

Prior Learning Assessment Policy  
Eastern New Mexico University Ruidoso  
Branch Community College

## **1. Purpose**

The purpose of the Prior Learning Assessment (PLA) policy is to recognize college level learning as evidenced by state and national industry licenses, certifications and recognized for-credit exams. The term “prior learning assessment” (PLA) refers to all of the processes that ENMU - Ruidoso uses to review and evaluate evidence of learning and to award academic credit towards a certificate or an associate’s degree program. ENMU - Ruidoso relies on the following policy to ensure practices consistent with academic integrity and responsiveness to nontraditional learners.

## **2. Policy**

- A. Eligibility: Students who are admitted to the college and have declared a major in either a certificate or degree program are eligible to participate in prior learning assessment.
- B. Number of Credits: A student can earn PLA credit for multiple classes if they have relevant industry credentials, experience or knowledge. In order to complete a degree at least 15 of the total credits must be earned in courses taken at ENMU-Ruidoso. Credits earned through prior learning assessment are never considered part of the residency requirement.

## **Procedure**

## **3. Validation Methods**

Prior learning must match existing course descriptions and outcomes. To award credit, the following methods and guidelines must be used to validate prior learning.

Guidelines and methods for validating prior learning:

- Program specific crosswalks are developed and implemented when appropriate.
- Credit recommendations listed in the American Council on Education (ACE) National Guide to College Credit for Workforce Training and the ACE Military Guide. <http://www.acenet.edu/news-room/Pages/Adult-Learners-Using-Your-ACE-Credit-Recommendations.aspx>
- Credit demonstrated by successfully passing national for credit examination programs such as DSST Exams; Excelsior College Examinations, the College Board College Level Examination Program (CLEP) and Advanced Placement (AP) exams. The scores that constitute a passing score are available in the catalog. (See attached: Appendix B-1 Clep; Appendix B-2 ENMU DSST; and Appendix B-3 AP Examinations).
- Degree relevant prior learning credit awarded and transcribed by other accredited institutions.

- Challenge examinations which may take the form of tests, projects, writing assignments and other measures of course competency. (See Appendix C Challenge Examination in Academic Programs).
- Institutional validation procedures will be objective to the extent that external evaluators would reach the same conclusion given the material reviewed, consistent with CAEL guidelines.

#### **4. Application**

Credits awarded from prior learning assessment will be applied to program requirements in the following manner:

1. Prior learning credits will be awarded upon approval from the Subject Matter Expert and Vice President of Student Learning.
2. Prior learning credits shall be applied to meeting degree or program requirements in the same manner as credits earned at the awarding institution.
3. Institutions may award credit for prior learning only in those courses or program areas for which they have program approval by the state.
4. Institutions shall award their own course title and number to the credit awarded. Conventional letter grades shall not be used.

#### **5. Transferability**

Unless there exists a formal articulation agreement among institutions, transferability of credits is at the discretion of each institution.

#### **6. Fees**

Fees are charged for review and administrative costs. These fees apply regardless of the results of the assessment. *Note: fees do not include charges for individual national for credit examination programs.*

PLA Assessment Fees per Certificate or Degree Program:

CPL for industry credentials- \$50.00 one-time fee

Course challenging- \$50.00 fee per course

National for-credit examination programs (example CLEP) - \$25.00 fee per course

#### **7. Review**

This policy shall be reviewed by academic council concurrent with catalog policy updates and revised to reflect conformity with institutional academic and administrative standards.

## **Prior Learning Assessment (PLA) Glossary of Terms**

### **Advanced Placement (AP)**

**AP exams** are college-level **tests** administered by The College Board (makers of the SAT). Students may take **tests** in one or more subjects; a comprehensive list of all available **AP** courses and **tests** is available at collegeboard.com.

### **American Council on Education (ACE)**

A national association of higher education institutions that focus on advocacy, leadership development and lifelong learning. ACE serves adult learners and nontraditional students by evaluating and translating workplace learning and nontraditional education experiences into academic credits through the College Credit Recommendation Service (CREDIT), and armed services members through ACE'S Military Programs, by evaluating and recommending equivalent college credits for military training and experience.

### **CAEL**

Council for Adult and Experiential Learning

### **College Level Examination Program (CLEP)**

A national standardized testing program that offers 33 tests in the subject areas of Business, Composition and Literature, History and Social Sciences, Science and Mathematics, and World Languages. CLEP is managed by the College Board and allows students to earn college credit by demonstrating mastery of college-level material by earning qualifying scores.

### **Competency Assessment**

Comprehensive exam that can take many formats, portfolio, a comprehensive exam, or performance. Format is decided on by the subject matter expert to measure learning based on criteria and indicators and should be competency and performance-based.

### **Credit by Examination (CBE)**

The most commonly recognized form of prior learning assessment. CBE includes national standardized tests (e.g. AP, CLEP, and DSST), as well as departmental course challenge exams.

### **Credit for Prior Learning (CPL)**

There are several methods for evaluating college-level learning that a student acquired outside of the ENMU-Ruidoso campus includes, transfer credit, standardized exams (CLEP, DSST, AP) military training, certifications and licensures.

### **Dantes**

The Defense Activity for Non-Traditional Education Support (DANTES) program is an agency of the Department of Defense (DoD). DANTES provides the DoD with worldwide education support by coordinating off-duty voluntary education programs, development activities and special projects, and sponsoring a wide range of standardized testing programs.  
<http://www.dantes.doded.mil/>

### **DSST**

An acronym used for the DANTES Subject Standardized Tests Program, DSST a standardized testing program that offers 38 exams in the areas of Math, Social Sciences, Humanities, Business, Physical Science, and Technology.

### **Prior Learning Assessment (PLA)**

A process by which an individual's learning from experience is assessed and evaluated for purposes of granting credit, certification, or advanced standing toward further education or training.

