

Document 1 - Self-Evaluation Report from Department/Program Chair under review.

Description of the Department - The Business and Applied Technology Division offers

Degrees in

- AA - Business Administration
- AA - Criminal Justice Corrections
- AA - Criminal Justice Law Enforcement
- AAS - Auto Technology
- AAS - Collision Repair Technology
- AAS - Construction Technology, General
- AAS - Legal Assistant
- AAS - Tribal Court Advocate

And Certificates in

- Auto Technology
- Bookkeeping
- Collision Repair Technology
- Construction Technology
- Construction Technology - Carpentry
- Construction Technology - Electrical
- Cosmetology / Barbering
- Drafting Technology
- Entrepreneurship
- Green Building
- Information Technology
- Organizational Management & Public Administration
- Welding Technology

All are designed to provide our students with expertise in the development and use to build real-world skill that provides an opportunity for employment and/or continuation to further education. Our Business and Applied Technology students learn the vital skills and knowledge to develop professional opportunity. The degrees and certificates in the Business and Applied Technology division focuses on the practical workforce requirements of each degree and certificate offered. Students majoring in Business and Applied Technology have many opportunity and options reflecting their specific career objectives and interests.

Department Missions and Goals – The Business and Applied Technology Division emphasize the AA in Business Administration degree with certificates to help prepare students for

completion of a BBA degree. The major mission and goal in the Business and Applied Technology Division is to design and develop curriculum that meets and support community and student needs. The objectives of these degrees and certificates are better served by offering Certificate programs that offer employable and skillful graduates in conjunction with a transferable AA in Business Administration.

The Information Technology Certificate fits UNM Gallup Branch mission by meeting and pursuing a mechanism essential to a learner-center institution. Furthermore, this program demonstrates the UNM Gallup's commitment to being responsive to community and student needs. Moreover, this Information Technology Certificate meets UNM Albuquerque's mission by educating and encouraging students to contribute to the local businesses and economic accounting needs.

Information Technology Certificate Program

Certificate in Information Technology

Online or traditional program for students seeking entry-level employment, academic training, or professional development in Information Technology fields.

Minimum acceptable grade for courses in this program is C, not C-.

Consult with your advisor for current transferability information

Certificate Requirements (28 - 30 Credits)

Area:

Writing and Speaking: (3 credits)

ENGL 110 Accelerated Composition 3cr

Mathematics: (3 credits)

MATH 120 Intermediate Algebra 3cr

Information Technology Core (19 - 21 credits)

CJ 221 Interpersonal Communication 3cr

CS 150L Computing for Business Students 3cr

CS 151L Computer Programming Fundamentals 3cr

IT 125 Microcomputer Operating Systems 3cr

IT 131 Intro to Hardware Installation 3cr

IT 166 Web Page Design 1cr to 3cr

IT 230 Computer Networking 4cr

Elective (3 credits)

Faculty advisor must approve elective in the area of Business, CS, DDM, IT, MATH.

Student enrolled in the IT131 Introduction to Hardware Installation and IT 230 Computer Networking have the opportunity to obtain TestOut certification. All student enrolled in the course receive a voucher to take the test and receive the following certificates.

IT131 Hardware Installation - TestOut PC Pro is the essential IT training course. Covering three different exams, our all-in-one PC Pro course will take your knowledge and skill levels in PC repair and service from novice to pro. You will learn how to build, configure, and maintain a PC as well as learn the basics of networking and security. Using LabSim's video tutorials, demonstrations, and hands-on lab simulations, you will not only be able to prove that you know the material, you will also be able to demonstrate you can perform the IT tasks employers are looking for.

The TestOut PC Pro course prepares you for three exams and two industry certifications: (You must pass both the 220-801 exam and the 220-802 exam to become CompTIA A+ certified)

- TestOut PC Pro Certification
- CompTIA A+ 220-801
- CompTIA A+ 220-802

IT 230 Computer Networking - TestOut's Network Pro course allows students to gain the knowledge they need to become certified and the practical skills they need to be well on their way to a job in the IT networking field. LabSim's progressive approach to teaching networking will take your students from learning the basics to understanding complex corporate topographies. Upon completion, students will be well prepared to pass TestOut's Network Pro Certification exam, as well as CompTIA's Network+ N10-006 exam.

