



## HLC Accreditation Evidence Document

**Title: Application for Extension: Dual Credit Faculty Qualifications**

**Office of Origin: Higher Learning Commission Documents**

**Description:** The application for an extension “related to compliance of faculty qualifications” in dual credit programs for the university, filled and submitted to the HLC in 2016.

Date: 2016



## Application for Extension

### *Dual Credit Faculty Qualifications*

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At its November 2015 meeting, the Higher Learning Commission (HLC) Board of Trustees resolved to provide an opportunity for member institutions with dual credit programs to apply for extensions related to compliance of faculty qualifications in these programs with [Assumed Practice B.2](#). Dual credit refers to courses taught to high school students at the high school for which the students receive both high school credit and college credit. These courses or programs are offered under a variety of names; HLC's Criteria on dual credit apply to all of them, as they involve the accredited institution's responsibility for the quality of its offerings.

This application is designed for institutions accredited by HLC, or an organization representing a group of such institutions, to apply for an extension of the September 1, 2017, effective date of the revised Assumed Practice. While HLC realizes that significant supporting material may have been generated to address the questions below, this application form is intended to be, in most cases, no more than 3 or 4 pages for individual institutional applications. As such, materials not specifically requested (e.g., faculty resumes, transcripts) should not be included. If the person completing this application on behalf of a single institution is not the CEO or the ALO of the institution, it is understood that the person completing and submitting this application has consulted with those individuals. Institutions seeking an extension must submit applications by **December 15, 2016**, to Cecilia Torres, Accreditation Processes Coordinator, at [ctorres@hlcommission.org](mailto:ctorres@hlcommission.org).

HLC will review applications to determine if the information provided satisfies HLC's expectations. Institutions or organizations representing a group of institutions will receive a letter of outcome within two months of applying. There is no fee for this application.

Name of Institution or Organization Representing Multiple Institutions: University of New Mexico (UNM)

Contact Person: Joe Suilmann

Title: Accreditation Program Manager

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1. Complete this question only if submitting this application on behalf of a group of institutions accredited by HLC. If submitting as an individual institution, skip question 1.
  - a. List each participating institution and attach evidence of its commitment to be coordinated in this fashion in Appendix A.

University of New Mexico Main Campus (Albuquerque, NM)  
University of New Mexico Gallup Campus (Gallup, NM)  
University of New Mexico Los Alamos Campus (Los Alamos, NM)

University of New Mexico Taos Campus (Taos, NM)  
University of New Mexico Valencia Campus (Los Lunas, NM)

- b. Describe the capacity of the organization to coordinate the efforts of the institutions represented.

All of the administrative leadership at the listed institutions report directly to the UNM Provost/Executive Vice President for Academic Affairs. Further, the Senior Vice Provost, the Associate Provost for Curriculum, and their staff are all available to assist with coordinating the efforts of the institutions represented. UNM is independent of any state-wide system and is solely governed by its own board of trustees. UNM branch campuses have local boards that are advisory in nature only. UNM thus has a robust capacity to coordinate the efforts of the listed institutions to ensure main campus and all branches will ultimately come into compliance.

*Answer questions 2–4 for each institution so that each institution’s scope, processes and capacity are clear. Question 5 is assumed to be the same for each institution in the group; if it is not, each institution must instead submit separate applications.*

2. Provide information about the scope of the institution’s dual credit operations. If there are more than three institutions in the group, please attach Appendix B with the answers to this question for each institution.

- a. Institution A: PLEASE SEE APPENDIX B

- i. Number of high schools offering dual credit:
- ii. Number of dual credit faculty:
- iii. Number of dual credit students:
- iv. Number of credit hours produced yearly via dual credit:

- b. Institution B:

- i. Number of high schools offering dual credit:
- ii. Number of dual credit faculty:
- iii. Number of dual credit students:
- iv. Number of credit hours produced yearly via dual credit:

- c. Institution C:

- i. Number of high schools offering dual credit:
- ii. Number of dual credit faculty:
- iii. Number of dual credit students:
- iv. Number of credit hours produced yearly via dual credit:

3. Describe the processes and capacity that the accredited institution currently has in place to ensure that there is oversight of its dual credit operations and that dual credit faculty meet HLC’s faculty qualifications expectations. (Include a description for each institution.)