### **Subject Matter Expert (SME)**

A **subject-matter expert** (SME) or domain **expert** is a person who is an authority in a particular area or topic. A subject matter expert, or SME, is a "person with bona fide expert knowledge about what it takes to do a particular job.

***COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)***

ENMU-*Ruidoso* participates in the college Level Examination Program of the college Entrance Examination Board under the following provisions:

1. Up to 6 credit hours in each of the five CLEP General Examination areas may be established for scores at or above the 50<sup>th</sup> percentile on the examinations. (Credit will be assigned to specific courses not to exceed 30 hours and not to exceed 32 hours when combined with ACT, AP, Course Challenge, Military Service Credit, and Validation of credit).
2. CLEP subject area examinations will be considered individually and accepted at the 50<sup>th</sup> percentile.
3. ENMU-*Ruidoso* will accept transfer CLEP subject credit without consideration of the percentile or score accepted by the transferring institution.
4. CLEP credit cannot be used to establish credit for a course in which an “F” grade has been recorded.
5. CLEP credit will not be awarded if a student has received college credit for the same course or its equivalent.
6. The evaluation and recording of CLEP credit will be once each semester. Official test reports must be sent by the testing organization to the Office of the Registrar.

Credit will be awarded to students who have earned at least 12 semester hours of credit on an ENMU campus.

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GENERAL EXAMINATIONS	Cut off Score	Hours	ENMU COURSE EQUIVALENT
College Composition	50	3	ENG 102 English Composition
Humanities	50	6	ENG 202 Short Story
College Mathematics	50	6	MATH 107 Intermediate Algebra & MATH 113 Mathematical Discovery
Social Science & History	50	3	Transcript credit for general Education, Social Studies Only
Subject Examinations			
Biology	50	4	BIOL 113/L Biology for General Education
Business Law, Introductory	50	3	BUS 230 Business Law and Ethics I
Calculus	50	4	MATH 124 Calculus I
Pre-Calculus	50	3	MATH 119 College Algebra
Chemistry	50	8	CHEM 151/L AND 152/L General Chemistry I & II
College Algebra	50	3	MATH 119 College Algebra
College Composition	50	3	ENG 102 English Composition
Educational Psychology, Intro to	50	3	Psychology elective TPS/Intro to Educational Psychology
Financial Accounting	50	3	ACCT 201 Intro to Financial Accounting
French Language	50	8	FR 101 and 102 Beginning French
German Language	50	8	Lower-division selective in modern language credit
History of USA I (Early Colonization in 1877	50	3	HIST 101 Survey of American History to 1877
History of USA II (1865 to present)	50	3	HIST 102 Survey of American History since 1877

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Human Growth and Development	50	3	PSY 201 Child Psychology
Information Systems and Computer Applications	50	3	IS 293 TPS/Information Systems and Computer Applications
Macroeconomics, Principles of	50	3	ECON 221 Principles of Macroeconomics
Management, Principles	50	3	BUS 293 TPS/Principles of Management
Marketing, Principles of	50	3	MKT 201 course credit
Microeconomics, Principles of	50	3	ECON 221 Principles of Macroeconomics
<b>Subject Examinations</b>	<b>Cut off Score</b>	<b>Hours</b>	<b>ENMU COURSE EQUIVALENT</b>
Psychology, Introductory	50	3	PSY 101 Introductory Psychology
Sociology, Introductory	50	3	SOC 101 Introductory Sociology
Spanish Language	50	8	SPAN 101 and 102 Beginning Spanish I and II
Spanish Language	50	7	SPAN 102 Continuation of Beginning Spanish II & SPAN 201 Intermediate Spanish I
Western Civ. I: Ancient Near East to 1648	50	3	HIST 121 Survey of Western Civilization to 1500
Western Civ II: 1648 to present	50	3	HIST 122 Survey of Western Civilization since 1500

\*Credit will be granted only for CLEP exams on this list

***ENMU DSST (Dantes)***

Examination Title	Cut-off Scores for Credit	Hours	ENMU Course Equivalent
Business, Introduction to	46	3	Bus 151 Introduction to Business
Civil War and Reconstruction, The	47	3	HIST 293 TPS/ The Civil War Era
Computing, Introduction to	45	3	IS 151 Basic Computer Skills
Criminal Justice	49	3	CJ 102 Introduction to Criminal Justice
Financial Accounting, Principles of	49	3	ACCT 201 Introduction to Financial Accounting
Fundamentals of College Algebra	47	3	MATH 107 Intermediate Algebra
History of Vietnam War	44	3	HIST 293 TPS/ Vietnam
Human Resources Management	46	3	MGT 293 TPS/ Human Resource Management
Law Enforcement, Introduction to	45	3	CJ 293 TPS/ Introduction to Law Enforcement
Management Information Systems	46	3	IS 281 Spreadsheets and Data Analysis
Money and Banking	48	3	FIN 293 TPS/ Money and Banking
Organizational Behavior	48	3	MGT 293 TPS/ Organizational Behavior
Statistics, Principles of	48	3	STAT 213 Statistical Methods I
Supervision, Principles of	46	3	BUS 293 TPS/ Principles of Supervision
World Religions, Introduction to	48	3	REL 293 TPS/ Introduction to World Religions

\*Credit will only be granted for DSST or DANTES exams on this list.



**ADVANCED PLACEMENT (AP) EXAMINATIONS**

Students may earn college credit from successful completion of Advanced Placement (AP) Examinations. Credit may be awarded to entering freshmen who complete AP examinations before registering in the first semester at ENMU-*Ruidoso*. The actual credit is awarded after successful completion of 12 or more credit hours. AP credit will be accepted for transfer students as recorded on official transcripts from accredited colleges.