Source: <http://www.testout.com/home/it-certification-training/labsim-certification-training/network-pro4>

The Information Technology Certificate meets the needs of the Navajo Nation Chapters Local Government Act (LGA). The LGA addresses the Navajo Nation's local Chapter Houses business needs. Each of the 110 chapters manages and operates their own Information Technology resources. UNM Gallup works closely with the Navajo Nation to address the business education needs. Under the LGA, each chapter maintains their own "Information Technology Infrastructure". Each chapter is required to implement Information Technology methods and procedures that establish a maintained secure technology system. The design ensures the Chapter's technology transactions maintain accountability, in accordance with Information Technology best practices such a U.S. Government Accountability Office – IT Strategic Planning at url,

http://www.gao.gov/key_issues/leading_practices_information_technology_management/issue_summary.

Relationship to Campus Strategic Plan –The Navajo Nation Chapters Local Government Act (LGA) and the McKinley County Economic Development profiles portray the fact that local businesses need employees with proper technology skills.

Top 10-20 private sector employers:

Major Employers in McKinley County

- o Gallup McKinley County Schools 2,000 employees
- o USPHS Gallup Indian Medical Center 1,000 employees
- o Rehoboth McKinley Christian Hospital 649 employees
- o City of Gallup 601 employees *full- & part-time*
- o Wal-Mart 637 employees
- o Zuni Public Schools 417 employees
- o Giant Refinery and Truck Stop 389 employees
- o Pittsburg & Midway Coal Company 380 employees
- o University of New Mexico - Gallup 242 employees
- o California Supermarkets (new owners) 240 employees
- o Bureau of Indian Affairs 210 employees
- o McKinley County 200 employees

Total Employees by Occupation

Total % Map

Computer and Mathematical Occupations 349 1.69 % [map](#)▼



Computer and mathematical occupations

Sources: Data Source: Applied Geographic Solutions, 2015.

The table below shows the estimated population in McKinley County, New Mexico for the 2004-2014 time period.

Area Name	2004 Estimated Population	2014 Estimated Population	Estimated 2004-2014 Population Percent Change
McKinley County	71,500	74,098	3.63%
New Mexico	1,903,808	2,085,567	9.55%
United States	292,805,298	318,907,401	8.91%

The table below shows the most recent income information for McKinley County, New Mexico.

Income Description	Income Source	Year	Total
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Median family income (HUD)	Housing & Urban Development/Fannie Mae	2009	\$36,100
Median household income (Census)	Census	2014	\$29,497
Per capita income (BEA)	BEA, Survey of Current Business	2013	\$24,383
Total personal income (BEA)	BEA, Survey of Current Business	2013	\$1,787,493,000

The table below shows the number of job openings advertised online and advertised salary data for All Major Groups in New Mexico in February, 2016 (Jobs De-duplication Level 2).

Occupation	Job Openings	Mean (Average) Wage	% Openings with Wage	Action
<u>Architecture and Engineering Occupations</u>	1,443	\$68,032	10%	<u>Profile</u>
<u>Arts, Design, Entertainment, Sports, and Media Occ</u>	764	\$33,797	5%	<u>Profile</u>
<u>Building & Grounds Cleaning & Maintenance Occup.</u>	552	\$21,495	25%	<u>Profile</u>
<u>Business and Financial Operations Occupations</u>	1,248	\$48,392	21%	<u>Profile</u>
<u>Community and Social Services Occupations</u>	776	\$37,934	17%	<u>Profile</u>
<u>Computer and Mathematical Occupations</u>	1,384	\$64,449	11%	<u>Profile</u>
<u>Construction and Extraction Occupations</u>	489	\$36,438	28%	<u>Profile</u>
<u>Education, Training, and Library Occupations</u>	1,534	\$38,112	15%	<u>Profile</u>
<u>Farming, Fishing, and Forestry Occupations</u>	50	\$23,429	52%	<u>Profile</u>
<u>Food Preparation and Serving Related Occupations</u>	2,255	\$23,052	8%	<u>Profile</u>
<u>Healthcare Practitioners and Technical Occupations</u>	11,024	\$65,826	6%	<u>Profile</u>
<u>Healthcare Support Occupations</u>	1,172	\$26,198	8%	<u>Profile</u>
<u>Installation, Maintenance, and Repair Occupations</u>	1,438	\$38,536	13%	<u>Profile</u>