University of New Mexico Main Campus (Albuquerque, NM)

The UNM Office of Faculty Affairs and Services (OFAS) within the Office of the Provost designs, oversees, and manages compliance with all UNM policies and all governmental requirements for the hiring, compensation, and employment of faculty at UNM. The Senior Vice Provost (SVP) is the top

executive of the OFAS. The SVP manages faculty employment on behalf of (and reports to) the UNM Provost/EVP for Academic Affairs. The SVP oversees compliance with all OFAS, UNM, and all other governmental policies, procedures and processes to hire and manage faculty within academic units. Academic department chairs are supervised by the SVP to ensure this compliance. This oversight extends across academic units on main campus and every branch campus listed below.

The Associate Provost for Curriculum oversees and manages UNM Advisement. The Associate Provost for Curriculum manages UNM Advisement on behalf of (and reports to) the UNM Provost/EVP for Academic Affairs. UNM Advisement manages dual credit operations across main campus and branch campuses.

Regarding the specific implementation of HLC dual credit requirements, initially, the OFAS assessed whether current dual credit faculty met the HLC's faculty qualifications and other UNM conditions of employment. The results of that assessment will now be used in a meeting with each dual credit credential-lacking instructor to develop and write down a plan and schedule for them to obtain the identified additional required academic credentials (see response to question #5 below).

Subsequently, UNM is considering requiring all chairs of departments with academic courses to provide to the Office of the Provost the academic credentials (degrees and or coursework) required to teach each of the department's courses initially by January 2019, and subsequently to be reviewed every three years for possible updates.

All faculty searches will then include these specific HLC/UNM credential-compliant requirements for faculty applicants to be eligible for hiring by UNM.

#### University of New Mexico Gallup Campus (Gallup, NM)

At the UNM Gallup Campus, the faculty administrators report to the Chief Executive Officer, who reports to the UNM Provost. OFAS serves as the faculty employment area and the Associate Provost for Curriculum oversees advisement on this campus.

#### University of New Mexico Los Alamos Campus (Los Alamos, NM)

At the UNM Los Alamos Campus, the faculty administrators report to the Chief Executive Officer, who reports to the UNM Provost. OFAS serves as the faculty employment area and the Associate Provost for Curriculum oversees advisement on this campus.

#### University of New Mexico Taos Campus (Taos, NM)

At the UNM Taos Campus, the faculty administrators report to the Chief Executive Officer, who reports to the UNM Provost. OFAS serves as the faculty employment area and the Associate Provost for Curriculum oversees advisement on this campus.

#### University of New Mexico Valencia Campus (Los Lunas, NM)

At the UNM Valencia Campus, the faculty administrators report to the Chief Executive Officer, who reports to the UNM Provost. OFAS serves as the faculty employment area and the Associate Provost for Curriculum oversees advisement on this campus.

4. Provide information regarding dual credit faculty and compliance with HLC's faculty qualifications expectations. As noted in HLC's [Qualified Faculty Guidelines for Institutions and Peer Reviewers](#), institutions may use a combination of credentials and tested experience in determining whether a faculty member satisfies the requirement. This approach, which should be guided by a consistent and documented process, may be used in determining how many credits a faculty member needs to reasonably equate with the requirement of a master's degree and 18 graduate credits in the discipline.

Provide the anticipated number of dual credit faculty who will need to earn additional credit hours in order to satisfy the requirement of having a master's degree **and** 18 graduate credits in the discipline as of September 1, 2017:

- a. No additional credits needed: 37
  - b. 1 to 6 credits needed:
  - c. 7 to 12 credits needed: 1
  - d. 13 to 18 credits needed:
  - e. 19 or more credits needed: 36
5. Describe the plan and timeline for ensuring that all anticipated dual credit faculty as of September 2017 will be in compliance with HLC's faculty qualifications expectations. Plans should not extend more than five years after policy implementation begins on September 1, 2017, and should reflect the needs identified in question 4.