**ENMU ADVANCED PLACEMENT**

<b>AP Examination Scores</b>	<b>Score Level</b>	<b>Sem. Hrs.</b>	<b>ENMU Course Equivalent</b>
<b>Art History</b>			
	3	3	Art 165
	4,5	6	Art 165 and 166
<b>Biology</b>			
	4,5	4	BIOL 113/L
<b>Chemistry</b>			
	4,5	4	CHEM 151/L
<b>Computer Science</b>			
A	3	3	CS 123
	4,5	6	CS 123 and CS 234
<b>Economics</b>			
Microeconomics	3,4,5	3	ECON 222
Macroeconomics	3,4,5	3	ECON 221
<b>English</b>			
Language and Composition	3,4,5	3	ENG 102
Literature and Composition	3	3	ENG 102
	4,5	6	ENG 102 and ENG 211

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<b>French</b>			
Language and Culture	4	8	FR 101 and 102
	5	7	FR 102 and 201
<b>German</b>			
	3	4	Lower Division language elective
	4,5	6	Lower Division language elective
<b>Latin-Vergil</b>			
	3	4	Lower Division language elective
	4.5	6	Lower Division language elective
<b>Government &amp; Politics</b>			
United States	4,5	3	PSCI 02
Comparative	4,5	3	PSCI 207
<b>History</b>			
<b>AP Examination Scores</b>	<b>Score Level</b>	<b>Sem. Hrs.</b>	<b>ENMU Course Equivalent</b>
United States	4,5	6	HIST 101 and 102
European	4,5	6	HIST 121 and 122
<b>Mathematics</b>			
Calculus AB	3	4	MATH 124
	4,5	8	MATH 124 and 132
Calculus BC	3	8	MATH 124 and 132

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	4,5	12	MATH 124, 132, and 202
<b>Physics</b>			
<b>B</b>	3	4	PHYS 151/L
	4,5	8	PHYS 151/L and 152/L
<b>C</b>	3	4	PHYS 151/L
<b>(mechanics)</b>	4,5	4	PHYS 151/L
<b>(electricity and magnetism)</b>	4,5	4	PHYS 151/L
<b>Psychology</b>			
	3,4,5,	3	PSY 101
<b>Spanish</b>			
Language	4	8	SPAN 101 and 102
	5	7	SPAN 102 and 201
Literature	4	8	SPAN 101 and 102
	5	7	SPAN 102 and 201
<b>Statistics</b>			
	3,4,5,	4	STAT 213

For students who take both the language and literature tests and earn a 4 or higher on both tests, 11 credits will be awarded, SPAN 101, 102, and 201.

# Academic Council Meeting

11/4/16

(9-11, Rm 106)

## Meeting Objectives

- Share relevant information
- Update AC members on next steps
- Propose, understand and assist with projects
- Develop and assign next steps

<p>1 <b>President's Report (10 min)</b> Dr. Alred's campus update, Q&amp;A</p>	<p><b>Information &amp; Updates:</b></p> <ul style="list-style-type: none"> <li>• "It has begun," the remodel of the building's façade is underway.</li> <li>• Computer classroom will not be moved during the remodel.</li> <li>• State has already mandated a 5% budget for AY17 to accommodate revenue shortfalls; Dr. Alred suggested there may be another 3% cut in January.</li> <li>• Secretary Damron is scrutinizing dual credit and Dr. Alred will be attending a meeting organized to collect feedback from college and high school stakeholders in the program.</li> <li>• It was suggested that a door opener be added to the bathrooms closest to the classrooms.</li> </ul> <p><b>Next Steps:</b></p>
<p>2 <b>New business (60 min)</b> Discuss new projects, procedures and develop action plans</p>	<p><b>Decisions &amp; Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Amy</b> – explained that a course equivalency is transcribing a course from another institution that is the same. Equivalent courses are programed in CAPP and will transcript automatically. A substitution accepts for transcript purposes a course that is not the same, but cans serve the intent or purpose of the program requirement. These courses are not programed in the system.</li> </ul> <p><b>Next Steps:</b></p>
<p>3 <b>Old Business (30 min)</b> Update existing projects, procedures and develop action plans</p>	<p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• <b>Rachel</b> – Should the college adopt the proposed PLA policy? Dinah proposed adoption of the PLA Policy and Stephen was the 2<sup>nd</sup>. Proposal passed unanimously.</li> <li>• <b>Pierre</b> – How should we pilot a 14-week term in fall 17? Faculty supported a 14-week semester. They questioned if the 14-week semester would also occur in the spring?</li> </ul> <p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>Amy</b> – catalog now includes the specific mention of proctoring fees for online students.</li> <li>• <b>James</b> – safety and security committee will next meet on Nov. 30 and needs a faculty volunteer. Jack volunteered.</li> <li>• <b>Kaelin</b> – proposed an assessment process for a blind reading of student papers. The council approved the collection of 3 student artifacts for use in a December reading. See attachment for specifics.</li> <li>• <b>Pierre</b> – Dinah identified issues with the Title iX training</li> </ul> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• <b>Faculty</b> double-checks that pathways for degrees and certificates are updated and send changes to Kathy Kiefer before the end of the semester (before November is better)</li> <li>• <b>Anne</b> will send faculty a copy of the advising checklist used to help WFS students.</li> <li>• <b>Pierre</b> will present the proposed PLA policy to the College Board and the Board of Regents.</li> </ul>
<p>4 <b>Other (10 min)</b> Important other</p>	<p><b>Decisions:</b></p> <p><b>Next Steps:</b></p>

Attachment:

## Academic Assessment Activity

### Instructions for Fall 2016 Assessment of Writing

#### Step #1—courses from which to pull artifacts\*:

BIO	154
NATR	121
AP	209
COMM	101
MGT	201
ECON	221
HIST	101
PSY	101
SOC	101

\*For this round, we decided to identify writing assignments exclusively from full-time faculty courses. Nonetheless, resource faculty are invited to participate in the reading and subsequent closing-the-loop discussion.