Occupation	Job Openings	Mean (Average) Wage	% Openings with Wage	Action
<u>Legal Occupations</u>	124	\$53,327	33%	<u>Profile</u>
<u>Life, Physical, and Social Science Occupations</u>	464	\$54,786	23%	<u>Profile</u>
<u>Management Occupations</u>	5,316	\$69,797	10%	<u>Profile</u>
<u>Military Specific Occupations</u>	73	N/A	5%	<u>Profile</u>
<u>Office and Administrative Support Occupations</u>	3,823	\$28,727	15%	<u>Profile</u>
<u>Personal Care and Service Occupations</u>	762	\$21,385	20%	<u>Profile</u>
<u>Production Occupations</u>	762	\$30,781	11%	<u>Profile</u>
<u>Protective Service Occupations</u>	862	\$32,170	28%	<u>Profile</u>
<u>Sales and Related Occupations</u>	3,818	\$36,505	6%	<u>Profile</u>
<u>Transportation and Material Moving Occupations</u>	2,660	\$29,849	8%	<u>Profile</u>

SOURCE: <https://www.jobs.state.nm.us>

UNM Gallup has various methods that support the facilitation of need for employment. UNM Gallup's Job Development Officer, Ms. Emily Ellison, is a viable resource. In addition, UNM Gallup has a proficient website at www.gallup.unm.edu which post updated employment information regularly. The campus also has a public relations person that shares college news with the local business and community.

Profile of Graduate Transfers – Majority of our graduates are full time employed and desiring to obtain technology know-how and skill.

In addition please respond to the following questions:

- 1.) How difficult was it to collect the necessary data? Brutal, Not all required information is accessible in "MyReports". The decision to not re-hire an Institutional researcher for this campus has jeopardized faculty and staff from completing data driven goals for measurable outcomes. How can a campus function without ensuring that data is reliable and not everyone has the required skill set to generate and extract such necessary and vital information?
- 2.) How could the Program Review process be improved? The internal process and communication has seemingly changed without notification to faculty and staff who are required to complete required reports. A new updated procedures and flowchart would help with communications regarding this change.

3.) Did all program Faculty participate in the Program Review Process? Majority of programs are a program of one such as Information Technology certificate. Other faculty teaching in this certificate are doing so part time without the accountability for such reports.

4.) Was the program Review Work shared equally by program Faculty? As stated, MAJORITY of program coordinators area program of ONE the only faculty on this campus that have more duties are the one responsible for Programs compared to those that are NOT responsible for Programs.

OLD PROGRAM:

Information Technology – Certificate.

The Certificate for Information Technology prepares students for entry-level employment in computerized environments. Minimum acceptable grade for pre-requisite courses in this program is C, not C-.

Courses in this program with an * after the course number are considered technical, vocational, or developmental and may not be transferrable to a baccalaureate program. Please consult your advisor for current transferability information

CERTIFICATE REQUIREMENTS 36 TOTAL CREDITS

GENERAL EDUCATION REQUIREMENTS 6 credits
 ENGL 101 Composition I: Exposition 3
 MATH 120 Intermediate Algebra 3

INFORMATION TECHNOLOGY CORE 21 credits
 BSTC 204* Human Relations in Business 3
 CS 150L Computing for Business Students 3
 DDM 101* Intro to the Macintosh Computer 3
 IT 120* Intro to Word Processing 3
 IT 121* Intro. Electronic Spreadsheets 3
 IT 125* Microcomputer Operating Systems 3
 IT 131* Intro to Hardware Installation 3

Electives (from the following) 9 credits
 Areas of specialization: Business, CS, Design and Digital Media, Information Technology...Faculty Advisor must approve electives

FOR ADVISEMENT: Contact Business Management & Technology Department Chair, 505 863-7511.

NEW PROGRAM:

Information Technology – Certificate.

