



**Advisory Board Meeting
Monday, February 28, 2022
5:30 pm, Lecture Hall, Building 2**

AGENDA

1. Call to Order, Confirmation of a Quorum
2. Routine Business – *Board Action Items*
 - a. Adoption of Agenda
 - b. Approval of Advisory Board Meeting Minutes - January 10, 2022 (Attachment A)
3. Public Comment
4. Introduction of Visitors
5. New Business – *Board Action Items*
 - a. Budget Adjustment Request (BAR) for FY22 (Attachment B)
6. Information for the Board
 - a. Update on UNM-LA Chancellor Search
 - b. Perspectives on the Impact of Covid-19 from Students and Faculty
 - c. Enrollment Trends (Attachment C)
7. Presentations by the Executive Team
 - a. Chancellor (Attachment D)
 - b. Office of Instruction (Attachment E)
 - c. Student Services (Attachment F)
 - d. Business Operations (Attachment G)
8. Next Meeting
 - a. Special Budget Meeting, April 11, 2022, UNM-LA Lecture Hall, Building 2 (tentative)
9. Adjournment



Advisory Board Meeting
Monday, January 10, 2022
5:30 pm, Wallace Hall

DRAFT

MINUTES

1. Call to Order, Confirmation of a Quorum

Stephen Boerigter called the meeting to order at 5:30 p.m.

Board Members Present:

Stephen Boerigter
Laura Burrows
Charles McCullough
Alissa Grissom (via zoom)
David Hanson (via zoom)

UNM LA Staff Present:

Cynthia Rooney, Chancellor
Paul Allen, Dean of Instruction
Bob Harmon, Director Business Operations
Kathryn Vigil, Director of Student Affairs
Irina Alvestad, Associate Dean of Instruction
Grace Willerton, Sr. Student Success Specialist
Sarah Jimenez, Marketing and Communications
Laci Taylor, Executive Assistant to the Chancellor

Visitors Present: Elizabeth Allen, Carra Webster, Karen McCullough, David Hampton

2. Installation of Recently Elected Board Members

- a. Judge Elizabeth Allen conducted the ceremony to swear in the three recently elected board members: Alissa Grissom, David Hanson, and Charles McCullough.

3. Confirmation of a Quorum

- a. Five board members were present.

4. Routine Business – *Board Action Items*

- a. Adoption of Agenda
 - i. Motion made by Laura Burrows to approve the Agenda. Seconded by Charles McCullough, motion passed.
- b. Approval of Advisory Board Meeting Minutes-November 8, 2021 (Attachment A)
 - i. Motion made by Laura Burrows to approve the minutes. Seconded by Charles McCullough, motion passed.

5. Public Comment

- a. There was no public comment.

6. Introduction of Visitors

- a. UNM-Los Alamos Student Government Member Carra Webster introduced herself and presented t-shirts to the Advisory Board members.
- b. UNM Provost & Executive Vice President James Holloway and Isaacson Miller Managing Associate Lindsay Gold discussed the upcoming Chancellor search with the Advisory Board members.

7. New Business – *Board Action Items*

- a. Election of Officers
 - i. Stephen Boerigter allowed each board member the opportunity to express their interest in the two officer positions Chair and Secretary.
 - ii. Stephen Boerigter was re-elected as the Chair and Alissa Grissom was elected as the Secretary.

- b. Bob Harmon reviewed the tuition and fees proposal for 2022-23. The UNM-LA executive team proposed no tuition or fee increases for FY23.
 - i. Motion made to approve the proposal by Charles McCullough. Seconded by Laura Burrows, motion passed unanimously.

8. Information for the Board

- a. Advisory Board Resource Materials
 - i. Updated copies of the Advisory Board Resource Materials were distributed to the newly elected Advisory board members. Cynthia Rooney gave a brief overview of the material and offered further review individually or as a group at a later date.

9. Presentations by the Executive Team

(Highlights of items detailed more completely in the Appendices)

- a. Chancellor (Attachment C)
 - i. Updates to the Campus pandemic operations were reviewed with the Advisory Board.
 - ii. Contributions exceeding \$7,000 were made to the Title V endowment during November and December.
 - iii. Brooke Parsons has been hired as the Title V Data Analyst, the SBDC manager is scheduled to begin working on February 1, and the search for a Development Director continues.
 - iv. The thirty day legislative session begins on January 18, 2022.
 - v. The UNM-LA highlights from 2021 and “Five Things You Need to Know about UNM-LA” rack card were shared with those present and will be distributed electronically to those who attended via zoom.
- b. Office of Instruction (Attachment D)
 - i. Ivette Jimenez was hired as the Assistant to the Dean and Linda Barril as the online course designer. Recently there have been two resignations and two retirement announcements in the Office of Instruction.
 - ii. Enrollment is strong with the most recent data showing over 1,200 students signed up for spring classes. Most students are choosing online classes.
 - iii. Online course offerings are being reviewed in preparation for this fall’s Higher Learning Commission accreditation visit to UNM.
 - iv. UNM-LA will run two cohorts of Radiation Control Technology with N3B this spring semester.
 - v. The Dean and Division Chairs are proceeding with the creation of a UNM-LA Branch Workload Policy to present to the Provost’s office.
- c. Student Services (Attachment E)
 - i. Enrollment is currently up over 26% in headcount and 13% in student credit hours as of the same time frame for the spring semester.
 - ii. Student Services has been recruiting potential students in person, and online, at various recruiting events.
 - iii. A specific “Five Things You Need to Know about UNM-LA” rack card has been developed for student recruitment.
 - iv. The first student from the graduation project graduated this December and others will graduate at the end of the spring semester.
 - v. Jennifer Jenson and Lucilyn Quintana were part of the Fall cohort for the CIC Internship program. Jennifer was appointed to the LA County Lodger’s Tax Advisory Board and Lucilyn Quintana accepted a permanent job with Hartway & Breshears CPAs.
 - vi. Graduation will be held at the Duane Smith Auditorium on Friday, May 13, 2022 at 6:00 PM.
- d. Business Operations (Attachment F)
 - i. The business office is preparing documents for the FY22 projected year-end spending activity.
 - ii. IT is working with main campus on a shared storage upgrade utilizing SharePoint.
 - iii. Construction is completed in the Learning Resource Center, but there is a delay in the arrival of furnishings.
 - iv. The capital projects for workforce development and campus wide infrastructure are in the approval process.
 - v. Bob Harmon reviewed the financial information through December 31, 2021. Revenues are at 46% of total revised budgeted annual revenues and expenditures are 40% of revised total budgeted annual expenditures.

10. Board Requests for Future Agenda Items

- a. Requests for agenda items should be sent to Stephen Boerigter or Cynthia Rooney.

11. Next Meeting

- a. There was discussion about changing the date for the board meeting scheduled on March 7, 2022 at 5:30 p.m. UNM-LA Wallace Hall. We will consider possible alternate days.

12. Adjournment: 7:13 p.m.

**UNM-Los Alamos Advisory Board Report
FY22 Budget Adjustment Requests**

FY22 Budget Adjustment Requests (BARs)

- Attachment B contains the Unrestricted and Restricted BARs for FY22, as required by the Department of Higher Education and the UNM Board of Regents.
 - The FY22 Unrestricted BAR identifies changes made to the original budget structure created during the budget process and the actual budget requirements needed to operate the university. There are three items on the unrestricted BAR #1 that create differences between the original budget and the final FY22 revised budget. (1) Beginning balances were revised by \$1,185,055 after the FY21 year-end process was completed; (2) Instructional and General revenue increased by \$120,539 (workforce development grant and HEERF 3 funds); and (3) Instructional and General expenditures increased by \$220,539 (workforce development grant, chancellor search, and HEERF3 funds).
 - The FY22 Restricted BAR documents the original approved budget for restricted funds in the required BAR format. There were no requests for budget revisions to restricted funds for FY22.
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- Exhibit 1 – UNM-LA Unrestricted BAR #1
 - Exhibit 2 – UNM-LA Restricted BAR #1