#### Step #2—identify assignment:

Pick one writing assignment from the courses listed above that you teach

#### Step #3—identify and prepare artifacts:

Select only the student artifacts that are 3rd, 8th, and 14<sup>th</sup> on your class roster. If no artifact exists for one of the students, do not replace the artifact with another. Each prepared artifact should include the rubric, the writing assignment, and the student writing sample.

Turn in copies of the completed artifacts to VPSL's office by Dec. 13<sup>th</sup> at 3pm. The VPSL will remove all identifying marks from the papers (student name, banner #) and assemble the final batch that will be read.

#### Step #4—the reading:

We will meet Dec. 14<sup>th</sup>, 9-noon to assess the batch. We will each try to read and assess each artifact in the final batch. We will also have a closing-the-loop discussion to identify next steps as departments and as a college.



**EASTERN NEW MEXICO UNIVERSITY-RUIDOSO**  
**Branch Community College Board**  
**November 17, 2016 ♦ 6:00 p.m.**  
**709 Mechem Drive**  
**Ruidoso, NM 88345**

**REVISED AGENDA**

**CALL TO ORDER**

1. Declare a quorum
2. Approve the agenda (Tab 1)
3. Approval of minutes for Regular Board meeting of September 29, 2016 (Tab 2)

**ROUTINE MATTERS**

1. Introduction of guests ..... Brad Treptow
2. Report from College Board chair ..... Brad Treptow
3. Report from the ENMU System president ..... Steven Gamble
4. Report from the ENMU-Ruidoso president ..... Clayton Alred
5. Report from the Department Chair ..... Dinah Hamilton

**INFORMATION ITEMS**

1. Grants Update ..... Anne Marie Kalama
2. Marketing/Recruitment Committee Report ..... Coda Omness
3. ENMU-Ruidoso Foundation Update ..... Clayton Alred
4. Appropriation Update (Tab 3) ..... Clayton Alred
5. Construction Update (Tab 3) ..... Sheila Farquer

**BUSINESS MATTERS**

1. Unrestricted Budget Adjustment Request (Tab 4) ..... Sheila Farquer
2. 2017 – 2018 Tuition (Tab 4) ..... Clayton Alred
3. Community College Board 2017 Meeting Calendar (Tab 4) ..... Clayton Alred
4. Revision to Prior Learning Assessment Policy (Tab 4) ..... Pierre Laroche

**CLOSED MEETING**

1. Discuss potential acquisition of real property – pursuant to Section 10-15-1(H)(8), NMSA (1978)
2. Discussion of a limited personnel matter - pursuant to Section 10-15-1(H)(2), NMSA (1978)

**BOARD ANNOUNCEMENTS AND COMMENTS**

- Thanksgiving Break, November 23, 2016 to November 27, 2016
- ENMU-Ruidoso Foundation Board Meeting, November 29, 2016, 5:00 p.m., Conference room
- Student Art Exhibit, November 29, 2016 – December 2, 2016, White Mountain Annex
- ENMU-Portales Board of Regents Meeting, December 8, 2016, 3:00 p.m., Roswell
- ENMU-Ruidoso Christmas Party, December 9, 2016, 6:00 – 8:00 p.m., Dream Catchers
- ENMU-Ruidoso Community Choir Winter Concert, December 11, 2016, 3:00 p.m., First Christian Church
- Winter Break, December 23, 2016 to January 1, 2017

**ADJOURNMENT**

If you are an individual requiring Americans with Disabilities Act accommodations in order to attend Branch Community College Board Meetings, please contact the office of the President, ENMU-Ruidoso, (575) 257-3006 at least forty-eight hours prior to the meeting.

**Eastern New Mexico University-Ruidoso  
COMMUNITY COLLEGE BOARD**

**November 17, 2016**

**6:00 p.m.**

**Room 102**

**CALL TO ORDER**

Mr. Brad Treptow, Chairman, called the meeting to order at 6:00 p.m. and declared a quorum.

Dr. Lynn Willard and Mr. James Paxton were present.

Dr. Michael Budd and Ms. Gina Klinekole were absent

Also present were Dr. Clayton Alred and Dr. Steven Gamble by phone.

**APPROVAL OF THE AGENDA**

**Dr. Willard moved to approve the agenda as presented. Mr. Paxton seconded the motion.**

**Vote: 3-0-0. Motion approved.**

**APPROVAL OF MINUTES**

**Dr. Willard moved to approve the minutes of the regular meeting of September 29, 2016 as submitted. Mr. Paxton seconded the motion.**

**Vote: 3-0-0. Motion approved.**

**INTRODUCTION OF GUESTS**

Mr. Treptow introduced guests: Dr. Dan Patterson, member of the Board of Regents, Mr. Pierre Laroche, Ms. Sheila Farquer, Ms. Coda Omness, Ms. Dinah Hamilton, Ms. Rachel Saenz, and Mr. John Hemphill.

**REPORT FROM COLLEGE BOARD CHAIR**

Mr. Treptow invited Dr. Patterson to say a few words to the Board. Dr. Patterson offered the Board his appreciation on behalf of the Board of Regents. He stated that he has had an affiliation with ENMU-Ruidoso since the beginning and appreciates being able to see it grow.

Mr. Treptow reported on attending the 25<sup>th</sup> anniversary celebration and the Foundation reception and was pleased with both. Mr. Treptow stated he attended the Creative Aging Meeting, where Dr. Alred gave the Bond C presentation.

He is looking forward to attending the December 5, 2016 Sun Path meeting in Santa Fe.

