**Administrative Unit**

**Assessment Plan**

**The University of New Mexico**

**A. Unit and Date**

1. Unit (if relevant): Office of the CEO

2. Department/Division: UNM-Los Alamos

3. Submission Date: 11/30/2018

**B. Contact Person(s) for the Assessment Plan**

*[Insert each person’s name, title, e-mail address] Add rows to table as needed.*

|  |  |  |
| --- | --- | --- |
| First and Last Name | Title | UNM Email Address |
| 1. Cynthia J. Rooney | Chief Executive Officer, UNM-Los Alamos | cjrooney@unm.edu |
| 1. Cindy Leyba | Executive Assistant | cleyba@unm.edu |

**C. Mission Statement(s):**

**Mission**

UNM-Los Alamos (UNM-LA) provides innovative, rigorous, and affordable education opportunities to build essential foundations for transfer, leading-edge career programs, and life-long learning opportunities. Through high-quality instruction and personalized attention, UNM-LA provides students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the regional, state, and national economies, and to lead satisfying lives.

The Office of the CEO supports the UNM Los Alamos overall mission by seeking out innovative projects that provide opportunities for lifelong learning where students gain the knowledge and skills needed to pursue additional degrees and high quality employment.

**D. Unit Goal(s), Outcomes & Assessment Matrix**

*Add rows to table as needed.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Broad Goals | Student Learning and/or Administrative Unit Outcomes | Univ. Goals/  UNM Strategic Plan | When Assessed  \*\* | Assessment Method(s)/  Activity, unit, etc. if relevant | Direct/  Indirect | \*Criteria to determine success |
| *Goal 1: Personnel in the Office of the CEO at the Los Alamos campus work to develop and maintain strong ties with constituents and stakeholders who can help UNM LA fulfill its mission.* | *AUO 1.1: Demonstrate involvement in the community through participation in appropriate activities, committees, and boards* | *Correlates with*  *UNM LA Strategic Goal #1* | *Spring* | *Initiate, participate, and document relevant meetings/events that include constituents, partners and stakeholders.* | *Indirect* | *Track number of meetings with key community stakeholders.* |
| *Goal 2: The Office of the CEO personnel will continually seek out relevant opportunities to secure additional funding for the campus.* | *AUO 2.1: Explore opportunities to increase additional revenue streams.* | *Correlates with UNM LA Strategic Goal #5* | *Spring* | *Identification of opportunities and realization of addition revenue.* | *Direct* | *Dollar amount collected from additional revenue streams.* |
| *Goal 3: The CEO will oversee the review and revision of strategic planning goals to ensure they serve as the framework for decision making for the campus,* | *AUO 3.1: Campus stakeholders will examine content of established strategic planning goals for continues viability, and make changes as needed.* | *Correlates with UNM LA Strategic Goal #6* | *Spring* | *Group meetings concerning strategic planning goals.* | *Direct* | *CEO, Executive Team, Strategic Planning Committee, and Executive Council are in agreement regarding any changes to strategic planning goals. UNM LA Advisory Board approves presented strategic planning goals.* |

*\*Briefly describe the* ***criteria for success*** *related to each direct or indirect means of assessment. What is the unit’s performance target (e.g., is an “acceptable or better” performance by 60% of students/clients/participants on a given measure acceptable to the unit)? If scoring rubrics and/or surveys are used to define qualitative criteria and measure performance, attach them to the plan as they are available.*