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION :	UNM - Los Alamos Campus	FY	2022
Adjustment to Fund:	UNRESTRICTED	Request #	BAR #1
	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
REVENUES			
Instruction and General	4,427,229	120,539	4,547,768
Student Social & Cultural Activities	55,250	0	55,250
Research		0	
Public Service	18,000	0	18,000
Internal Service Dept.		0	
Student Financial Aid	4,900	0	4,900
Auxiliary Enterprises	93,000	0	93,000
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	4,598,379	120,539	4,718,918
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL REVENUES	4,598,379	120,539	4,718,918
BEGINNING BALANCES			
Instruction and General	1,767,874	869,688	2,637,562
Student Social & Cultural Activities	18,526	7,106	25,632
Research		0	
Public Service	107,734	31,840	139,574
Internal Service Dept.		0	
Student Financial Aid	114,477	32,015	146,492
Auxiliary Enterprises	395,241	244,406	639,647
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	2,403,852	1,185,055	3,588,907
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL BEGINNING BALANCES	2,403,852	1,185,055	3,588,907
TOTAL AVAILABLE			
Instruction and General	6,195,103	990,227	7,185,330
Student Social & Cultural Activities	73,776	7,106	80,882
Research	0	0	0
Public Service	125,734	31,840	157,574
Internal Service Dept.	0	0	0
Student Financial Aid	119,377	32,015	151,392
Auxiliary Enterprises	488,241	244,406	732,647
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	7,002,231	1,305,594	8,307,825
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
GRAND TOTAL AVAILABLE	7,002,231	1,305,594	8,307,825

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION :	UNM - Los Alamos Campus	FY	2022
Adjustment to Fund:	UNRESTRICTED	Request #	BAR #1
	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
EXPENDITURES			
Instruction and General	4,331,335	220,539	4,551,874
Student Social & Cultural Activities	15,250	0	15,250
Research		0	
Public Service	94,307	0	94,307
Internal Service Dept.		0	
Student Financial Aid	64,119	0	64,119
Auxiliary Enterprises	398,000	0	398,000
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	4,903,011	220,539	5,123,550
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL EXPENDITURES	4,903,011	220,539	5,123,550
TRANSFERS IN (OUT)			
Instruction and General	(890,319)	0	(890,319)
Student Social & Cultural Activities	(40,000)	0	(40,000)
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid	59,219	0	59,219
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	0
Subtotal Current Funds	(871,100)	0	(871,100)
Capital Outlay		0	
Renewals & Replacements		0	0
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
NET TRANSFERS	(871,100)	0	(871,100)
ENDING BALANCES			
Instruction and General	973,449	769,688	1,743,137
Student Social & Cultural Activities	18,526	7,106	25,632
Research	0	0	0
Public Service	31,427	31,840	63,267
Internal Service Dept.	0	0	0
Student Financial Aid	114,477	32,015	146,492
Auxiliary Enterprises	90,241	244,406	334,647
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	1,228,120	1,085,055	2,313,175
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL ENDING BALANCES	1,228,120	1,085,055	2,313,175
TOTAL EXPENDITURES, TRANSFERS, BALANCES	7,002,231	1,305,594	8,307,825

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : UNM - Los Alamos Campus FY 2022

Adjustment to Fund: UNRESTRICTED Request # BAR #1

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
INSTRUCTION & GENERAL:			
REVENUES			
Tuition and Fees	939,029	34,300	973,329
Federal Government Appropriations		0	
State Government Appropriations	1,926,200	0	1,926,200
Local Government Appropriations	1,500,000	0	1,500,000
Federal Grants/Contracts		86,239	86,239
State Grants/Contracts	2,000	0	2,000
Local Grants/Contracts		0	
Private Gifts/Grants/Contracts		0	
Endowment/Land/Permanent Fund		0	
Sales & Services of Ed Activities	15,000	0	15,000
Other Sources	45,000	0	45,000
TOTAL REVENUES	4,427,229	120,539	4,547,768
BEGINNING BALANCE	1,767,874	869,688	2,637,562
TOTAL AVAILABLE	6,195,103	990,227	7,185,330
EXPENDITURES			
Instruction	1,509,568	34,300	1,543,868
Academic Support	713,016	35,000	748,016
Student Services	568,853	15,000	583,853
Institutional Support	1,125,112	124,439	1,249,551
Operation & Maintenance of Plant	414,786	11,800	426,586
TOTAL EXPENDITURES	4,331,335	220,539	4,551,874
TRANSFERS IN (OUT) OF I&G			
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid	50,819	0	50,819
Auxiliary Enterprises		0	
Intercollegiate Athletics		0	
Independent Operations		0	
Capital Outlay	46,000	0	46,000
Renewals & Replacements	793,500	0	793,500
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund		0	
Other (Specify)		0	
Other (Specify)		0	
NET TRANSFERS	890,319	0	890,319
ENDING BALANCE	973,449	769,688	1,743,137

Prepared by: Bob Harmon Date Approved by BOR

For NMHED Use Only	Accept	Reject	Date	
NMHED Analyst	_____	_____	___/___/___	NMHED Control # _____
NMHED Director	_____	_____	___/___/___	
For DFA Use Only				
DFA Analyst	_____	_____	___/___/___	DFA Control # _____
DFA Director	_____	_____	___/___/___	Agency Code _____
Increase _____ Decrease _____ Transfer _____				

INSTITUTION :	UNM - Los Alamos Campus		FY	2022
Adjustment to Fund:	UNRESTRICTED		Request #	BAR #1
	Current Approved Budget	INCREASE (DECREASE)	Revised Budget	

BAR #1 includes \$1,185,055 revised beginning balances to reflect the actual ending balances as of 06/30/2021.

BAR #1 includes an increase of \$120,539 in Instructional and General revenue. \$34,300 budget increase to match actuals for funding received for a workforce development grant. \$86,239 budget increase for HEERF3 funds.

BAR #1 includes an increase of \$220,539 in Instructional and General expenditures. \$34,300 budget increase to match actuals for a workforce development grant. \$100,000 budget increase for UNM-LA Chancellor search, funds from reserves. \$86,239 budget increase for HEERF3 funds.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION :	UNM - Los Alamos Campus	FY	2022
Adjustment to Fund:	RESTRICTED	Request #	BAR #1
	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
REVENUES			
Instruction and General	1,638,203	0	1,638,203
Student Social & Cultural Activities		0	
Research		0	
Public Service	541,157	0	541,157
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	2,179,360	0	2,179,360
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL REVENUES	2,179,360	0	2,179,360
BEGINNING BALANCES			
Instruction and General	0	0	0
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	0	0	0
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL BEGINNING BALANCES	0	0	0
TOTAL AVAILABLE			
Instruction and General	1,638,203	0	1,638,203
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	541,157	0	541,157
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	2,179,360	0	2,179,360
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
GRAND TOTAL AVAILABLE	2,179,360	0	2,179,360

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION :	UNM - Los Alamos Campus	FY	2022
Adjustment to Fund:	RESTRICTED	Request #	BAR #1
	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
EXPENDITURES			
Instruction and General	1,638,203	0	1,638,203
Student Social & Cultural Activities		0	
Research		0	
Public Service	541,157	0	541,157
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	
Subtotal Current Funds	2,179,360	0	2,179,360
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
TOTAL EXPENDITURES	2,179,360	0	2,179,360
TRANSFERS IN (OUT)			
Instruction and General	0	0	0
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Athletics		0	
Independent Operations		0	0
Subtotal Current Funds	0	0	0
Capital Outlay		0	
Renewals & Replacements		0	0
Retirement of Indebtedness		0	
Subtotal Plant Funds	0	0	0
NET TRANSFERS	0	0	0
ENDING BALANCES			
Instruction and General	0	0	0
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	0	0	0
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	0	0	0
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL ENDING BALANCES	0	0	0
TOTAL EXPENDITURES, TRANSFERS, BALANCES	2,179,360	0	2,179,360

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : UNM - Los Alamos Campus FY 2022