Online or traditional program for students seeking entry-level employment, academic training, or professional development in Information Technology fields.

Minimum acceptable grade for courses in this program is C, not C-.

CERTIFICATE REQUIREMENTS 30 - 32 TOTAL CREDITS

GENERAL EDUCATION REQUIREMENTS 6 credits
 ENGL 101 Composition I: Exposition 3
 MATH 120 Intermediate Algebra 3

INFORMATION TECHNOLOGY CORE 21 - 23 credits
 BSTC 204 Human Relations in Business 3
 CS 150L Computing for Business Students 3
 CS 151L Computer Programming Fundamentals 3
 IT 125 Microcomputer Operating Systems 3
 IT 131 Intro to Hardware Installation 3
 IT 166 Web Page Design 1 - 3
 IT 193 Tools for College Success 1
 IT 230 Computer Networking 4

Elective (from the following) 3 credits
 Business, CS, DDM, IT, MATH,... Faculty advisor must approve elective.

FOR ADVISEMENT: Contact Business Management & Technology Department Chair, 505 863-7511.

Document 2 – Registration Summary Indicating Enrollment Trends, etc.

1. Indicate department (program code) enrollment for the past 5 years for Fall and Spring semester.

IMPORTANT “My Reports” Notes: Historical Fill Rate Information Academic Period ends at Spring 2015. In Addition, the CS courses are Not listed in the fields.

Spring 2016												
COURSE_IDENTIFICATION	Gross_Listed	CORE_AREA_DESC	STATUS	TITLE_SHORT_DESC	ACTUAL_ENROLLMENT	MAXIMUM_ENROLLMENT	WAIT_COUNT	FILL_Rate	Sections			
IT166			A	Bus Web Pg Design I	23	20	0	115.00%	1			
IT230			A	Computer Networking Computer	17	30	0	56.67%	1			
CS151				Programming Computing for Business Students	30							
CS150					43							

Fall 2015

COURSE_IDENTIFICAT ION	Gross_List ed	CORE_AREA_ DESC	STATU S	TITLE_SHORT_ DESC	ACTUAL_ENROLL MENT	MAXIMUM_ENROLL MENT	WAIT_CO UNT	FILL_Ra te	Sectio ns
IT166			A	Bus Web Pg Design I	19	20	0	95.00%	1
IT230			A	Computer Networking	11	30	0	36.67%	1
CS150				Computing for Business Students	41				
CS152				Programming	29				

2. List of Number of Program Graduates by Academic Year.

Graduations	List Number of Program Graduates by Academic Year						
Fall Semester:	2015	2014	2013	2012	2011		
Graduates	1	3	4	4	1		
Spring Semester:	2016	2015	2014	2013	2012		
Graduate	7	0	4	3	3		

Fall 2011, 2012, 2014, Spring 2012, -Awarded AAS General
Business with Concentration in Information Technology
Fall 2014 - IT Certificate is New

Spring 2013 - 2 AAS IT and 1 Certificate
Spring 2014 - 1 AAS IT

Spring 2015 - The IT Certificate is NOT Listed in the Fields

Spring 2016 - 7 Potential Graduates

3. Give Faculty/Course/Section information for the *past 3 years for the fall semester only and Curriculum History.*

Refer to Attachment: University of New Mexico Gallup Campus Business Management & Technology Courses Offered -- Information Technology. Please refer to the percentage in section 1 tables. Not all the data was available in "MyReports".

Academic Year	Instructor	Day	Time	Evening	Time	Total	Enrolled
IT 125 - Microcomputer Operating System	Jason Arviso	on line				1	19
Spring 2014							
CS 150 - Computer for Business Students	Coleen Arviso	on line				1	23
	Eivira Martin	MW	930 1045			1	10
CS 151 - Computer Programming Fundamentals	Tom Murphy	on line				1	35
IT 166 - Business Web Page 1	Coleen Arviso	on line				1	24
IT 230 - Computer Networking	Coleen Arviso	on line				1	15
Summer 2014							
CS 150 - Computer for Business Students	Coleen Arviso	on line				1	25
Fall 2014							
CS 150 - Computer for Business Students	Coleen Arviso	on line				1	25
	Eivira Martin	MW	1100 1215			1	24
CS 151 - Computer Programming Fundamentals							
IT 125 - Microcomputer Operating System	Coleen Arviso	T R	1100 1215			1	12
it 131 - Intro Hardware Installation	Coleen Arviso	On line				1	10
Spring 2013							
CS 150 - Computer for Business Students	Coleen Arviso	On line				1	24
	Eivira Martin	MW	1230 1:45 pm			1	28
CS 151 - Computer Programming Fundamentals							
IT 131 - Intro to Hardware Installation							
IT 230 - Computer Networking	Coleen Arviso	On line				1	9

