none"> 1. January 2019 2. June 30, 2019 3. May, 2019 	<p>On- going</p>
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)	Challenge(s)	Budget Consideration (Yes / No)		
<p>The Curriculum and Instruction program has a program of study that is created for each student when they enter the program (ongoing)</p> <p>Promote best-practice teaching methods, whether in class or online, with the support of up-to-date</p>	<p>These are ongoing for each new student who enters the program.</p>	<p>- To post completed Programs of Study in One Drive to have the information available to all advisors</p>	<p>- C&I hires per-course faculty members each academic year to cover several graduate courses. A budget to hire fulltime tenure track faculty is highly needed.</p>			

facilities and the latest classroom and teaching technology (ongoing) Enhance orientation and support services to maximize potential of academic success for admitted students (ongoing)				
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<p>2. Highlands University will achieve strategic enrollment management.</p>	<p>1. Increase enrollment and retention in all programs across the department</p>	<p>1a. Create marketing materials/social media for prospective students</p> <p>1b. Offer incentives for retention of students</p> <p>Provide more online synchronous or asynchronous courses.</p> <p>Advise students about the Gateways and admission requirements for all programs.</p>	<p>An increase enrollment of 5% across all programs.</p> <p>An increase retention rate of 3% across all programs</p> <p>Increase online synchronous and/or asynchronous by 5 courses a year.</p> <p>Advisement audit will be completed each year.</p>	<p>1. All Faculty</p>	<p>1. Monitor enrollment and retention rate yearly</p>	<p>Yearly</p>
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<ul style="list-style-type: none"> - The Department of Curriculum and Instruction will have a new cohort beginning in summer of 2019. (ongoing) - All faculty members continue to recruit new applicants to the program (ongoing) - Increase retention by strengthen student support system, e.g., promote the department learning community; mentoring, monitoring student’s progress, and so on. (ongoing) 	<p>This is an ongoing goal for the Department of Curriculum and Instruction</p>	<p>- A recruiter for graduate programs would be a helpful addition to the university</p>		<p>- C&I faculty members have been actively participated in recruitment activities. However, this additional volunteer service has been a challenge due to lack of time and resources.</p>		

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<p>3. Highlands University will achieve a vibrant campus life.</p>	<p>1. Dept. of TE and Grad Orientation for new students to center</p> <p>2. Increase activities and community events for students at main campus and the centers</p>	<p>1. Plan an open house/meet and greet on main campus and the centers with all students. Recruitment activities.</p> <p>2. Plan a meet and greet (networking) event with alums and current students.</p>	<p>1. One open house will be offered in the fall semester</p> <p>2. One meet and greet in spring semester</p>	<p>1. All Faculty and Field office</p> <p>2. Field office and all faculty</p>	<p>1. Use of flyers that will record the date of the event.</p>	<p>On-going</p>
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<p>- The Department of Curriculum and Instruction is in contact with new applicants and current students. They are sent emails every semester to inquire if that need help with registration (ongoing)</p>	<p>This goal is ongoing</p>	<p>- Improve the SOE website to be able to provide graduate students with information about events happening on campus.</p>		<p>-</p>		

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<p>4. Highlands University will be a community partner.</p>	<p>1. All programs in the department will provide relevant training for in-service teachers and para-professionals.</p> <p>2. Provide on-going professional development for cooperative teachers.</p> <p>3. Sponsor community activities that involve DTE&G students</p>	<p>1. Create online professional development modules for cooperating teachers.</p> <p>2. Identify and share community events through SOE Community</p> <p>3. Identify the types of events student would like to participate in and also identify community needs.</p>	<p>1. List of cooperating teachers who completed professional development modules</p> <p>2. Identify events that SOE students, staff and faculty have participated</p>	<p>All Faculty task forces</p> <p>1. Field office</p>	<p>2. The names of the cooperating teachers will be collected by semester.</p>	<p>On-going</p>
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<p>- C&I faculty attended an education fair at Los Lunas Schools and will continue to be in touch with future applicants. (ongoing)</p>	<p>This is an ongoing goal for the department</p>	<p>-</p>		<p>-</p>	<p>-</p>	

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<p>5. Highlands University will achieve technological advancement and innovation.</p>	<p>1. Improve advisement with the use of online (zoom) conferences and program roadmaps and programs of study</p> <p>2. Require a technology assignment in all courses.</p> <p>3. Build participation in SOE Community and encourage active participation.(Brightspace)</p> <p>4. Professional development for students and faculty</p>	<p>Utilize Instructional Designer to identify and schedule professional development opportunities for faculty.</p> <p>Share faculty knowledge about technology.</p> <p>Survey faculty and students regarding technology needs.</p> <p>Provide faculty with a training on degree audit.</p>	<p>1. Training provided on Brightspace and other online strategies</p> <p>2. Increase in the number of asynchronous courses being offered across programs.</p> <p>3. All faculty will complete Brightspace and zoom training.</p>	<p>All Faculty</p> <p>4. Katy Korzekwa</p>	<p>1. Annually collect data of the number of Professional development opportunities provided to faculty and staff</p> <p>2. Spring 2019 – all faculty will use Brightspace (dropbox, grades, syllabus, and resources)</p>	<p>On-going</p>
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<ul style="list-style-type: none"> - All programs of study for the graduate students will be placed in One Drive (ongoing) - Faculty are reviewing courses to decide on ways to create more asynchronous choices for students in the program. (ongoing) - Increase opportunities for C&I faculty involvement with research, and stimulate program review and development/change. (ongoing) 	<p>This is an ongoing goal for the department.</p>	<ul style="list-style-type: none"> - Work toward creating a concentration area that can be completely asynchronous 		<ul style="list-style-type: none"> - Many students don't have the Internet strength to take asynchronous courses. 		

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<p>6. Highlands University will achieve enhanced communication and efficiency.</p>	<p>1. Bridge continued communication among main campus and centers for faculty, staff and students.</p> <p>2. Continue the advisory council meetings with community stakeholders.</p> <p>3. Continue on-going advisement of students</p>	<p>1. Provide a training on SOE Community site</p> <p>2. Convene advisory board meetings twice a semester</p>	<p>1. Create a training on SOE Community</p> <p>2. Advisory board meetings will be convened.</p> <p>3. Provide a training on degree audit and increase the use of degree audit.</p>	<p>1 & 3. Ann Wolf and Katy Korzekwa</p> <p>2 SOE Dean</p>	<p>1. Agenda for SOE community Training and a roster of participants</p> <p>2.</p> <p>3. Minutes from Advisory Board meeting.</p>	<p>On-going</p>
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<p>- Each semester the faculty contact their advisees to review the courses they plan to register for in each semester. (ongoing)</p>	<p>This is an ongoing goal.</p>	<p>- Provide new faculty with professional development on advising and creating programs of study</p>				