Adjustment to Fund: RESTRICTED Request # BAR #1

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
INSTRUCTION & GENERAL:			
REVENUES			
Tuition and Fees		0	
Federal Government Appropriations		0	
State Government Appropriations		0	
Local Government Appropriations		0	
Federal Grants/Contracts	1,232,910	0	1,232,910
State Grants/Contracts	405,293	0	405,293
Local Grants/Contracts		0	
Private Gifts/Grants/Contracts		0	
Endowment/Land/Permanent Fund		0	
Sales & Services of Ed Activities		0	
Other Sources		0	
TOTAL REVENUES	1,638,203	0	1,638,203
BEGINNING BALANCE		0	
TOTAL AVAILABLE	1,638,203	0	1,638,203
EXPENDITURES			
Instruction	1,601,703	0	1,601,703
Academic Support	10,500	0	10,500
Student Services	12,500	0	12,500
Institutional Support	13,500	0	13,500
Operation & Maintenance of Plant		0	
TOTAL EXPENDITURES	1,638,203	0	1,638,203
TRANSFERS IN (OUT) OF I&G			
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid		0	
Auxiliary Enterprises		0	
Intercollegiate Athletics		0	
Independent Operations		0	
Capital Outlay		0	
Renewals & Replacements		0	
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund		0	
Other (Specify)		0	
Other (Specify)		0	
NET TRANSFERS	0	0	0
ENDING BALANCE	0	0	0

Prepared by: Bob Harmon Date Approved by BOR

For NMHED Use Only	Accept	Reject	Date	
NMHED Analyst	_____	_____	____/____/____	NMHED Control # _____
NMHED Director	_____	_____	____/____/____	
For DFA Use Only				
DFA Analyst	_____	_____	____/____/____	DFA Control # _____
DFA Director	_____	_____	____/____/____	Agency Code _____
Increase _____ Decrease _____ Transfer _____				

INSTITUTION :	UNM - Los Alamos Campus		FY	2022
Adjustment to Fund:	RESTRICTED		Request #	BAR #1
	Current Approved Budget	INCREASE (DECREASE)	Revised Budget	

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Enrollment Overview – Spring 2022 Census* Data

**Comparisons are made from Spring to Spring semesters at 21st day of the semester (census date)*

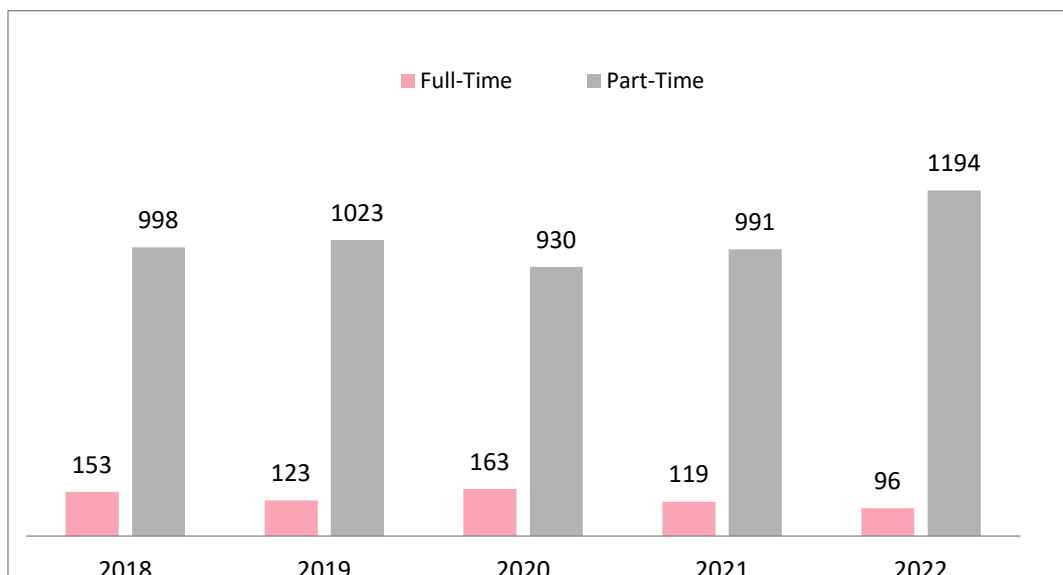
Headcount, Credit Hours, FTE, Average Load, and Age

- Overall student Headcount (HC) increased by over 16%. This is an average increase of 12% over the last five years and a record enrollment for any Spring semester.
- Student Credit Hours (SCH) increased by 9%.
- Full-time equivalents (FTE) is a number that aggregates part-time students to full-time students. It is a calculation of how many students would be attending if all were full-time.
- Over the last 5 years, students are taking less credit hours per semester. The current average is 4.5.
- The average age of UNM-LA students is 23 years old.

	2018	2019	2020	2021	2022	1 yr change	5 yr change
HC	1151	1146	1093	1110	1290	16.22%	12.08%
SCH	6056	5813	5643	5292	5798	9.56%	-4.26%
FTE	405.5	388.73	376.2	353.0	386.53	9.50%	-4.68%
Ave load	5.26	5.07	5.16	4.8	4.49	-5.67%	-14.64%
Ave age	24.03	25.14	24.98	23.33	23.73	1.71%	-1.25%

Full-time and Part-time Enrollment

- We saw a significant reduction in students enrolled full-time this Spring. We know that the majority of our students are choosing to balance their college enrollment with full or part-time work and other personal commitments. Also, many students attending UNM-LA are partially enrolled at multiple campuses within UNM and externally.



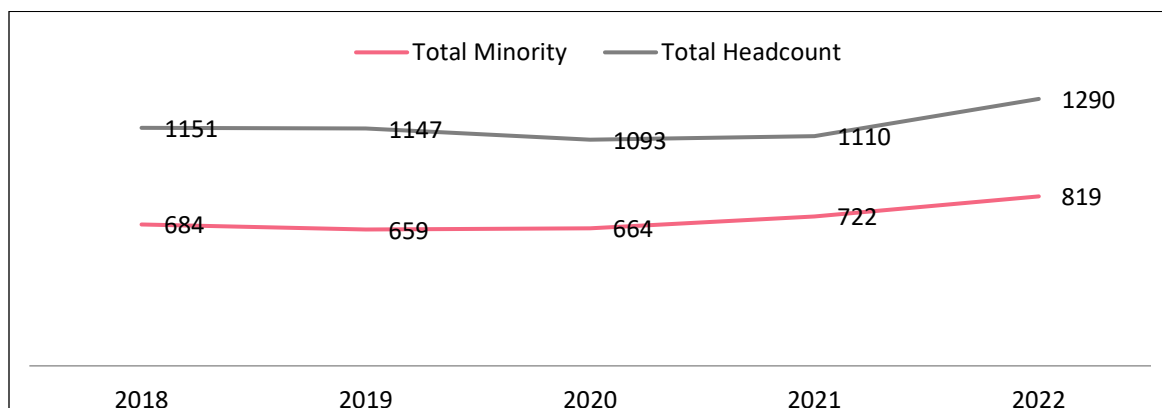
Students by Type

- This Spring, we had a slight increase in degree-seeking students enrolled overall.
- Over the last 5 years, we have experienced a significant decrease of 80% in students enrolled in Non-Degree status. These are students who are not seeking a degree or certificate. Many are taking one or two classes for personal enrichment and, in previous years, many have been students who qualify for the senior citizen tuition rate. They have been less likely to enroll during the pandemic and traditionally seek out course that meet face-to-face.
- This Spring, we had slightly less dual credit students enroll than in previous years.
- Students enrolled from other campuses of UNM made up 59% of our enrollment this Spring.

	2018	2019	2020	2021	2022	1 yr change	5 yr change
Degree-seeking	240	284	272	225	235	4.44%	-2.08%
Non-Degree	121	99	94	36	23	-36.11%	-80.99%
Dual/Concurrent	362	302	366	269	268	-0.37%	-25.97%
Main & Other Branches	428	462	361	580	764	31.72%	78.50%
Total Headcount	1151	1147	1093	1110	1290	16.22%	12.08%

Ethnicity and Minority Enrollment

- Minority students make up 63% of our overall student population. Our minority enrollment has increased by almost 7% over the last 5 years. This Spring, we grew our American Indian population by 34%, Hispanic population by 7%, and Asian population by 80%



UNM-Los Alamos Advisory Board Report
February 28, 2022
Chancellor's Report

Campus Pandemic Operations Update

UNM policy at this time still requires vaccinations, including boosters, (or approved exemptions) for all UNM faculty, staff, and students. We also continue to operate with a mask mandate for everyone on campus. The leadership at UNM has committed to providing a 1-2 week notice before the policy changes. UNM continues to utilize the Bring Back the Pack website to provide updated information, <https://bringbackthepack.unm.edu/>. Information on the current status of vaccinated faculty, staff and students is available at <https://covid.unm.edu/>.