**REPORT FROM THE PRESIDENT OF THE UNIVERSITY**

- Dr. Gamble offered his congratulations on ENMU-Ruidoso's 25<sup>th</sup> year anniversary.
- Dr. Gamble discussed the passing of the General Obligation Bond C and stated that it is an opportunity to receive financing for facilities. ENMU Portales received \$11,000,000 for renovations to the library.
- Dr. Gamble reported on the state budget. In the last 10 days the deficit amount reported changed three times with the last reported at \$180,000,000 which is down from the initial reports of \$100,000,000 and \$130,000,000. The impact on Portales funding for Fiscal Year 2017 is estimated at 7.5% or \$250,000,000. Dr. Gamble stated that he anticipates an additional 2.5% or \$750,000 cut in funding.
- Dr. Gamble discussed the proposed new ruling from the Higher Education Department and Public Education Department and the effects it will have on the dual credit programs. The limits placed on high school students obtaining college credit was his greatest concern.
- Dr. Gamble stated that even with the challenges faced, the mission, to provide the best education possible, was met on all three campuses.



#### **REPORT FROM THE ENMU-RUIDOSO PRESIDENT**

- Dr. Alred stated that it had been a busy semester. He noted the strategic plan being has been finalized and distributed.
- Dr. Alred reminded Board members that the Board elections would be held February 7, 2017. The election notices will be printed in December and the candidate declaration date is December 20, 2016.
- Dr. Alred stated that with the ending of the lease at White Mountain Annex, Workforce Solutions has moved into the former marketing suite. Adult Basic Education classes and the art department will be moving before the end of December.
- Dr. Alred informed the Board that the remodel that started on November 4, 2016 has been delayed due to inaccurate measurements on the site plans.
- Dr. Alred stated that staff and faculty are preparing for the upcoming accreditation review.
- Dr. Alred reported on the dual credit decision from the Higher Education Department and the Public Education Department that limits how many course and which courses high school students would be allowed to take.
- The Board of Regents hired the search firm of Whit and Kiefer to begin the process of finding replacement candidates for System President, Steven Gamble. The firm has held a community forum and has formed a committee represented by all three campuses. Mr. John McCullough is the representative for the Ruidoso campus.
- Dr. Alred informed the Board that Bonds A, B and C passed. ENMU-Ruidoso will receive \$700,000 for the remodel of the Student Services area. Dr. Alred reported that Bond C passed by a 57% approval rating in Lincoln County and 63% state wide. Dr. Alred also mentioned that the hospital bond passed by 71%.

#### **REPORT FROM THE DEPARTMENT CHAIR**

Dinah Hamilton, Department Chair of History, Humanities and Social Sciences presented the report. Ms. Hamilton reported she has a total of thirty four students in her program. Ms. Hamilton stated that she faced challenges with the Higher Education Department's credential requirements of eighteen graduate credits in their master degrees in order to teach specific courses. Teachers had to be shifted to different subjects but all were able to continue teaching the same number of hours. Ms. Hamilton reported she is one of the sponsors of Phi Theta Kappa. With the exception of one, all of the previous PTK members graduated in the spring of 2016. There were ten new members recruited. Members will be active with various community service projects.

#### **INFORMATION ITEMS**

1. Grants Update – Ms. Rachel Saenz reported that the Wildland Fire Science program has finished its second year courses.  
The Sierra Blanca Fire Academy will be held in December with classes being held on campus. The Academy will be used for dual enrollment where students receive certifications and college credit.  
Ms. Saenz announced Spencer Baldwin has been hired as the Wildland Fire Specialist.  
The Title V grant has purchased the retention software, Drop Guard. The program is intended to identify and contact students in need of attention. Implementation is anticipated in the Spring of 2017 and is expected to raise retention rates.
2. Marketing/Recruitment Committee Report – Ms. Coda Omness stated that retainment is up 8% and 145 students have been registered. She stated that there are fifty new applicants to register.



Ms. Omness stated that the recruitment efforts in Mescalero were originally for the teacher education program but now has expanded into other areas. Ms. Omness stated she is currently advising four students from Mescalero that are enrolled in the Wildland Fire Science program. Mr. Laroche commented that they have been meeting with Charles Riles, Head of the BIA who is encouraging the employees to obtain more education.

The Student Services staff is reaching out to students with 15 credit hours or less needed to obtain a degree in order to help them finish.

The department has been short one person and Daniel Waldo has been a great help filling in.

Ms. Omness informed the Board that she will be attending the fire academy in Arizona in March 2017 to enroll students.

3. ENMU-Ruidoso Foundation Update – Dr. Alred provided the Foundation update report. The goal for the Foundation was to raise \$20,000 to match the Title V endowment. The Foundation received a total of \$19,000 which includes a \$5,000 donation from the Ruidoso Valley Greeters and a \$1,000 from the McCune Family Foundation. The next meeting is November 29, 2016. Dr. Willard added that the scholarship reception was well attended.
4. Appropriation Update – Dr. Alred provided a report on the state appropriation trends and the loss of funding to the college. The college has responded to the loss of funding by reducing staff and faculty by attrition, reducing operating costs, placing adjunct monies on hold, and increasing tuition. Additionally, the mil levy has increased slightly.
5. Construction Update – Ms. Sheila Farquer provided the construction update on the entrance remodel. The permit was awarded and demolition had started. During the demolition it was found that the support beams in the area of the new entrance were not in the same place as stated on the plans. New drawings have to be done and resubmitted to the state. The goal is to start construction the last week of November or the first week of December.  
A rendition has been made of the proposed construction trade area remodel that all stakeholders have agreed to. The area will be converted into a lab and classroom space specific to the technical programs. In the early spring, the college will start the bidding process with hopes to start construction soon after.