Two New Mexico state agencies oversee the delivery of dual credit – the Public Education Department (PED) and the Higher Education Department (HED). UNM has been working with the PED on a set of proposed policy changes governing the delivery of dual credit in New Mexico. The PED very recently issued a notice of those proposed changes. These policy goals include implementing by AY2017/2018 the following:

- New regulations to ensure student readiness for college-level work
- New regulations to ensure the quality and rigor of dual credit courses
- Enhanced regulations to ensure dual credit instructors meet HLC requirements

UNM and its branches are prepared to integrate these emerging standards into UNM's policies and processes for managing both dual credit delivery and the tracking and reporting of instructor qualifications. It will likely take up to two years to refine policies and processes in view of the fact that the emerging standard that will be set by the State is only now under development.

UNM's initial plan and timeline will consist of first evaluating the credentials of all faculty teaching dual credit courses at every location against HLC standards. Second, each department chair (of the dual credit course's academic field that supervises the instructor) will construct a Required Credit Hour Completion Schedule (Figure 1) in a meeting with each instructor needing to earn additional credits. The minimum desired progress will require these instructors to obtain approximately 6 credits per year, or one class per semester. Those requiring more credits may need the full five years to come into compliance; those needing the least should be compliant within one year or less. Any instructors unwilling to undertake these requirements will need to be phased out.

The upcoming changes provide an opportunity for UNM to address two ongoing challenges. First, although these five locations ultimately report to the main campus Provost, each location serves local communities with differing needs. Second, until relatively recently the branches did not report directly to

the Provost as they do now. Consequently, policies governing program assessment and oversight of faculty delivering dual credit have been largely decentralized and somewhat idiosyncratic. By developing a set of policies and practices that are consistent for the entire institution, UNM will ensure a high level of quality in our dual credit offerings and instruction and will better serve the various needs of our local communities.

<b>Figure 1: Required Credit Hour Completion Schedule</b>							
<b>Idnum</b>	1						
<b>Campus</b>	Gallup						
<b>Faculty LastName</b>	Doe						
<b>FirstName</b>	John						
<b>Bachelors Degree</b>	BA Sociology						
<b>Masters Degree</b>	-						
<b>Course 1</b>	ENG 0001						
<b>Minimum Academic Requirements</b>	Bachelor's Degree + >= 18 undrgrad/gradCRHR in qualifying academic fields						
<b>Qualifying Fields</b>		Creative Writing	Arts	Applied Linguistics	Rhetoric and Composition	Education	Adult Education
<b>Number CRHR needed</b>	18						
<b>University</b>		NMT	NMSU	NMSU	CSU	UNM	UNM
<b>Course Name</b>		Creative Writing for Entertainment	Teaching Art Elementary School	Lang, Literacy & Sociocult St	Teaching Composition	Princip of Curriculum Develop	The Art of Masterful Teaching
<b>Course Level</b>		grad	grad	grad	grad	grad	grad
<b>CRHR</b>		3	3	3	3	4	3
<b>Semester course to be taken</b>		Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019
<b>Semester actually Taken</b>		Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018
<b>Grade</b>		B	A	A	B	B	A
<b>Grade Points</b>		3	4	4	3	3	4
<b>Total Points</b>	21						
<b>Total Classes</b>	6						
<b>GPA</b>	3.5						

**UNM APPENDIX B (covering 3-semester time period January 2016 – December 2016:  
Spring 2016, Summer 2016, Fall 2016)**

**Institution A - University of New Mexico Main Campus (Albuquerque, NM)**

i.	Number of high schools offering dual credit:	<b>66</b>
ii.	Number of dual credit faculty (unduplicated head count, incl h.s. teachers):	<b>273</b>
iii.	Number of dual credit students (unduplicated head count):	<b>1,090</b>
iv.	Number of credit hours produced yearly via dual credit:	<b>3,616</b>