Legislative Update

The 30-day New Mexico Legislative Session has ended and the Governor has until March 9th to take action on the legislation. In general, it was a good year for revenue for the state and a good year for appropriations for higher education. The most significant item for higher education was the passage of the Opportunity Scholarship, which will provide “free tuition” for students, including part-time students and non-traditional students. There was an overall average of a 3% increase in funding for Instruction and General (I&G) funding for higher ed institutions. Our campus received a 2.6% increase, the highest of any of the UNM branch campuses. However, the dollar amount of the increase is only \$49,200. We were pleased that an increase in compensation has been proposed by the legislature. It provides for a 3% “across the board” increase beginning the fourth quarter of FY22 and an additional 4% “average” increase in FY23. This increase will be partially funded by an increase in state appropriations, typically about 70% of the total increase. The minimum wage bill of \$15 per hour also passed, but excludes student workers.

The UNM-LA campus is currently budgeted to have a \$1.3 million dollar project for the GO bonds and we also received two smaller capital outlay recommendations: \$150,000 for renovation of a classroom for workforce development, and \$200,000 for a refresh of Building 2 common areas.

Because of declines in enrollment at many institutions, this year the legislature will require a Strategic Enrollment Plan to be submitted by June 30. If not submitted, 1% of state appropriations will be withheld until a plan is in place.

Title V Grant (PASE)

The Title V grant annual performance review for Year 1 (2020-2021) is due March 18, 2022. Currently, Program Manager Anne Jarrett is working with several UNM-LA individuals gathering data for the report. The grant is in the process of licensing a financial literacy web-based program to help students and their families learn about the cost of attending college and general financial information. Eleven faculty and staff are planning to attend the AHSIE Annual Best Practices Conference, which will be held in Albuquerque this year on March 28 and 29.

Dr. Nicole Lloyd-Ronning is working with a cohort of 5 students who are actively engaged in research skills workshops and building connections with LANL mentors as part of a pilot program funded by the PASE grant. The students are acquiring technical experience with linux, python, latex, and data visualization and analysis. They are also receiving development in reading research papers, presenting material, proposal development, and resume preparation. They are preparing to present individual papers on their experience. The goal is to prepare them for research internship positions at LANL.

Update on Staffing and Hiring

- After an extensive search of a Director for our Small Business Development Center, we are pleased to have Sandy Jones as our new SBDC Director. She started on February 1 and has been busy making connections in the area, completing training, and meeting clients.
- We continue our search for the position of a Development Director to raise endowment funds related to the Title V grant and to assist with the pursuit of grant opportunities, as well as a few other grant related positions.

UNM-Los Alamos Advisory Report
February 2022
Dean of Instruction

Faculty/Staffing Changes:

- Dr. Linda Barril was hired as our new Instructional Media Specialist. She is working with our Remote Learning Coordinator to effect improvements in online teaching designed to increase student success and create a more uniform learning experience in our online platform.
- Pat Harris, a longtime Studio Art Instructor, will retire at the end of the academic year.
- Dr. Carol Furchner, Psychology instructor and former department head, will retire at the end of the academic year.
- We currently have 7-9 open faculty positions and are reviewing strategic goals to determine which positions to focus on filling.

Scheduling/Enrollments

- Non-duplicated headcount was nearly 1300 this semester, making this a record Spring. See the Enrollment Report.
- Summer and Fall semester scheduling is underway and we expect to increase face-to-face offerings.
- We are offering a dozen late start classes, all with very good enrollments, and are targeting these for our SEED scholarship (see below).

Online Instruction

- We continue to review our online course offerings for quality design and substantive interaction in preparation for this year's Higher Learning Commission accreditation visit.
- Instructors are beginning to move online courses into the new Learning Management System (LMS), Canvas, in preparation for Fall semester when Canvas will go live.

Partnerships and Initiatives

- In January the Dean attended a session of Leadership Los Alamos, where he presented on new initiatives, including online instruction.
- UNM-LA will participate in Science Fest which runs from July 12-17.
- UNM-LA, in partnership with the Regional Development Corporation and the Los Alamos Chamber of Commerce, has created a new Scholarship for Education and Economic Development (SEED), which will award up to 6 credits per semester for an employee of a Los Alamos County business who works half-time or more. This will provide an "employee benefit" for small businesses that might not be able to offer this benefit to employees otherwise. We have late start classes suitable for employees.
- UNM-LA is partnering with UNM-ABQ to renew and extend their Mellon Community College University Partnership Program grant (\$2 million awarded in 2019) to support the transfer of students in the Humanities. See: <https://news.unm.edu/news/unm-cnm-awarded-2-million-grant-from-mellon-foundation-to-increase-graduates-in-the-humanities>
- The Office of Instruction received a TRIAD Small Grant of \$8000 for the purchase of Welding and EMT Equipment

Faculty Union Updates

- UNM-LA faculty and administration approved a new Continuing Faculty Workload Policy that spells out expectations for Teaching, Service, and Professional Activities required as part of faculty contracts. This was approved in turn by the Provost's office. It will be published on the Provost's website.
- The Provost and Union have reached an agreement to extend an additional week of sick leave to faculty during the spring semester for covid-related absences
- The Provost is providing KN95 masks to all faculty who request them. UNM-LA has masks on hand and will also be receiving an additional shipment from the Provost's office.

Other

- The Office of Instruction and Faculty Leaders are continuing work on a strategic plan for Academic Affairs.
- We are preparing to submit budget requests for the 2022-2023 Academic Year. We anticipate requesting two new staff positions.
- We have begun a comprehensive marketing campaign to improve the national profile of our online Fire Science program, one of only a few in the country.
- We are in the third month of our new Academic Affairs Bulletin, designed to create a stronger sense of community among faculty.

FEBRUARY 2022 | VOLUME 1 ISSUE NO. 3

ACADEMIC AFFAIRS BULLETIN

Those who can, do. Those who understand, teach. ~Lee Shulman



LOS ALAMOS

DEAN'S MESSAGE

Our new semester is off to a great start! Students are coming back! Our enrollments have increased by 220 students(!), and both our headcount and student credit hours are up by significant amounts. What's key for us now is **RETENTION!**

There are multiple strategies you can use to improve student retention in the first few weeks of class as well as across the semester. We've highlighted some of these below in the Student Learning section. The first is to have meaningful contacts with your students through making connections to students and their careers. Have a teaching persona or "presence" that suggests accessibility and willingness to help as well as enthusiasm for the subject/discipline. Design your courses to help students learn. Use low-stakes and scaffolded assignments. Provide good, meaningful feedback early. Tie all assignments explicitly to the course learning outcomes and explain that with transparency. Use rubrics. Allow students the opportunity to provide feedback. Demonstrate the value of your course by showing its relevance for their academic and career pathways. All instructors should please consider buffering due dates, being flexible these first few months, providing other ways to complete assignments for students who become ill, etc. And please remember to send [Early Alerts forms](#) as soon as you see students having difficulties or not attending.

The more students we have, the better our future funding opportunities, which impacts our ability to both retain and expand the faculty ranks. But we also get the satisfaction of having helped more students overcome barriers and embrace opportunities!

I'd also like to highlight that this past month UNM-LA, with support from the RDC, launched a new scholarship opportunity. Beginning immediately, the 'Scholarship for Education and Economic Development (SEED)' will award free tuition and fees for up to 6 credits per semester for an employee of a Los Alamos County business who works half-time or more. This will provide an "employee benefit" for small businesses that might not be able to offer this benefit to employees otherwise. Please let people know!



***Only the educated
are free.***
~ Epictetus



OFFICE OF INSTRUCTION

We are in the process of finalizing all contracts for spring term and getting ready to start the process of scheduling for Summer and Fall. At the same time, we'll be thinking about budgeting for the 2022-23 academic year. We have numerous open faculty positions and will begin to think strategically about replacements to maximize our impact in future years.