Academic Year	Instructor	Day	Time	Evening	Time	Total	Enrolled
Fall 2012							
	Coleen Arviso		on line			1	15
CS 150 - Comp for Bus Students	Elvira Martin	M W	3:30 4:45 pm	M W		1	25
	Elvira Martin	T R	8:30 1045 AM	T R		1	20
IT 125 - Microcomputer Operating Systems	Coleen Arviso	T R	1100 1215			1	15
IT 131 - Into to Hardware Installation	Coleen Arviso	On Line				1	16
IT Bus Web Page Design	Coleen Arviso	On line				CANCELLED	
IT 230 - Computer Network	Coleen Arviso	On line				1	8

Template
Academic Programs
Assessment Plan
The University of New Mexico

A. College, Department and Date

1. College: *University of New Mexico-Gallup*
2. Department: *Business Technology Department*
3. Date: *March 16, 2016*

B. Academic Program of Study*
Information Technology

C. Contact Person(s) for the Assessment Plan
Coleen Arviso, Program Coordinator at: ccarviso@unm.edu

D. Broad Program Goals & Measurable Student Learning Outcomes (SLOs)
[List below:]

1. Broad Program Learning Goal(s) for this Degree/Certificate Program

- A. Students will gain the skills, knowledge, and tools to be prepared for employment and advancement in the field of Information Technology.
- B. Students apply knowledge to solve practical problems related to computer and network operations.
- C. Students will develop the essential professional, ethical, and social values required in Information Technology fields.

2. List of Student Learning Outcomes (SLOs) for this Degree/Certificate Program

- A.1. Employ hardware and software installation, configuration, and file maintenance methods in stand-alone and networked environments.
- A.2. Describe local area networks and their application in business.
- A.3. Create and maintain a website.
- A.4. Investigate, identify and implement solutions for technology related issues.

* Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).

Adapted from Kansas State University Office of Assessment

- A.5. Demonstrate knowledge of information technology terminology, computer types, and components.
- B.1 Students apply knowledge to solve practical problems related to computer and network operations.
- B.2 Demonstrate mastery of replacing hardware and software components of in practical lab applications.
- C.1 Demonstrate obligations to employers, management, fellow workers, and society to such as, Protect the privacy and confidentiality of all information entrusted to them. Support, respect, and abide by the appropriate local, state, provincial, and federal laws.
- C.2. Demonstrate knowledge of ethical and legal use of hardware, software, and information when interacting with others.
- C.3 Demonstrate professionalism, and ethical application in computer, internet, and network communications.

All programs are expected to measure some outcomes annually and to measure all priority program outcomes at least once over two consecutive three year review cycles. Describe below the plan for the next three years of assessment of program-level student learning outcomes.

E. Assessment of Student Learning Plan

All programs are expected to measure student learning outcomes annually and to measure all program student learning outcomes at least once over one, two, or three assessment cycles. Each unit determines which of its student learning outcomes to assess during an assessment cycle. Describe the program’s one, two, or three year plan for assessing program-level student learning outcomes by addressing 1 thru 4 below.

1. Student Learning Outcomes Matrix

[Insert all student learning outcomes that will be assessed by the unit over the next one, two, or three assessment cycles.]

Relationship to UNM Student Learning Goals (insert the program’s SLOs and check all that apply):

University of New Mexico Student Learning Goals				
Program SLOs	Knowledge	Skills	Responsibility	Program SLO is conceptually different from university goals.

