

**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: History and Political Science*

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Strategic Goals for 2020 Planning for FY18- FY21	Unit Goals	Unit Actions/Strategies	Measurable Outcome(s)	Person(s) Responsible	Indicators and Time Frame for Assessment	Date(s) for Review
<p><b>1. Highlands University will achieve academic excellence, academic integration and student success.</b></p>	<p>a.) Create stronger undergraduate &amp; 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) Reworked the Law/ Legal Studies Program. b) Position posed on People Admin. for Law position Fall 2019 c) Position posting on People Admin. For American History position Fall 2019. d) Institute a system wherein all majors must meet with a discipline advisor each semester before registering for classes e) Create a documentation system to track the advising of majors f) Undertake a systematic review of all programs g) Create new courses h) Complete new Outcomes Assessment plans I) Review and revise our department's <i>Graduate Handbook</i> J) Conduct exit survey for our Majors/Minors/M.A.s. k) Encourage students to go to the annual Career Fair L) Place more students in internships and practicums</p>	<p>a.) Institute a systematic (program) review of academic programs to be completed by Fall 2019, with revised curriculum proposals being submitted to Academic Affairs. b.) Send the Legal Studies Program proposal to Academic Affairs in Fall 2019 c.) Have two new courses taught by the end of the Fall 2019 semester. d.) Have 75% of all majors meeting with a discipline advisor 2018-2019 e.) Implement all Outcomes Assessment Plans by Fall 2019 f.) Reach a 50% response rate for the exit survey</p>	<p>Chair working with department faculty.</p>	<p>Multiple department meetings held Fall 2019/Spring 2020.</p>	

Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)	Challenge(s)	Budget Consideration (Yes / No)
Dr. Rodriquez has updated the Legal Studies proposal as a concentration in Political Science. Also, a Paralegal certification.	Fall 2019/ Spring 2020	POLSCI continue to work on proposal.	Budgetary constraints	YES
Created Documentation System to Track the Advising of Majors, Minors and MA students.	Fall 2019/Spring 2020	Faculty meet with students during the semesters for advising and to make sure students were on track to graduate.	None	NO
POLS4350/5350 Introduction to Homeland Security; POLS4350/5350 Terrorism and Counter-Terrorism; HIST4350/5350 World War 1.	Fall 2019/Fall 2020	Three new courses were offered as Topic Courses: Introduction to Homeland Security (4 students registered) Terrorism and Counter-Terrorism (16 students registered) World War I (8 students registered)		
MA Graduate Completions  Review and revise our department's <i>Graduate Handbook</i>	Fall 2019/Spring 2020	Mr. Secundino Esquibel, Mr. Joseph Herrera and Ms. Amanda Salas  Department faculty reviewed/edited department's <i>Graduate Handbook</i> .		
Recommendations for Fall 2019/Spring 2020—three (3) FTEs. American History and PreLaw position posted Summer 2019 for Fall 2020 hire.	Fall 2019/Spring 2020	Dr. Luke Ritter was hired for the American History position Fall 2020.  35 candidates applied for the Law position. Committee reviewing applications.		

Place more students in internships and practicums		Four POLSCI students participated in practicums.		
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<p><i>2. Highlands University will achieve strategic enrollment management.</i></p>	<p>a.) Expand the number of undergraduate students/majors/minors b.) Expand the number of graduate students</p>	<p>a.) Revive the PreLaw program with a concentration in Legal Studies and a Paralegal Certificate. b.) Contact the Foundation and work with History and Political Science alumni to create scholarships for students in our disciplines c.) Continue working with Web Content Manager / University Relations to improve the departmental website d.) Work with Enrollment Management to increase the department’s public profile e.) Execute GRE Search f.) Participate in university-wide recruitment and advising efforts g.) Rewrite promotional materials</p>	<p>a.) Completed GRE Search process by February 2020 b.) Updated departmental website in place by January 2020. c.) Revision completed of department’s promotional materials by January 2020. d.) Legal Studies proposal to Academic Affairs by Fall 2019. e.) Revision of Welcome letters to prospective students in place by February 2020, and revise yearly.</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>Creating a new brochure for History and Political Science</p>	<p>Fall 2019/Spring 2020</p>	<p>- History and Political Science brochures were created for the Summer 2019 Student Orientations</p>		<p>- <b>Budgetary constraints</b> - <b>Non-replacement of FTEs</b></p>	<p>-</p>	
<p>All “Welcome Letters” handled on an individual basis by the Chair</p>	<p>Fall 2019//Spring 2020</p>	<p>Welcome to the department email communications sent to all students majoring/minoring in History and Political Science.</p>				
<p>Freshmen Orientations.</p>	<p>Summer 2019</p>	<p>Chair attended all the Summer 2019 Freshmen Orientations.</p>				
<p>Improving Department Website</p>	<p>Spring 2021</p>	<p>Updating website for recruitment.</p>				