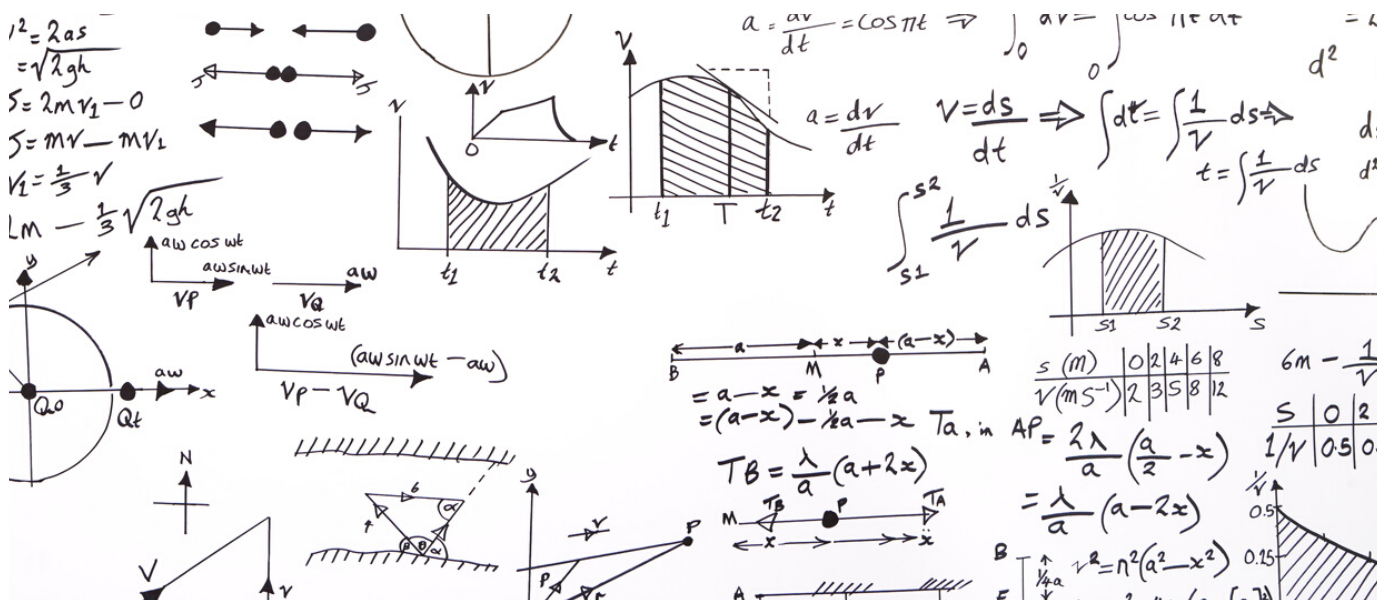
- We are pleased to announce that Dr. Linda Barril joins our team as the Instructional Media Specialist for the PASE grant. Dr. Barril has a Ph.D. in Organizational Learning and Instructional Technology, and her focus was on the cultural constructs associated with students' preferred ways of learning in the online environment, which dovetails nicely with our PASE goals. She is an adjunct faculty member for the ABQ campus in Organization, Information, and Learning Sciences as well as a consultant in Instructional and eLearning Design. Her duties will be focused on a variety of online course design issues, Canvas transition support, and assisting faculty with improving online teaching and the student online experience through improved online pedagogies. She joins Cindy Budge and Kevin Rosenberger to fill out our remote learning team, led by Irina Alvestad. Look for this team to be reaching out to you for a variety of things as we seek to improve online delivery standards and expectations and make the move to Canvas in the coming months.
- [UNM COVID-19 Call Center Process Changes](#): To better manage volume and streamline processes, the UNM COVID-19 Call Center has implemented a new secure online symptom survey. This survey implementation replaces the former "call the UNM Call Center" guidance and instead employees will utilize this new survey to communicate their individual situations.



IMPORTANT DATES

- **February** - Black History Month
- **February 18** - OTeX Conference (Online Teaching Extravaganza) [see the Remote Learning Corner for more information]
- **February 25** - Visit by ABQ Campus representatives [see Collaborative Opportunities section]
- **March 3-4** - Spring Teaching Conference
- **March 14-18** - Spring Break

ACADEMIC DIVISIONS



MATHEMATICS AND ENGINEERING DIVISION

It's great to return to a new academic semester when students are on campus!

The enrollment in math and engineering classes mirrors the growth that Dean Allen mentioned in his message. This is a testament to the great work that faculty demonstrate every day and to their commitment to our institution and the success of our students. In particular, I would like to give thanks to Mathematics faculty Gina Peterson and Dr. Min Ro for their flexibility and support. Following a faculty resignation shortly before the spring semester started, Gina stepped in and agreed to teach an additional class.

This is much appreciated given the length of time it takes to hire new adjuncts.

Dr. Ro has been implementing innovative technology in his classes and is teaching his calculus III class online. Please see the Faculty Spotlight section for more on his creative ways to stay technologically current and relevant in today's learning environment.

We are happy to have a new mathematics adjunct faculty in the Division: Ayla Attanasio. She is a recent graduate from New Mexico Tech with a Master of Science degree in Mathematics. Ayla has four years of experience teaching and tutoring lower-level mathematics courses, both face-to-face and online. She is attuned to the difficulties that some students encounter in their early studies in mathematics and has demonstrated a strong commitment to student success.

Continued...

In her online classes, she uses a combination of synchronous lectures and other materials that she makes available through the Learning Management System. Ayla is teaching two courses: Calculus I for STEM majors and Applications to Calculus. We welcome her and hope you have the chance to introduce yourselves.

Faculty members Zack Baker (Engineering) and Mike McNaughton (Physics) are working together to identify and share electronic and testing equipment for labs in their respective disciplines. Zack teaches computer logic design and uses this type of equipment on digital logic switching speed experiments. In his physics labs, Mike uses the equipment to explain classical electricity and magnetism. We welcome these types of cross-disciplinary collaborations and thank Mike and Zack for their work.

The pre-engineering program continues to see growth in enrollment; we received 18 new applicants into the program this semester, plus 2 returning or major switching students. In addition to seven core courses in the pre-engineering program, we also offer two upper-level BSME classes: ME 306 Dynamics and ME 317L Fluid Mechanics. Drs. Mario Velardi and Nima Fathi, respectively, are the instructors of these courses; they remain heavily involved in the activities of the program.

We continue to develop the mechanical engineering laboratory capacities on our campus and plan to establish a fluids lab later this semester. We look forward to sharing more information and details in a future Bulletin.



*Scientists investigate that
which already is; Engineers
create that which has never
been.*

~ Albert Einstein

FINE ARTS, HUMANITIES, AND SOCIAL SCIENCES DIVISION

We are pleased to welcome Debi Smith to UNM-LA. Debi came last fall and has been reviving our Ceramics program. Already we can see the difference and it's good to have the program back after the departure of Barbara Yarnell and the covid-induced slowdown. This semester Debi has added Sculpture back into the mix. Debi has an MA in 3D art from Cal State, Northridge and, in addition to being a ceramics artist herself, brings a wealth of teaching experience to our program. Please visit her in the Ceramics studio on Wednesdays and consider taking one of her classes!

We would also like to welcome back Harimander Khalsa, who this semester resurrects our Yoga class.

Harimander has been teaching yoga since the early 80s and has completed level II training in kundalini yoga. In the last couple of years, he has also completed the yoga training for addiction and 200 hours of the 1200-hour yoga therapy training including yoga for PTSD sufferers. If you've ever wanted to try yoga, now's your opportunity!

Peninah would like to remind you that she has open office hours for discussing departmental concerns, assessment, or anything else. Times available are Mondays and Wednesdays on campus (in 623F), and Tuesdays and Thursdays via Zoom!





SCIENCES DIVISION

In recent weeks, faculty in the Science Division have been "cleaning house" in the Science Lab (rm. 515). Susan Schauer, the Division Chair, Laura Reyes, the Science Lab Technician, and Science instructors, Mike McNaughton, Sarah Fisher, & Pete Worland, began planning in November and hope to be finished by the end of February. The team hopes to remove the clutter of unused items, to create space for existing and anticipated new items, to allow for reorganization of materials and update the labeling of cabinet contents to facilitate efficiency of use, to allow new instructors to find materials relevant to their courses, and

to identify any hazardous materials in the lab so as to allow for proper disposal or safety protocols to be developed. Some recent new additions to the lab supplies include: 10 microscopes, several triple-beam-balances, new glassware-graduated cylinders, new rocks and minerals, two new heat engine/gas law apparatus and a rotational inertia demonstrator, a number of smaller items such as magnifying lenses and clipboards, and possibly adding new oscilloscopes this semester. At this time there is no need for new equipment, as outdated equipment had already been replaced.