#### **BUSINESS MATTERS**

1. Unrestricted Budget Adjustment Request – Ms. Farquer presented the Unrestricted Budget Adjustment Request. The BAR adjusts to reflect actual beginning balances. The BAR transfers \$550,000 from I & G fund to BR&R to fund current campus initiatives and to reflect budget decrease of 5% in state appropriations.

**Mr. Paxton moved to approve the Unrestricted Budget Adjustment Request as presented. Dr. Willard seconded the motion.**

**Vote: 3-0-0. Motion approved.**

2. 2017 – 2018 Tuition - Dr. Alred presented to the Board a request for a tuition increase. In district would increase from \$43 to \$45 or 4.65%; Out of district would increase from \$57 to \$60 or 5.26%; Out of state would increase from \$160 to \$168 or 5%.

**Dr. Willard moved to approve the tuition increase as presented. Mr. Paxton seconded the motion.**

**Vote: 3-0-0. Motion approved.**

3. Community College Board 2017 meeting calendar – Dr. Alred presented the 2017 Community College Board meeting schedule.

**Dr. Willard moved to approve the meeting calendar and noted that all dates are tentative and can change without being presented as a business item in future meetings.**

**Mr. Paxton seconded.**

**Vote: 3-0-0. Motion approved.**

4. Revision to Prior Learning Assessment Policy – Mr. Laroche presented the Prior Learning Assessment Policy for approval. The revision includes a onetime fee of \$50.00 for CPL for industry credentials; \$50.00 fee per course for course challenging and \$25.00 fee per course to CLEP a course.

**Dr. Willard moved to approve the revisions to the Prior Learning Assessment Policy as submitted. Mr. Paxton seconded.**

**Vote: 3-0-0. Motion approved.**

### CLOSED SESSION

There were no items to be discussed during a closed session.

### BOARD ANNOUNCEMENTS AND COMMENTS

- Thanksgiving Break, November 23, 2016 to November 27, 2016
- ENMU-Ruidoso Foundation Board Meeting, November 29, 2016, 5:00 p.m., Conference room
- Student Art Exhibit, November 29, 2016 – December 2, 2016, White Mountain Annex
- ENMU-Portales Board of Regents Meeting, December 8, 2016, 3:00 p.m., Roswell
- The National Society of Leadership and Success Induction Ceremony, December 9, 2016, 5:30 p.m., White Mountain Annex
- ENMU-Ruidoso Christmas Party, December 9, 2016, 6:00 – 8:00 p.m., Dream Catchers
- ENMU-Ruidoso Community Choir Winter Concert, December 11, 2016, 3:00 p.m., First Christian Church
- Winter Break, December 23, 2016 to January 1, 2017

### ADJOURNMENT

Mr. Paxton moved to adjourn the meeting at 8:09 p.m. Dr. Willard seconded the motion.

**Vote: 3-0-0. Motion approved.**

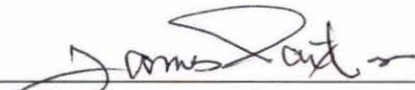


Brad Treptow

Chairman, Community College Board

2-2-17

Date



James Paxton

Secretary, Community College Board

2-02-17

Date

Respectfully submitted for approval by:

Marla Romero, Administrative Assistant to Dr. Clayton Alred

**EASTERN NEW MEXICO UNIVERSITY  
BOARD OF REGENTS MEETING  
ENMU-Roswell Multipurpose Room  
December 8, 2016 – 2:00 p.m.**

**AGENDA**

**CALL TO ORDER**

1. Declare a quorum
2. Approve the agenda

**ROUTINE MATTERS**

1. Approval of the minutes of November 11, 2016
2. Report from the president of the Board
3. Report from the president of the ENMU System
4. Report from the ENMU-Roswell president
5. Report from the ENMU-Ruidoso president

**BUSINESS MATTERS**

1. 2017-18 Proposed Tuition Increase, Ruidoso (*Dr. Clayton Alred, Action*)
2. Adoption of Prior Learning Assessment Policy, Ruidoso (*Mr. Pierre Laroche, Action*)
3. 2016-17 Budget Adjustment Request, Ruidoso (*Ms. Sheila Farquer, Action*)
4. Higher Learning Commission Update, Portales (*Dr. Jamie Laurenz, Information Only*)
5. Amendments to Policy 40-6, Work Time, Portales (*Dr. Patrice Caldwell, Action*)
6. 2016 Fall Graduation List, Portales (*Mr. Clark Elswick, Action*)
7. Strategic Plan, Roswell (*Dr. John Madden, Action*)
8. 2017-18 Proposed Tuition and Fees Increase, Roswell (*Mr. Eric Johnston-Ortiz, Action*)
9. 2016-17 Budget Adjustment Request, Roswell (*Mr. Eric Johnston-Ortiz, Action*)
10. 2016 Fall Graduation List, Roswell (*Mr. Mike Martinez, Action*)

**REGENTS MATTERS**

1. Election of Officers (*Regent Othick, Action*)
2. Update on the Presidential Search by Dr. Caldwell, Regents Christensen and Tatum (*Information Only*)
3. Update on the Counsel of University Regents from Regents Patterson and Tatum (*Information Only*)
4. Update on Risk Management Request Issue (*Information Only*)
5. Update on Greyhound Stadium (*Information Only*)

**EXECUTIVE SESSION**

1. Discussion of 2 limited personnel matters pursuant to Section 10-15-1(H)(2), NMSA (1978)

**ADJOURNMENT**



If you are an individual requiring Americans with Disabilities Act accommodations in order to attend Board of Regents Meetings, please contact the Office of the President, Eastern New Mexico University, (562-2121) at least forty-eight hours prior to the meeting.