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<p><b>3. Highlands University will achieve a vibrant campus life.</b></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>Dr. Linder served on the Graduate Council.  Dr. Rodriquez served on Academic Affairs.  Dr. Luke Ritter served on Academic Affairs.  Budget and Planning Committee</p>	<p>Fall 2019/Spring 2020  Spring 2019  Fall 2020  Spring 2019/Fall 2020</p>	<p>Dr. Linder served on the Graduate Council</p>	<p>-</p>	<p>-</p>		

<p>Dr. Linder participated in Constitutional Day—held virtual “Constitution Jeopardy.”</p>	<p>Fall 2019</p>	<p>History and Political Science students were offered extra credit for participating in virtual Constitution Jeopardy.</p>		
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<p><b>4. Highlands University will be a community partner.</b></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 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.) Students participate in Civic Engagement Projects.                      c.) 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>2020 NMHU Legislative Leadership Fellowship</p> <p>POLS1120 American National Government Classes are required to complete a Community Civic Engagement Activity</p> <p><u><b>Internships:</b></u></p> <p>Jessey Martinez internship</p> <p>Patrick Elias and Benito Vigil internship</p>	<p>Fall 2019/Spring 2020</p> <p>Fall 2019/Spring 2020</p> <p>Fall 2019</p> <p>Spring 2020</p>	<p>Dr. Rodriquez participated with the administrative team taking students to the NM State Legislature.</p> <p>Dr. Rodriquez requires all students to complete a Civic Engagement project.</p> <p>Chico Gallegos Law Firm</p> <p>Legislative Fellowship</p>	<p>-</p>			





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<p>5. <i>Highlands University will achieve technological advancement and innovation.</i></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>POLSCI and History created online courses using ZOOM and Online Synchronous and Asynchronous.</p>	<p>Fall 2019/Spring 2020</p>	<p>- Dr. Rodriquez and Dr. Linder</p>		<p>-</p>		<p>-</p>
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<p>6. <i>Highlands University will achieve enhanced</i></p>	<p>a.) Increase our web presence.</p>	<p>a.) Hold a least one department meeting per month.</p>	<p>a.) Improved website</p>	<p>Chair working with</p>	<p>Meetings at the start, the mid-point, and the end of each semester,</p>	

<p><i>communication and efficiency.</i></p>	<p>a) Maintain regular contact with Public Relations and inform this office of departmental news. b) Increase the number of department meetings to take on the new responsibilities. c) Increase the department's working efficiency.</p>	<p>b.) Work with Sean Weaver to improve the department's website c.) Undertake a comprehensive review of all departmental forms and documents.</p>	<p>b.) All forms updated and in fillable-PDF format by Fall 2019 c.) No department meeting to go beyond 75 minutes</p>	<p>department faculty.</p>	<p>to be coordinated by the Chair.</p>	
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<p>Department meetings held at least once a month; the 75-minute rules generally kept.</p> <p>All forms in writable-PDF form.</p> <p>Working with University Relations to update, and revise website content for the department.</p>	<p>Fall 2019/Spring 2020</p> <p>Fall 2019/Spring 2020; revise yearly</p> <p>Fall 2019/Spring 2020</p>	<p>-</p>				