Adapted from Kansas State University Office of Assessment

A.1. Employ hardware and software installation, configuration, and file maintenance methods in stand-alone and networked environments.	X	X	X	Same
A.2. Describe local area networks and their application in business.	X	X	X	Same
A.3. Create and maintain a website.	X	X	X	Same
A.4. Investigate, identify and implement solutions for technology related issues.	X	X	X	Same
A.5. Demonstrate knowledge of information technology terminology, computer types, and components.	X	X	X	Same
B.1 Students apply knowledge to solve practical problems related to computer and network operations.	X	X		Same
B.2 Demonstrate mastery of replacing hardware and software components of in practical lab applications.	X	X	X	Same
C.1 Demonstrate obligations to employers, management, fellow workers, and society to such as, Protect the privacy and confidentiality of all information entrusted to them. Support, respect, and abide by the appropriate local, state, provincial, and federal laws.	X	X	X	Same
C.2. Demonstrate knowledge of ethical and legal use of hardware, software, and information when interacting with others.	X	X	X	Same
C.3 Demonstrate professionalism, and ethical application in computer, internet, and network communications.	X	X	X	Same

2. How will learning outcomes be assessed? (Address Ai thru Aiii individually or complete the table below)

A. What:

- i. *For each SLO, briefly describe the means of assessment, i.e., what samples of evidence of learning will be gathered or measures used to assess students' accomplishment of the learning outcomes in the three- year plan?*

Adapted from Kansas State University Office of Assessment

- ii. *Indicate whether each measure is direct or indirect. If you are unsure, then write "Unsure of measurement type." There is an expectation that most of the assessment methods/measures will be direct measures of student learning with at least 1-2 indirect assessment methods/measures.*
- iii. *Briefly describe the criteria for success related to each direct or indirect means of assessment. What is the program's performance target (e.g., is an "acceptable or better" performance by 60% of students on a given measure acceptable to the program faculty)? If scoring rubrics are used to define qualitative criteria and measure performance, attach them to the plan as they are available.*

Assessing Student Learning Goals			
Program SLOs	Assessment Measures	Direct or Indirect	Criteria for Success
A.1. Employ hardware and software installation, configuration, and file maintenance methods in stand-alone and networked environments.	Written type testing plus hands-on demonstration of ability	Direct	70% or higher on written test Pass/Fail on lab demonstration
A.2. Describe local area networks and their application in business.	Written type testing plus hands-on demonstration of ability	Direct	70% or higher on written tests
A.3. Create and maintain a website.	Written type testing plus hands-on demonstration of ability	Direct	70% or higher on written tests
A.4. Investigate, identify and implement solutions for technology related issues.	Written type testing plus hands-on demonstration of ability	Direct	70% or higher on written tests
A.5. Demonstrate knowledge of information technology terminology, computer types, and components.	Written type testing plus hands-on demonstration of ability	Direct	70% or higher on written tests
B.1 Students apply knowledge to solve practical problems related to computer and network operations.	Written type testing plus hands-on demonstration of ability	Direct	70% or higher on written tests
B.2 Demonstrate mastery of replacing hardware and software components of in practical lab applications.	Observed	Direct	Pass/Fail grade on assignment rubric sheet.
C.1 Demonstrate obligations to employers, management, fellow workers, and society to such as, Protect the privacy and confidentiality of all information entrusted to them. Support, respect,	Student Electronic Portfolios	Direct	Pass/Fail grade on assignment rubric sheet.

Adapted from Kansas State University Office of Assessment

and abide by the appropriate local, state, provincial, and federal laws.			
C.2. Demonstrate knowledge of ethical and legal use of hardware, software, and information when interacting with others.	Observed	Direct	Pass/Fail grade on assignment rubric sheet.
C.3 Demonstrate professionalism, and ethical application in computer, internet, and network communications.	Observed	In-Direct	Survey

B. Who: State explicitly whether the program’s assessment will include evidence from all students in the program or a sample. Address the validity of any proposed sample of students. [NOTE: *Although one size does not fit all and it does depend on the assessment method, sampling should not be taken lightly. Best practices indicate that sampling approx. 20% of a course’s student population (or student enrollment) is valid and reliable if the number exceeds 99. Otherwise, a valid rationale has to be provided for samples that are less than 20% of the course’s student population.*]

3. When will learning outcomes be assessed? When and in what forum will the results of the assessment be discussed?

[Briefly describe the timeframe over which your unit will conduct the assessment of learning outcomes selected for the one, two, or three year plan and/or complete the following table. For example, provide a layout of the semesters or years (e.g., 2014-2015, 2014-2016, and 2014-2017), list which outcomes will be assessed, and which semester/year the results will be discussed and used to improve student learning (e.g., discussed with program faculty, interdepartmental faculty, advisory boards, students, etc.)]