**Institution B - University of New Mexico Gallup Campus (Gallup, NM)**

i.	Number of high schools offering dual credit:	<b>3</b>
ii.	Number of dual credit faculty (unduplicated head count, incl h.s. teachers) total:	<b>39</b>
	a. Number of dual credit faculty teaching CTE courses:	16
	b. Number of dual credit faculty teaching associate degree courses:	23
iii.	Number of dual credit students (unduplicated head count) total:	<b>673</b>
	a. Number of dual credit students in CTE courses:	473
	b. Number of dual credit students in associate degree courses:	200
iv.	Number of credit hours produced yearly via dual credit total:	<b>6,657</b>
	a. Number of CTE credit hours produced yearly via dual credit:	4,293
	b. Number of associate degree credit hours produced yearly via dual credit:	2,364

**Institution C - University of New Mexico Los Alamos Campus (Los Alamos, NM)**

i.	Number of high schools offering dual credit:	<b>2</b>
ii.	Number of dual credit faculty (unduplicated head count, incl h.s. teachers) total:	<b>5</b>
	a. Number of dual credit faculty teaching CTE courses:	4
	b. Number of dual credit faculty teaching associate degree courses:	1
iii.	Number of dual credit students (unduplicated head count) total:	<sup>1</sup> <b>462</b>
	a. Number of dual credit students in CTE courses:	294
	b. Number of dual credit students in associate degree courses:	394
iv.	Number of credit hours produced yearly via dual credit total:	<b>1,908</b>
	a. Number of CTE credit hours produced yearly via dual credit:	827
	b. Number of associate degree credit hours produced yearly via dual credit:	1,081

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<sup>1</sup> Los Alamos branch reports that some of its students take both CTE and general academic courses, causing the combined sum of the number of CTE and academic course students not to match the unduplicated head count overall total as students who are counted twice (by having an entry in both course totals) have one entry removed for the unduplicated overall count.



**UNM APPENDIX B (covering 3-semester time period January 2016 – December 2016:  
Spring 2016, Summer 2016, Fall 2016) (Continued)**

**Institution D - University of New Mexico Taos Campus (Taos, NM)**

i.	Number of high schools offering dual credit:	<b>6</b>
ii.	Number of dual credit faculty (unduplicated head count, incl h.s. teachers) total:	<b>50</b>
	a. Number of dual credit faculty teaching CTE courses:	20
	b. Number of dual credit faculty teaching associate degree courses:	30
iii.	Number of dual credit students (unduplicated head count) total:	<sup>2</sup> <b>1,302</b>
	a. Number of dual credit students in CTE courses:	584
	b. Number of dual credit students in associate degree courses:	718
iv.	Number of credit hours produced yearly via dual credit total:	<b>6,660</b>
	a. Number of CTE credit hours produced yearly via dual credit:	4,106
	b. Number of associate degree credit hours produced yearly via dual credit:	2,554

**Institution E - University of New Mexico Valencia Campus (Los Lunas, NM)**

i.	Number of high schools offering dual credit:	<b>11</b>
ii.	Number of dual credit faculty (unduplicated head count, incl h.s. teachers) total:	<b>35</b>
	a. Number of dual credit faculty teaching CTE courses:	10
	b. Number of dual credit faculty teaching associate degree courses:	25
iii.	Number of dual credit students (unduplicated head count) total:	<b>1,781</b>
	a. Number of dual credit students in CTE courses:	525
	b. Number of dual credit students in associate degree courses:	1,256
iv.	Number of credit hours produced yearly via dual credit total:	<b>5,650</b>
	a. Number of CTE credit hours produced yearly via dual credit:	2,031
	b. Number of associate degree credit hours produced yearly via dual credit:	3,619

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<sup>2</sup> Like Los Alamos, Taos branch reports that some of its students take both CTE and general academic courses, causing the combined sum of the number of CTE and academic course students not to match the unduplicated head count overall as students who are counted twice (by having an entry in both course totals) have one entry removed for the unduplicated overall headcount.

