NMHU Unit Strategic Planning: FY21 Plan
Unit name: Psychology

VP / Dean / Chair / Director / Lead: Daniel Chadborn
Date submitted: 9/20/2023

	PLAN - Unit Goals / Objectives											DO - Implement Plan		STUDY - Assessment			ACT - Improve
Unit	**Unit / Department Objective**	**Fall 2023 UPDATE**	**Purpose of Objective**	**SP Goal 1**	**SP Goal 2**	**SP Goal 3**	**SP Goal 4**	**SP Goal 5**	**Status (New or Ongoing)**	**Timeframe**	**Measureable outcomes**	**Action(s)**	**Budget implication**	**Status (Met, Ongoing, Stop)**	**Outcome(s)**	**Challenge(s)**	**Improvement(s)**
Psychology	Hire full time administrative assistant for department. Half time administrative assistant for former Department of Social and Behavioral Sciences retired several years ago and was never replaced. Current FT administrative assistant is shared between Psychology and SACJ.	Objective NOT MET. No budget for this hire was given by administration. New Admin Assistant was hired but we are still lacking additional help and have not been able to replace the student worker we used to have/share with Soc/Anth/CJ	To meet the administrative needs of the department			x	x	x	Ongoing	AY 2021-22	Posting on PeopleAdmin	Discuss and advocate for objective with administration	Full time administrative assistant salary and benefits	New	Successful hire	Gaining budget priority	Discuss and advocate for objective with administration
Psychology	Earn reaccreditation for Clinical/Counseling Graduate Program from Masters in Psychology and Counseling Accreditation Council (MPCAC)	Objective MET. MPCAC granted accreditation after successful virtual site visit until May 2030	To maintain accreditation status	x	x	x	x	x	Ongoing	Fall 2021	Successful conclusion to Site Visit and reaccreditation	Prepare all relevant NMHU parties	None - MPCAC fees associated with site visit and renewal (already built into NMHU budget)	Met	Successful conclusion to Site Visit and reaccreditation	Communication and education of NMHU parties	Work with NMHU parties to prepare for 2030 visit moving forward
Psychology	Expand course offerings, particularly asynchronous options	Objective MET and ONGOING. More course offerings are available, particularly ASY options	To provide different modalities of enrollment and engagement with the department and university	x	x	x	x	x	Ongoing	Continuous	Maintain and update course offering matrix that indicates which courses should be offered for completion of the major; discussions with university stakeholders who understand the needs and trends of online/asynchronous students	Minimal overlap of face-to-face and online courses in the semester depending on analysis of student needs	None	Met/ Ongoing	Increased enrollment - Ongoing; Review by faculty each semester to determine best options for course offerings	Faculty availability; striking balance between face to face, online synchronous and online asynchronous offerings	Analysis of coursework needs based on current faculty availability and expertise
Psychology	Obtain Psychology specific research survey software account	Objective NOT MET. Budget was allocated to the department for this objective by administration but funds were never given. Further discussions have offered no funding for industry standard materials	To provide secure, valid, and reliable survey software for faculty and students	x	x			x	Ongoing	Continuous	Funding for departmental survey account	Advocate for the program with University administration for line item in budget	$1-3000/annually	Ongoing	Funding for departmental survey account	Gaining priority in administration budget requests	Advocate for account
Psychology	Add tenure track position for clinical psychology at Main Campus	Objective NOT MET. No budget for this objective was given by administration	To strengthen Clinical/Counseling graduate program for future accredication	x	x	x	x	x	Ongoing	Fall 2023	Clinical TT search approved and posted on PeopleAdmin	Meet with Dean and Provost to demonstrate need for TT position	Full time T/TT position salary and benefits	Ongoing	Clinical TT search approved and posted on PeopleAdmin	Current need to replace TT position. Demonstrating need to administration	Meet with Dean and Provost
Psychology	Develop Psychology participant pool	Objective MET but ONGOING. Drs Brooks and Chadborn completed feisability study. Moving to Discussion of options	To assist faculty and students with greater access to research participants	x				x	Ongoing	Fall 2023	Creation of participant pool	Analyze feasibility of creation of pool.	Cost of participant pool host	Ongoing	Creation of participant pool	Access to funding for participant pool. Creation of course standards for research participation	Find faculty lead for moving forward, examine cost effective possibilities
Psychology	Maintain lines of communication with Center faculty and directors.	Objective MET and ONGOING. Center faculty remain an important part of departmental activities.	To support Centers, faculty, and staff in providing timely service to distance individuals	x				x	Ongoing	Nov 2020	Evidence of continued contact between the Centers and the Main Campus in psychology showing communication with faculty and directors and multi-campus meetings	Institute new workflow tracker for internal tasks	None	Met	Increased enrollment and graduation rates; More contact with the centers as evidenced meetings and other communication	None	Sustain.
Psychology	Assess Psychology minor requirements to determine congruence with changed UG curriculum	Objective MET. Updated and passed through AAC and Faculty Senate	To help improve coursework flow for Psychology minors	x	x			x	Ongoing	Continuous	University catalog changed to reflect any changes to minor curriculum	Update minor curriculum; Propose the curricular changes to Academic Affairs, the Dean, and the Provost.	None	Met	University catalog changed to reflect any changes to minor curriculum	Meeting timelines for AAC, Registrar, etc.	Objective Complete
Psychology	Review Psychology major requirements & Psychology graduate degree to determine whether changes need to be made	Objective MET and ONGOING. After review, no major changes are needed at this time but assessment continues particularly with regard to the Clinical Psychology/Counseling Masters degree curriculum.	To improve coursework flow for Psychology majors; reduce inefficiencies in course offerings	x	x			x	Ongoing	Continuous	University catalog changed to reflect any changes to major curriculum	Review major & graduate degree curriculum; Propose the curricular changes to Academic Affairs, the Dean, and the Provost.	None	Ongoing	University catalog changed to reflect any changes to major curriculum	Meeting timelines for AAC, Registrar, etc.	Emphasize objective among Psychology faculty. Focus on Major requirements.