**EASTERN NEW MEXICO UNIVERSITY**  
**Board of Regents Meeting**  
**ENMU-Roswell, Campus Union Building**  
**Multipurpose Room**  
**December 8, 2016 - 2:00 p.m.**

**CALL TO ORDER**

Regent President Terry Othick called the meeting to order at 2 p.m. and declared a quorum. Regents Dan Patterson, Veronica Ayala, Terry Othick, Jane Christensen and Susan Tatum were present.

**APPROVE THE AGENDA**

*Regent Ayala moved to approve the agenda as presented. Regent Tatum seconded the motion. Vote: 5-0-0. Motion approved.*

**APPROVAL OF MINUTES**

*Regent Patterson moved to approve the minutes of November 11, 2016 as presented. Regent Ayala seconded the motion. Vote: 5-0-0. Motion approved.*

**REPORT FROM THE REGENT PRESIDENT**

President Othick welcomed everyone to the meeting. He thanked Dr. Madden and members of the Roswell campus for the warm welcome and hospitality. He also thanked the regents and the presidents of the three campuses for their achievements in 2016 in dealing with some difficult issues while maintaining the mission of the University. As outgoing president of the Board, Mr. Othick said he has enjoyed serving in this capacity and thanked the Board for the opportunity.

**REPORT FROM THE ENMU SYSTEM PRESIDENT**

- Dr. Gamble said that the Portales campus will graduate its largest winter class this Saturday. He said it has been a good fall. Enrollment was good; the stadium was a great success; and the General Obligation Bond passed, providing the funds needed for the Golden Student Success Center renovation.
- Budget concerns have and will continue to affect the three campuses. It is expected that additional budget cuts will come in January's legislative session. Dr. Gamble said that the primary focus in these difficult times will be to protect the mission of the University and to protect its employees.
- Applications for the student regent position have been forwarded to the Governor's Office. It is expected that the governor will make her appointment sometime in January. Regent Ayala's term expires this year. Dr. Gamble and the regents congratulated Regent Ayala for her excellent service to the Board.
- Dr. Gamble presented a plaque to Regent Jane Christensen in appreciation of her service as president of the Board for 2014 and 2015.
- Dr. Gamble asked for a report from each campus on retention efforts. Dr. Jamie Laurenz reported that Eastern's cycle is recruitment, retention and completion. He gave an overview of the programs and other tools used by the Portales campus to help students persist and complete their degrees.

**REPORT FROM THE ROSWELL PRESIDENT**

- Dr. John Madden said that the Roswell campus also has a record number of students graduating in December. The campus will hold two ceremonies tonight at the Convention Center.

- Dr. Madden discussed the funding formula for the two-year colleges and the negative impact it has had for the Roswell campus. He also expressed concerns about adequate funding for the Lottery Scholarship.
- The three presidents attended a meeting last week with the Higher Education Department and the Public Education Department regarding dual credit classes. Suggested changes to the program would negatively impact all the community colleges in the state and most of the four-year institutions. The proposal will continue to be studied, and it is hoped that positive changes will be made.
- Dr. Madden distributed information about retention and discussed the efforts used on the Roswell campus to help students succeed.

#### **REPORT FROM THE RUIDOSO PRESIDENT**

- Dr. Clayton Alred said the Ruidoso campus hosted the Sierra Blanca Wildland Fire Academy. Participants are offered the opportunity to earn college credit for classes taken.
- The Ruidoso Foundation was tasked with raising matching funds for the Title V grant. Dr. Alred reported that at the end of the second year, the Foundation is well on its way to raise the funds needed.
- Dr. Alred also expressed his concern about the funding formula for two-year institutions and the need for changes in how funding is calculated.
- Dr. Alred discussed retention efforts on the Ruidoso campus.

#### **BUSINESS MATTERS**

1. 2017-18 Proposed Tuition Increase, Ruidoso

Dr. Alred distributed copies of an annual survey of tuition and fees for New Mexico's two-year colleges. The Ruidoso campus ranks second lowest in the state. The Community College Board has determined that the campus must increase tuition in order to provide more revenue to the campus, and the campus has steadily increased tuition in recent years. Dr. Alred requested an approximate 5% increase resulting in a \$2 per credit hour increase for in-district students, a \$3 per credit hour increase for out-of-district students, and an \$8 increase per credit hour for out-of-state students.

*Regent Patterson moved to approve the 2017-18 tuition increase as presented. Regent Ayala seconded the motion. Vote: 5-0-0. Motion approved.*

2. Adoption of Prior Learning Assessment Policy, Ruidoso

Mr. Pierre Laroche said a Prior Learning Assessment Policy has been developed to evaluate experience, licenses, certifications and transfer courses of students admitted to the Ruidoso campus and apply them towards credits earned and degrees awarded. The policy also aligns the Ruidoso campus with other colleges included in the SUN PATH TAACCCT Consortium.

*Regent Tatum moved to approve the adoption of the Prior Learning Assessment Policy as presented. Regent Christensen seconded the motion. Vote: 5-0-0. Motion approved.*

3. 2016-17 Budget Adjustment Request, Ruidoso

Ms. Sheila Farquer presented the 2016-17 budget adjustment request for approval. The adjustments reflect the reductions in state funding and a transfer of fund balances into BR&R for current capital projects.

***Regent Patterson moved to approve the budget adjustment request for the Ruidoso campus as presented. Regent Tatum seconded the motion. Vote: 5-0-0. Motion approved.***

4. Higher Learning Commission Update, Portales

Dr. Jamie Laurenz continued his review of the upcoming accreditation visit by the Higher Learning Commission (HLC) scheduled for April 2017. He reviewed Criterion One and Criterion Two with the regents at the October Board meeting and Criterion Three in November. He reviewed Criterion Four today. This is an information item.

[Regent Othick called for a 5 minute break.]