APPLIED DISCIPLINES DIVISION

We would like to welcome a few new and returning faculty:

Stephen Webster, currently a construction superintendent at LANL, will be teaching arc welding on Friday evenings. He brings many years of experience as a certified welding inspector to our welding program.

Corey Kahiwa will be teaching a class on Programmable Logic Controllers in the Robotics program. This is an essential aspect of the modern manufacturing industry. Corey has worked all over the world manufacturing everything from high-end skis to granite countertops before settling in Los Alamos as an R&D Engineer at LANL.

Erica Frye will be teaching in the Accounting Department. She has recently moved to Los Alamos from Orlando, Florida and brings experience as an accountant from a diverse array of businesses.

Saad Hussein is teaching ACCT 2110Y and ACCT 1125 online. He is a Visiting Researcher at the Main Campus and has many years of teaching face-to-face accounting classes behind him.

In addition to these new hires, we are welcoming back Dean Moya to the welding program.

Welcome or Welcome Back to UNM-LA!



STUDENT LEARNING AND CONTINUOUS IMPROVEMENT

Assessment: Please come and talk with Peninah in 623F, for any questions regarding Assessments, assignment alignment, or even refining your SLO's! Times available Mondays and Wednesdays on campus, and Tuesdays and Thursdays via Zoom! Make an appointment today! peninah@unm.edu

Best Practices and Suggested Action Strategies for Student Retention:

The strategies below have been demonstrated by research to have an important and measurable impact on student retention.

1. STUDENTS SHOULD HAVE PERSONAL, MEANINGFUL, AND MULTIPLE CONTACTS WITH FACULTY (IN AND OUT OF THE CLASSROOM). IF AT ALL POSSIBLE, THIS SHOULD BE A MENTORING EXPERIENCE.

- a.** Learn student names
- b.** Make connections to students and their careers – just don't be overly personal
- c.** Create a promissory syllabus (see Ken Bain) with student involvement
- d.** Require meeting with you during office hours as part of their participation grade

e. Have a teaching persona or “presence” that suggests accessibility and willingness to help as well as enthusiasm for the subject/discipline – move around the room. Don't sit. Be vibrant! Be immediate. Be open. Be spontaneous. Renew what you do regularly so that your presence for these students is not eroded.

2. DON'T WASTE THE FIRST DAYS

- a.** Don't just go over the syllabus and course guidelines (or even: this can be accomplished through an online, repeatable quiz that establishes early investment by students)
 - b.** Teach on the first day something that relates to the overall ideas of the course – like an introduction to a book would do (e.g. illustrative story)
 - c.** Allow students to connect with a classroom peer so they have support
- 3. Design courses to help students learn**
- a.** Create early “wins” to boost self-confidence of students
 - b.** Conduct frequent formative assessment [don't rely solely on quizzes and tests]
 - c.** Provide good, meaningful feedback early and often

Continued...

d. Decode your discipline – know what assumptions you make as an expert and design assignments that help students learn the steps hidden in your assumptions

e. Tie all assignments explicitly to the course learning outcomes and make sure students know the connection

f. Provide rubrics

4. ALLOW STUDENTS THE OPPORTUNITY TO PROVIDE FEEDBACK

a. Frequently ask students about their learning

b. Do surveys

c. Do critical incident questionnaires

5. DEMONSTRATE THE VALUE OF YOUR COURSE


a. Connect the material to student interests

b. Provide authentic, real-world tasks

c. Show relevance to students' current academic lives

d. Demonstrate relevance of what they'll learn for future professional lives

e. Identify explicitly and reward what you value



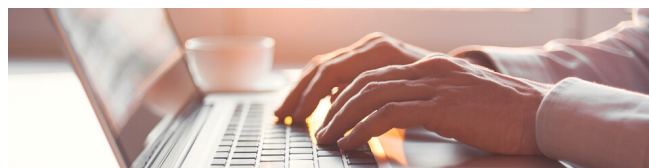
*Not everything that is faced
can be changed. But nothing
can be changed until it is
faced.*

~ James Baldwin

REMOTE LEARNING CORNER

Canvas Update

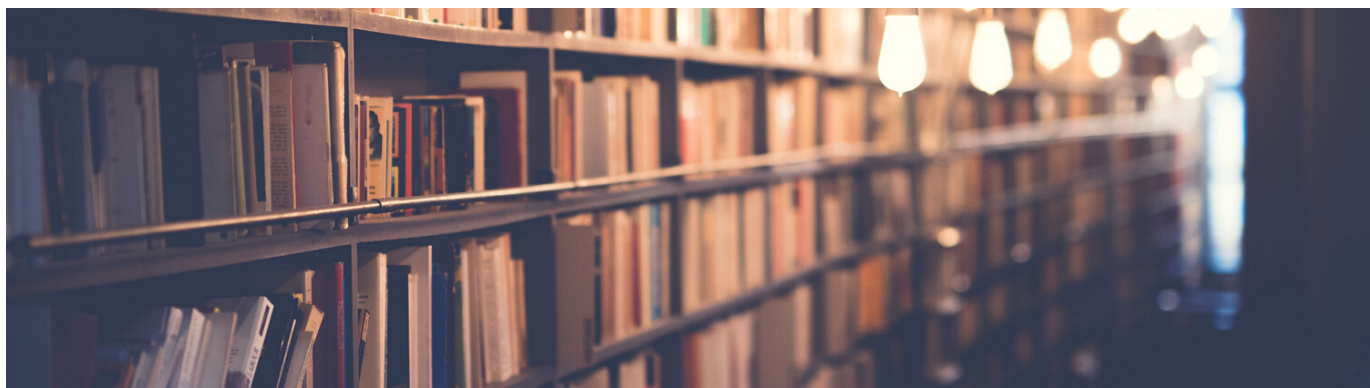
- For those of you teaching or planning to teach online, we would direct you to the resources at:
<https://losalamos.unm.edu/academics/online-learning/faculty/index.html>
- Blackboard (Bb) Learn Summer 2021 and Fall 2021 content will be migrated to Canvas this month.
 - A course migration request form will soon be available for Bb courses taught before Summer 2022.
 - Canvas Support will email an announcement when migration is complete along with information on how to request a temporary course shell.
 - These “temp shells” may be used for familiarizing yourself with Canvas and for building your Summer and Fall 2022 courses. The content from temp shells can be later imported into your Canvas Banner course(s) (available in April).
 - Bb migrated content will be read-only, but it is accessible and moveable to your temp shell.
 - In April, Summer 2022 and Fall 2022 Banner courses will be available in Canvas.
 - You may import your migrated course content and/or your temp shell content into your new Canvas course, but some cleanup for migrated content will be required.
 - A migration cleanup checklist will be made available.
- The eLearning Committee is developing a Canvas course template for faculty.
- Linda and Cindy are developing Canvas migration and online teaching best practices resources and workshops.
- A new Canvas training schedule offered by Main Campus is available at:
<https://ctl.unm.edu/instructors/support/workshops/index.html>. Please note that the Bridge to Canvas course carries the following disclaimer: Note: This course offering is dependent on Blackboard migrated course content and Canvas temporary shells being available. If those are not available by your chosen start date, we'll reach out to you to get you rescheduled to a later session.



Online Teaching Conference

UNM-Valencia is hosting the virtual OTEx Conference (Online Teaching Extravaganza) on February 18, 2022. Visit the [OTEx 2022 website](#) for updated information.

It has been a tough few years for all of us teaching online and/or training and supporting those who do. We can grow and support each other by sharing our experiences and knowledge. Consider submitting an [application to present](#) either a 10-minute teaching tip or a 30-minute presentation. The deadline for proposal submission is January 31, 2022.