	Year/Semester Year
Students demonstrate knowledge of entry level skills for Information Technology professions.	Year 1, Spring 2016
	Year 2, Spring 2017
	Year 3, Spring 2018
Demonstrate knowledge of information technology nomenclature, computer types, and components.	Year 1, Spring 2016
	Year 2, Spring 2017
	Year 3, Spring 2018
Students apply knowledge to solve practical problems related to computer and network operations.	Year 1, Spring 2016
	Year 2, Spring 2017
	Year 3, Spring 2018
Demonstrate mastery of replacing hardware and software components of in practical lab applications	Year 1, Spring 2016
	Year 2, Spring 2017
	Year 3, Spring 2018
Demonstrate obligations to employers, management, fellow workers, and society to such as, Protect the privacy and confidentiality of all information entrusted to them. Support, respect, and abide by the appropriate local, state, provincial, and federal laws.	Year 1, Spring 2016
	Year 2, Spring 2017
	Year 3, Spring 2018
Demonstrate mastery of web site development, graphic production, and work with tables, and internet upload and download in practical lab applications	Year 1, Spring 2016
	Year 2, Spring 2017
	Year 3, Spring 2018
Demonstrate professionalism, and ethical application in computer, internet, and network communications	Year 1, Spring 2016
	Year 2, Spring 2017
	Year 3, Spring 2018

4. What is the unit's process to analyze/interpret assessment data and use results to improve student learning?

Adapted from Kansas State University Office of Assessment

1. The Information Technology Coordinator will start the activity and make Faculty assignments and set who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).
2. The coordinator/faculty will meet and make decisions. The process will coordinate and use guidelines of the accrediting entity as needed.
3. After the Program faculty assessment, results will be routed through the Chair or Dean's office for final review and approval or edit.



Name of Department:	Business Management and Technology
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Coleen Arviso Calvin Hall CH 167-B Blackboard Learn mail is the preferred method of communication between student and instructor. Always include a subject line in email. <u>ccarviso@unm.edu</u> (505) 863-7708 This is an Online Course. To access course go to https://learn.unm.edu and http://labsim.testout.com/.
Syllabus	
Title of Course:	IT-131 Introduction to Hardware Installation Online Course: Welcome to the UNMG Online Course! Hands-on introduction to current personal computer technology. Students learn and practice hardware and software topics covered by the A+ exam.
Credit Hours and Contact Hours	3 credit hours
Pre-requisites/co-requisites	READ100 or Compass>=71
Learning Objectives and Outcomes	<p>After completing this course, student will identify & describe, verbally and in writing:</p> <ol style="list-style-type: none"> 1. names, purposes, and characteristics of at least 2 storage devices, motherboards, power supplies, processors, memory, and other PC components; 2. preventive maintenance techniques on PC components; 3. tools and troubleshooting techniques on PC components; 4. components of laptops, portable devices, printers, and other PC peripherals. <p>Student will perform simulated installation, maintenance, and repair of PC components.</p>
<p>Disabilities Policy: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.</p>	

Course Outline

Teaching Methods (Online Lecture, Labs, Online Components)

Online Participation

Participation in online activities

Weekly Activities and Assignments- This requirement will be met by the following activities:

- participating thoughtfully in online discussions and responding to others' postings;
- participating in reflection and response

Evaluation/Grading Methods

To pass this course the student must successfully complete lab activities on time, participate in classroom discussions, complete assigned projects with creativity, and show critical thinking when doing projects.