5. Amendments to Policy 40-6 Work Time, Portales

Dr. Patrice Caldwell presented minor changes to Policy 40-6 Work Time.

***Regent Christensen moved to approve the changes made to Policy 40-6 Work Time as presented. Regent Ayala seconded the motion. Vote: 5-0-0. Motion approved.***

6. 2016 Fall Graduation List, Portales

Mr. Clark Elswick presented the 2016 fall graduation list. There are 419 applications that have been approved for graduation.

***Regent Patterson moved to approve the 2016 fall graduation list for the Portales campus as presented. Regent Tatum seconded the motion. Vote: 5-0-0. Motion approved.***

7. Strategic Plan, Roswell

Dr. Madden presented the Strategic Plan for the Roswell campus. This was developed with campus and community input.

***Regent Tatum moved to approve the Strategic Plan for the Roswell campus as presented. Regent Christensen seconded the motion. Vote: 5-0-0. Motion approved.***

8. 2017-18 Proposed Tuition and Fees Increase, Roswell

Mr. Eric Johnston-Ortiz presented an increase in tuition and fees for the Roswell campus. If approved, in-district rates will increase \$9 per credit hour, \$10 per credit hour for out-of-district students, and \$25 per credit hour for out-of-state students. Additionally, a \$4 per credit hour increase in fees is requested.

***Regent Ayala moved to approve the 2017-18 increase in tuition and fees for the Roswell campus as presented. Regent Christensen seconded the motion. Vote: 5-0-0. Motion approved.***

9. 2016-17 Budget Adjustment Request, Roswell

Mr. Johnston-Ortiz presented the 2016-17 budget adjustment request for approval. The adjustments include reductions in state funding and a transfer to Capital Outlay for construction of a Physical Plant building.

***Regent Patterson moved to approve the budget adjustment request for the Roswell campus as presented. Regent Ayala seconded the motion. Vote: 5-0-0. Motion approved.***

10. 2016 Fall Graduation List, Roswell

Dr. Madden presented 438 applications for graduation for approval.

*Regent Patterson moved to approve the 2016 fall graduation list for the Roswell campus as presented. Regent Ayala seconded the motion. Vote: 5-0-0. Motion approved.*

**REGENTS MATTERS**

1. Election of Officers (Regent Othick, Action)

Regent Othick asked for nominations for the office of president.

*Regent Patterson moved to elect Regent Susan Tatum as president for the Board of Regents. Regent Ayala seconded the motion.*

President Othick asked for nominations for vice president.

*Regent Tatum moved to elect Regent Dan Patterson as vice president for the Board of Regents. Regent Ayala seconded the motion.*

President Othick asked for nominations for secretary/treasurer with the intent that Regent Ayala will continue in the position until she is replaced with the new student regent who will assume the position.

*Regent Patterson moved to elect Regent Veronica Ayala as secretary/treasurer for the Board of Regents. Regent Christensen seconded the motion.*

*Regent Ayala moved to approve the nominations as presented for the offices of president, vice president and secretary/treasurer of the Board of Regents. Regent Christensen seconded the motion. Vote: 5-0-0. Motion approved.*

President Othick congratulated the newly elected officers.

2. Update on the Presidential Search by Dr. Caldwell, Regents Christensen and Tatum (Information Only)

Dr. Caldwell reported that Witt/Kieffer has posted a leadership profile and job posting on its website. Five applications have been received, but it is expected that many more will be received over the holiday break. The information from the Witt/Kieffer website will soon be added to the ENMU website. The job position will also be published in several educational magazines and newspapers. The next meeting of the search committee is February 15.

3. Update on the Council of University Regents from Regents Patterson and Tatum (Information Only)

Regent Patterson reported that an organization has been formed for all New Mexico university regents. In a meeting held November 28, Dr. Barbara Damron (Secretary for Higher Education Department) and Mr. David Abbey (Director of the Legislative Finance Committee) attended where changes to the dual credit program and the State's financial situation were discussed.

4. Update on Risk Management Request Issue (Information Only)

Dr. Gamble said Scott Smart will meet with the new director of Risk Management and the Higher Education Department to discuss Eastern's insurance costs. Risk Management has completed an actuarial study of Eastern's insurance risk and premiums paid. Another meeting is being planned with the Attorney General's office and Representative Moe Maestas to further discuss Eastern's proposed move from Risk Management to NMPSIA.

5. Update on Greyhound Stadium (Information Only)

Dr. Gamble said replacement of the audio system at the new stadium will take place soon. Paving and installation of lighting will be deferred until weather permits. An appraisal of the Blackwater Draw stadium site was determined to be "zero" once the cost of demolition is considered. Dr. Gamble said the cost of the land would pay for razing the stadium. At this time, a feasible alternative use for the property has not been identified, and there are no offers to purchase the site.

**EXECUTIVE SESSION**

*Regent Ayala moved to enter executive session at 4:32 p.m. to discuss three limited personnel items. Regent Tatum seconded the motion. Vote: 5-0-0. Motion approved.*

*Roll call: Regent Patterson – yes; Regent Ayala – yes; Regent Tatum – yes; Regent Christensen – yes; Regent Othick – yes*

**OPEN SESSION**

*Regent Patterson moved to return to open session at 4:43 p.m. Regent Ayala seconded the motion. Vote: 5-0-0. Motion approved.*

President Othick reported that the regents discussed three limited personnel items but no action was taken during executive session.

**ADJOURNMENT**

*Regent Patterson moved to adjourn the meeting at 4:45 p.m. Regent Ayala seconded the motion. Vote: 5-0-0. Motion approved.*

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President of the Board

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Secretary of the Board

*Minutes recorded and transcribed by Deborah Bentley  
Executive Secretary to the President and Board of Regents*