LIBRARY/LEARNING RESOURCE CENTER

While we await the greatly anticipated move back into the library, the following are the hours and services for the Spring Semester. We encourage both you and your students to utilize our resources and services!

- Hours: Monday - Thursday, 8 am to 6 pm; Friday, 8 am to 4 pm
 - In-person assistance during open hours
 - Zoom Help sessions: Tuesday 9 am to 12 pm; Wednesday 1 to 4 pm
 - Email help (contact us at ulalib@unm.edu)
- Computers and printers (Internet Access; Microsoft Office Suite; FREE printing)
- Scanning and color printing
- Access to many online resources - **see our how-to video on the website, for accessing our databases!**
 - Ebooks (over 200,000 titles) - **see our how-to video on the website, for searching and using Ebooks!**
 - Journals and magazines (over 165,000 titles)
 - Videos
 - Reference materials
 - Subject Research Guides
- Access to a selection of print newspapers and magazines
- Interlibrary loan - need a print book? We can order it for you from another library, free of charge!
- Copy machine (10 cents per copy)
- Wireless Internet
- Study spaces
- ID cards

Key multi-disciplinary databases: LIBROS-WorldCat Discovery (the online catalog), Academic Search Complete, ProQuest, Opposing Viewpoints, and Films on Demand

For more information, visit our website at: <http://losalamos.unm.edu/library>

The only thing you absolutely have to know is the location of the library.

~ Albert Einstein

ADULT EDUCATION/COLLEGE & CAREER READINESS

The Adult Learning Center began classes on January 18 with seven high school equivalency (HSE) and work skills classes and ten English as a Second Language (ESL) and Civics/Citizenship classes.

Students in the HSE classes continue to work towards earning their high school equivalency degrees. Instructor Claudia Ress reports that numeracy and literacy classes are helping students intensively focus on problem areas. Professional development sponsored by the Adult Education Division of NMHED in the STAR (Student Achievement in Reading) program has helped her target students' individual literacy issues. We congratulate the six students in Los Alamos and Torreon, at Delancey Street Foundation and working for the Pueblo of Pojoaque Corporate Enterprises Businesses on earning their HSE credentials this past semester.

Instructor Cat Ozment says that students in the UNM-LA evening multi-level ESL class are spending a few weeks talking

about folklore. From American stories like Robin Hood and Jack and the Beanstalk, to vampire myths from across the globe, folklore has common threads throughout the world. While practicing verb tenses and gaining new vocabulary, students have been sharing stories from their home countries, looking for similarities and differences in the ways we use storytelling to create and pass culture from generation to generation. ESL and Civics/Citizenship instructor Madeline Hernandez has students that are studying ESL to achieve many goals. One student is honing her English language skills as she prepares to take the TOEFL (Test of English as a Foreign Language) in order to enter graduate school in accounting. Other ESL students are working towards their citizenship requirements so that they can re-enter the professional fields they previously worked in, including teaching, social work, counseling, and culinary arts. We are looking forward to the day when one of our current students successfully opens her planned bakery in Los Alamos!

I have learned that success is to be measured not so much by the position that one has reached in life as by the obstacles which [one] has overcome while trying to succeed.

~ Booker T. Washington





The greatest discovery of my generation is that a human being can alter his life by altering his attitudes of mind.

~ William James

PROFESSIONAL OPPORTUNITIES

The Chronicle of Higher Education is currently running a free [Virtual Event](#) series called “Talking About Teaching”, offered on Fridays. The first episode, featuring Vijay Sathy of UNC-Chapel Hill (whom I’ve talked about before), Isis Artze-Vega of the Aspen Award-winning Valencia College, and Regan Gurung of Oregon State, can be found [here](#). Highly recommended.

Inside Higher Ed is doing a [free webinar](#) on **How to Use Diversity, Equity and Inclusion in Online Learning** on Thursday, February 10 at 12pm.

And don’t forget about these other opportunities for Professional Activities this Spring.

- Want help integrating inclusive practices into your courses? Try working with the Student Experience Project today! (UNM faculty are invited to join at <https://studentexperienceproject.org/>)
- Sign up for the Spring Teaching Conference! (save the date! March 3rd-4th)
- Register for Safe Zone Training (Feb. 7th and 11th via Zoom: register at <https://forms.unm.edu/forms/branchsz22>).

COLLABORATIVE OPPORTUNITIES



On February 25th, a group of administrators and faculty from UNM-ABQ will visit the Los Alamos Campus.

These individuals include Pamela Cheek (Associate Provost for Student Success), Eric Lau (Dean, Honors and University Colleges), Anita Grierson (Grand Challenges), Sarita Cargas (Basic Needs Project), Sarah Dominguez (Transfer Specialist), and Tim Schroeder (Undergraduate Research, Arts & Design Network, and NSF ECURE program). The focus areas represented by these individuals include: early student success, honors, two-year to four-year transitions, grand challenges, food insecurity among students, and undergraduate research, arts & design.

The goals for the visit are:

- To meet faculty and staff who are engaged in, or are interested in, the above focus areas
- To foster conversations that may lead to future collaborations
- To learn from existing Los Alamos Campus initiatives and innovations in the focus areas
- To update our faculty and staff of new engagement opportunities in the focus areas

They hope to see presentations from faculty about your innovative efforts. Please plan to attend and share! Your Division Chairs will reach out to you for suggestions.



FACULTY SPOTLIGHT

In January 2019, Dr. Min Yong Ro was appointed Instructor III in Mathematics, but he was no stranger to UNM-LA even then, the following semester already receiving a Faculty Service Award for 10 semesters of teaching! Both events were a testament to Min's dedication, service, and commitment to our campus and community and how much his work is valued and appreciated. He has continued to display those qualities in heaps during the subsequent years, making his appointment a terrific investment for UNM-LA.

Dr. Ro received his B.S. in Mathematics and Economics from The Ohio State University and his MS and Ph.D. in Mathematics from the University of Oregon. In addition to teaching the full range of Mathematics courses, Min has worked as the Academic Support Center Math Coordinator, served

on multiple hiring committees, and is the campus representative to the UNM Curriculum Committee. We interviewed him last month.

Can you tell us about your innovative teaching approach with the new OWL system?

Due to scheduling conflicts, I've had to record my lectures for one of my classes this semester. For most of the term, I used a webcam mounted on a tripod along with a lapel microphone. The OWL is a device with a 360-degree camera and a built-in microphone. I'm not really using it for its intended purpose. For example, it has a feature of moving to face the person who's talking. But I've just been having it look at the blackboard. There are some pros and cons compared to the previous setup.

Continued...

What was your experience with teaching the differential equations class?

I enjoyed teaching the differential equations class and would love to be able to teach other 300-level classes in the future as well. One thing of interest is that this is explicitly an “applied” course. As a “pure” mathematician, there were lots of new facets of this topic that I didn’t learn when I was taking the equivalent “pure” version of this class. I feel like I should make up for being too single-mindedly a mathematician in my earlier days and try to work with other departments to provide a cross-disciplinary education for our students.

I understand you are involved in a gaming club on campus. Can you elaborate on that?

Los Alamos Gaming (LAG) club is a non-academic club where students can come in to play tabletop games. A few years ago, I noticed a new ad for LAG and decided to join in.

Sometime after I was asked if I could take over as advisor. I feel like non-academic activities are generally a good idea to help build a feeling of community on campus here. Many of the members are graduating soon, so it’d be good if we could get some new members.

Is there any other academic-related fact that we don't know?

I’ve been trying to improve my teaching by reading up on pedagogical techniques and

subscribing to some MAA journals (MAA Focus, Math Horizons, Math Magazine). I haven’t developed any ideas far enough yet to discuss those, unfortunately. As an example of some baby steps I’ve been taking, during the pandemic, I came across an article by Dr. Pengelley (NMSU) entitled [“From Lecture to Active Learning: Rewards for All, and Is It Really So Difficult?”](#) I used the idea of reading assignments (though in my own style and adapted for online-only classes) from this article to structure my online classes during the shutdown period.

I’ve extended the use of these reading assignments to this term (especially since the risk of going back online only was looming), though I perhaps didn’t really consider how the in-person lectures would affect these assignments.

Are there any other interests or hobbies you have that you would like to share?