**UNM APPENDIX C: Number of associate degree dual credit faculty who will need to earn additional credit hours in order to satisfy the requirement of having a master's degree and 18 graduate credits in the course academic discipline as of September 1 2017**

**Institution A - University of New Mexico Main Campus (Albuquerque, NM)**

- a. Number of associate degree dual credit faculty needing additional credits: 0
- b. Number of associate degree dual credit faculty that need 1 to 6 additional credits: 0
- c. Number of associate degree dual credit faculty that need 7 to 12 additional credits: 0
- d. Number of associate degree dual credit faculty that need 13 to 18 additional credits: 0
- e. Number of associate degree dual credit faculty that need 19 or more additional credits: 0

**Institution B - University of New Mexico Gallup Campus (Gallup, NM)**

- a. Number of associate degree dual credit faculty needing additional credits: 11
- b. Number of associate degree dual credit faculty that need 1 to 6 additional credits: 0
- c. Number of associate degree dual credit faculty that need 7 to 12 additional credits: 0
- d. Number of associate degree dual credit faculty that need 13 to 18 additional credits: 0
- e. Number of associate degree dual credit faculty that need 19 or more additional credits: 11

**Institution C - University of New Mexico Los Alamos Campus (Los Alamos, NM)**

- a. Number of associate degree dual credit faculty needing additional credits: 0
- b. Number of associate degree dual credit faculty that need 1 to 6 additional credits: 0
- c. Number of associate degree dual credit faculty that need 7 to 12 additional credits: 0
- d. Number of associate degree dual credit faculty that need 13 to 18 additional credits: 0
- e. Number of associate degree dual credit faculty that need 19 or more additional credits: 0

**Institution D - University of New Mexico Taos Campus (Taos, NM)**

- a. Number of associate degree dual credit faculty needing additional credits: 25
- b. Number of associate degree dual credit faculty that need 1 to 6 additional credits: 0
- c. Number of associate degree dual credit faculty that need 7 to 12 additional credits: 0
- d. Number of associate degree dual credit faculty that need 13 to 18 additional credits: 0
- e. Number of associate degree dual credit faculty that need 19 or more additional credits: 25

**Institution E - University of New Mexico Valencia Campus (Los Lunas, NM)**

- a. Number of associate degree dual credit faculty needing additional credits: 1
- b. Number of associate degree dual credit faculty that need 1 to 6 additional credits: 0
- c. Number of associate degree dual credit faculty that need 7 to 12 additional credits: 1
- d. Number of associate degree dual credit faculty that need 13 to 18 additional credits: 0
- e. Number of associate degree dual credit faculty that need 19 or more additional credits: 0

## **Appendix D: CTE versus Academic Associate Degree Faculty Qualifications Statement**

Community colleges, or branch campuses in this case, serve a dual mission that is both academic and career/technical (CTE) in nature. Academic associate degree programs are typically designed to transfer to a four-year institution, and thus the credentials for faculty associated with this type of program (or a course that is designed for transfer into a baccalaureate program) adhere to the HLC standard of at least a master's degree in the field, or a master's degree in another field with at least eighteen graduate credit hours in the discipline. This aligns with the HLC standard by which a faculty member must have an academic degree "at least one level above the level at which they teach," except "when equivalent experience is established" (HLC 2016 Resource Guide).

The establishment of equivalent experience is a critical part of the equation for branch campuses with CTE programs and CTE dual credit courses. These dual credit offerings are not designed for transfer, but rather for terminal (normally certificate), workforce-based programs. These types of courses need to be seen through a different lens, with an emphasis on the equivalent experience, as indicated in the Resource Guide. For an instructor in an Automotive Technology certificate program, for example, the requirement of a master's degree makes less sense, based both on the idea that this certificate is one level below an associate's degree, not a bachelor's or master's degree, as well as the reality that a master's or doctoral degree in this field does not exist. For these types of CTE programs and courses, the justification of the faculty member necessary falls within the experience category, based on industry credentials or certifications, among other things. As stated in the Guide, the responsibility then falls upon the institution to define "a minimum threshold of experience and an evaluation process that is used in the appointment process." UNM branch campuses do employ such guidelines during the appointment process, and only employ CTE instructors who possess appropriate industry credentials. UNM review of these CTE instructor guidelines for the respective industries to bring institution-wide consistency will be completed by Fall 2019.

The difference between academic and CTE courses is clear both in the nature of the content and the possibility or lack thereof of transferability to a baccalaureate program. The UNM branch campuses recognize that HLC guidelines provide for these two types of faculty roles and qualifications.