Psychology	Actively advise students in all phases of the program, to degree and beyond.	Objective MET and ONGOING. Active advisement continues for students	To improve communication among majors, minors, and alumni to assist in movement towards graduation, employment, or additional education	x	x		x	x	Ongoing	Continuous	Set up group advisement sessions for declared majors to counsel on what classes to take to most efficiently pass through Highlands with a psychology major to be held every semester after the schedule of classes is released; Individually contact advisees close to graduation to ensure completion.	Keep record of psychology majors, and group advisement sessions; Document individual advisement sessions and attempted contacts on Degree Audit in Banner	None	Ongoing	Set up group advisement sessions for declared majors to counsel on what classes to take to most efficiently pass through Highlands with a psychology major to be held every semester after the schedule of classes is released; Individually contact advisees close to graduation to ensure completion.	Getting major/minor information from University	Emphasize objective among Psychology faculty
Psychology	Support Psi Chi, our student honors organization	Objective MET and ONGOING. Psi Chi is an active organization conducting outreach and education. Dr. Brooks added as new Co-Advisor	To provide support and opportunities for Psi Chi students	x		x	x		Ongoing	Continuous	Work with the Psi Chi student organization to establish fun and educational activities on campus, invite speakers, and encourage student participation in conferences regionally and nationally.	Attendance of Psi Chi faculty sponsor meetings every semester.	None	Ongoing	Record of number of activities held and/or speakers invited	Increasing Psi Chi awareness and membership	Emphasize objective among Psychology faculty.
Psychology	Support students performing research projects and presenting these projects on campus, regionally, and nationally.	Objective MET and ONGOING. Many students are participating in projects and presentations with faculty support and advisement.	To support professional development among students	x	x		x	x	Ongoing	Continuous	Meet annually or bi-annually with Girard Fund represenatives to maintain and grow research grants opportunities for students in the social and behavioral sciences; Educate graduate students early about upcoming professional conference deadlines and travel opportunities	Record of invited speakers and student participation at conferences each year; Ongoing discussions with the Foundation and the Girards, continued contributions to and growth of the fund, and continued funding for student research through this opportunity.	None	Ongoing	Meetings with the Girard Fund representatives and tracking of number of research projects and amount of money provided to student research in psychology	Increased awareness of Girard Fund availability	Emphasize objective among Psychology faculty
Psychology	Continue to work with the Foundation and Girard Fellowship Donors to establish research funds for psychology and SACJ students	Objective MET and ONGOING. Psychology relationship with Girard Fund remains strong.	To maintain open communication and updates to funding source	x	x		x	x	Ongoing	Continuous	Meet annually or bi-annually with Girard Fund representatives to maintain and grow research grants opportunities for students in the social and behavioral sciences; Educate graduate students early about Girard Fund application cycles	Ongoing discussions with the Foundation and the Girards, continued contributions to and growth of the fund, and continued funding for student research through this opportunity.	None	Ongoing	Meetings with the Girard Fund representatives and tracking of number of research projects and amount of money provided to student research in psychology	Involve more faculty in process	Involve more faculty in process
Psychology	Actively manage our relationships to practicum sites around San Miguel County.	Objective MET and ONGOING. Communication with practicum sites and supervisors remains strong.	To maintain relationships with practicum sites throughout the community	x		x	x	x	Ongoing	Continuous	Email, phone, and set up meetings with community partners who could potentially oversee the practicum experiences of our graduate students in clinical/counseling psychology.	Record of community partnerships with practicum sites.	None	Ongoing	Record the number of active practicum sites, and a list of the practicum supervisors; Keep supervisors' reviews of graduate students	Digitalization of supervisor forms and online surveying	Digitalization of supervisor forms and online surveying
Psychology	Volunteer in the community and offer professional and practical psychological guidance to community partners.	Objective MET and ONGOING. Psychology faculty have participated in community and professional service.	To provide community service through faculty activity			x	x		Ongoing	Continuous	Volunteer and partner with the community in various service, research, teaching, and advising capacities.	Record of volunteer time spent in the community, and number of partnerships with the community established.	None	Ongoing	Faculty members' documentation of service activity with community in annual/biennial report of activities.	None	Emphasize objective among Psychology faculty
Psychology	Maintain proficiency in statistical software.	Objective MET and ONGOING. Psychology faculty remain proficient in statistical software.	To be able to use and teach modern statistical analyses	x				x	Ongoing	Continuous	Faculty will monitor, update, use, and encourage student use of modern clinical and experimental laboratories on the main campus	Record of use and modifications to the clinical and experimental laboratories for psychological research	None	Ongoing	Chair will keep an updated description of the clinical and experimental laboratories in psychology;	None	Maintain logs of avaiable software/resources in the department
Psychology	Assess Aptitude in Introductory Psychology to Meet State Standards	Objective STARTED. Coordination with Psychology 1110 and other course Instructors to begin collection of data for Y24-25 change implementation	To close the loop in examining core requirements and utilizing data to increase student outcomes	x	x	x		x	New	Continuous	Faculty and TAs will collect core outcomes from 1110 and in other classes to be implemented in Fall 24 plan	record non-grade measureable outcomes in Psyc 1110 and in other classes	None	Ongoing	Chair and instrructors will work together to create and collect data from PSYC 1110 and other courses	None	