I enjoy playing games, both tabletop games and video games. What might be of interest is the connection between playing games and math. I recently picked up a book [“Teaching Mathematics Through Games”](#) on the subject, which I hope might be used to provide some ways of teaching active learning in my classes. There’s a lot of mathematical structure in games, which makes them interesting to me as a mathematician, but also seems like a good opportunity to help teach math.

**UNM Los Alamos Advisory Board Report
February 28, 2022
Student Services Report**

Spring 2022 Enrollment

An overview of enrollment information as of the census date provided as a special report.

Outreach & Recruitment

Student Services has been actively engaged in face to face and remote recruitment. In addition to meeting with high school groups and classes, we have been invited to attend evening sporting events and other community events in January and February. We have also participated in some in-person college fairs this Spring.

Student Achievements

N3B and its parent companies, Huntington Ingalls Industries and BWXT, along with subcontractor partners Longenecker & Associates and Tetra Tech established a scholarship in association with the Waste Management Symposium to attract talented students into the energy, environmental, and radioactive waste management industry. The scholarship was renewed for 2022 and Student Services coordinated with N3B to recruit qualified applicants. N3B notified us this week that they selected two UNM-LA recipients, Daniel Tafoya and Jimmy Wheeler. The selected students will receive \$9,000 and may attend the Waste Management Symposia in Phoenix, AZ in March.

Phi Theta Kappa annually conducts a national community college student achievement competition called the All-USA Academic Team for Community Colleges. To qualify for New Mexico's All-State team, community college students must maintain a grade point average of 3.5 or better, demonstrate leadership skills, and participate in community service. PTK students commit to a rigorous application process and are nominated by the Chancellor. This year, Taylor Terrones was nominated to represent UNM-Los Alamos. His nomination makes him eligible for other PTK scholarships.

Collaborative Program and Catalog Review/Degree Mapping

Student Services is collaborating with the UNM-LA Department of Instruction to engage in discussion and provide feedback on individual degree programs to eliminate and reduce roadblocks in curriculum, prerequisites, course scheduling, etc. We will have a series of meetings to review individual programs to prepare for possible revisions and guided pathway planning. We are also engaged with a transfer and articulation group at UNM-Albuquerque to create system-wide degree mapping resources for students. The group meets regularly and has been named the Transition Success Team.

Internships/Student Development

CIC - A strong cohort of Community Internship Collaboration students are wrapping up the onboarding process and preparing to start work with their community mentors. This Spring, 6 students have been matched with mentors. In January, Student Services staff facilitated orientation workshops for both the

mentors and the students. Project proposals were submitted from Attack Research, Daphne Weir Inc., Discover Los Alamos, Dragonfly Playhouse Daycare, Family Strengths Network, LA Arts Council, LA Bootery, LA Historical Society, PAC8, Teen Science Café, and United Way of NNM.

Staff Professional Development

Through January and February, several staff in Student Services participated in professional development opportunities including:

- Safe Zone Training – advocacy on issues faced by people across gender, sexual, and romantic spectrum.
- Dream Zone Training – supporting and providing services to undocumented students
- UNM Diversity Dialogue – special topics/student support/Black History Month
- UNM Advising Matters/Upstanding Workshop – interrupting microaggressions
- Assistive Technology Training – supporting student accessibility
- National Assoc. Student Financial Aid Admin. – financial wellness best practices
- UNM Financial Aid – Student satisfactory academic progress planning

Student Services staff provided a presentation to the current Leadership Los Alamos class as part of the Education Session in January. The presentation provided information about the career development resources that we provide to students. An interactive activity showed an example of one of the tools that we use with students. Participants were encouraged to utilize our services and resources for friends and family or within their organizations.

Graduation – Friday, May 13, 2022 at 6:00 PM at the Duane Smith Auditorium

UNM-Los Alamos Advisory Board Report
February 28, 2022
Business Operations

Business Operations Updates

The internal FY22 projected year-end spending project has been completed. The results of the exercise are consistent with the quarterly report summaries presented at the November and January board meetings where projected revenues will exceed projected expenditures by approximately \$545,000. A portion of these funds can replace reserves used to fund capital projects for FY22.

FY23 Budget Update

As depicted in Exhibit 1, the budget process starts in January and ends in May. The legislative session impacts the budget in terms of state appropriation and compensation increases. The most recent legislation purposes an increase of \$49,200 in state appropriations for the UNM-Los Alamos I&G budget and compensation increases of 3% across the board for the last quarter of FY22, and a 4% average increase for FY23. Note that compensation increases are only partially funded by state funds. The governor has until March 9, 2022 to sign legislation.

- Exhibit 3 – FY23 Budget Calendar

Capital Projects Update

Building 7 Learning Resource Center Renovation - \$625,000

- Past Timeline Events:
 - December 2019 - Architectural and Engineering design request for quotation
 - January 2020 – Selection of Architectural and Engineering Firm
 - February 18, 2020 – Design Kick-off Meeting
 - March 6, 2020 – UNM-Los Alamos team to visit UNM Zimmerman and CNM West libraries
 - April 2020 – Architectural/Engineering firm drafted a preliminary design
 - August 2020 – Ad-hoc committee formation/Final design developed
 - September 2020 – Stucco and window replacement on Building 7 – West wall
 - October - December 2020 – Board of Regents, HED, and State Board of Finance approvals
- Current and Future Timeline Events:
 - August - January 2022 – Construction
 - February - March 2022 – Furniture installation
 - April 2022 - Occupancy

Campus wide Infrastructure and Improvements (Classrooms) - \$937,500

- Past Timeline Events:
 - August 2020 – Temporary timeline developed
 - August 2020– Ad-hoc committee identified
 - August 2020 – Obtaining quotes for ceiling grids, flooring, painting, and lighting
 - September 2020 – Ad-hoc committee meeting
 - August 2021 – Architectural and ADA evaluation studies completed
- Current and Future Timeline Events:
 - March 2022 – Ad-hoc committee meets
 - December 2021 - March 2022 – Finalize plans and start approval process
 - April 2022 – Construction begins
 - October 2022 - Occupancy

Los Alamos Workforce Development/Career Technical Education - \$2,125,000

- Past Timeline Events:
 - February 2021 – Project Scoping Report completed
 - May 2021 – RFP out for Architectural/Engineering design services
 - August 2021 – Vigil & Associates selected for Architectural/Engineering design services

- Current and Future Timeline Events:
 - October 2021 – March 2022 - Board of Regents, HED, and State Board of Finance approvals
 - March 2022 – AD Hoc committee planning meeting
 - April 2022 – 95% Construction documents completed
 - June 2022 – Construction begins
 - February 2023 – Occupancy

Los Alamos Campus Wide Infrastructure - \$1,000,000

- Past Timeline Events:
 - November 2021 – Completed scope statement and Project cost estimates
- Current and Future Timeline Events:
 - January 2022 – July 2022 – Finalize plans and start approval process
 - August 2022 – Construction begins
 - February 2023 - Occupancy

FY23 Budget Development Key Process Dates

1/10/22	Advisory Board (Action on Tuition and Fees)
1/18/22	Legislative session opens
2/1 – 2/10	Revenue projections and change delta determination
2/3/22	Executive Team discussions – Budget Preparation
2/9/22	Budget discussion with Executive Council
2/17/22	Legislative session closes
2/21/22	Branch Campus tuition and fee recommendation to OPBA
2/22/22	Budget worksheets distributed to Executive Team
2/24/22	Tuition presentation to BLT (Main Campus)
2/28/22	Open Forum Discussion (faculty, staff, student government)
2/28/22	Advisory Board Meeting – BAR approval
3/7/22	Dept. worksheets due back to Business Ops
3/9/21	Consolidated summary of budget workbooks completed
3/9/22	Governor veto deadline
3/14/22	Salary/Budget Planner opens
3/22/22	Board of Regents–Approve tuition, fees and salary guidelines, Budget Summit
3/23/22	FY22 Budget Revisions/Transfer Deadline
3/23/22	HED format BAR due OPBA
4/11/22	UNMLA Advisory Board Special budget meeting
4/18/22	Salary and budget planner close
4/26/22	Final review of FY22 budget in WebFocus
5/2/22	Submit FY22 budget to HED in Santa Fe
5/10/22	UNM Board of Regents approve FY22 budget