GRADING SCALE: A 90-100
 B 80-89
 C 70-79
 D 60-69
 F 59 and below

INSTRUMENTS	POINTS	PERCENTAGE OF GRADE
Labsim Assignments= <i>LA</i>	35 pts x 15 = 500	50%
Discussion Questions = <i>DQ</i>	25 pts x 6 = 150	15%
6.25 pts x 16 weeks = 200 (Log into WebCT and Participation= <i>Log</i>)	6.25 pts x 16 weeks = 100	10%
Final Assessment = <i>FA</i>	250 x 1 = 250	25%

Required Text(s) & Supporting Materials



Purchase your LabSim access code to obtain the PC Pro ISBN: 978-1-935080-42-8 (also covers A+ 220-801 and 220-802) online simulator at the UNM Gallup bookstore. Go to url at <http://labsim.testout.com/> follow the LabSim Student Instructions.pdf file located in Blackboard Learn course overview.

- **IMPORTANT: You will need to have your own personal computer or access to a computer you can take apart and rebuild for hands-on exercises.**
- Windows XP or 7,
- Internet Explorer or Mozilla Firefox,

Microsoft Office or equivalent. If you only have MS Works download Open Office (uses Microsoft Files, is free. Slow download.)

1 USB Flash drive for data files and backup files.

Notebook and paper

Pen/pencil

Complete the 'Are you ready to take an online course' at:
<http://statewide.unm.edu/common/source/form/online-ready-quiz.html>

Read and complete the Student E-Learning Policy and Procedures form and submit back the instructor to ensure that you fully understand the required skills, access, and tools to be successfully in the online program or course.

You must have access to a computer that connects to the Internet. The course materials are only accessible online by logging in to <http://learn.unm.edu> - your student identification number, NetID is required. If you do not own a computer, the computer labs on campus will be open during this semester. However, the times and computers are limited.

You must check your UNM e-mail account regularly throughout the semester. Official announcements will be made by e-mail, and on the course Web site at <http://learn.unm.edu>.

You are responsible for saving all assignments correctly, so you can turn them in electronically. You should be comfortable using word processing software, and have reasonable keyboarding skills. All assignments will REQUIRE you to use word processing or text editing software. No assignments will be accepted in handwritten form.

Computer Requirements

- UNM NetID account and password
- Internet Service Provider (ISP)
- 28.8Kbps modem (56Kbps modem or higher is recommended)
- Speakers/headphones (if there is an audio component to the course)
- Current web browser & Java - see

Please review individual course descriptions, as some instructors also have additional hardware or software requirements, such as access to a scanner or special software required for that course.

Access - In order to take advantage of online courses, students need an Internet connection that provides consistently uninhibited access. Accessing a course from UNM-Gallup is free through a UNM-Gallup Wireless guest access account. To access online courses from off-campus, an Internet Service Provider (ISP) is required for an Internet connection. Although modems provide acceptable access to online courses, cable and DSL connections improve the user's experience with the course.

Necessary Skills

- Knowledge of Windows or Mac OS
- Ability to use web browser and Internet connection
- Ability to copy, save, and manipulate files in Windows or Mac OS

Assessment Methods

Student will complete weekly assignments and quizzes in Labsim.

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

Online attendance is mandatory. The student must notify instructor in advance if they are unable to participate weekly.

Academic Accommodations

Students requesting support services from Accessibility Services are required to submit documentation of a disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the University of New Mexico Policy 2310. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability

Submission of documentation is not the same as the request for services. Request for services and/or reasonable accommodations must be initiated by the student once he/she is admitted to the University of New Mexico Gallup campus. The student must schedule an intake appointment with Accessibility Services so that support services and reasonable accommodations may be discussed. Reasonable accommodations cannot be implemented until the student's documentation is complete. Accessibility Services is responsible for the determination of reasonable accommodations. If you have questions or need an accommodation in the classroom, please contact;

Mary Lou Mraz,
Accessibility Resource Center
Gurley Hall 2210
863-7757
mloumraz@unm.edu

Academic Dishonesty

Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Students are required to login into UNM Blackboard Learn at <http://learn.unm.edu> at *least four times throughout the week*. Both Instructor and student can check and verify the access, time and place to track your Blackboard Learn progress.

Weekly Schedule of Topics

Outline in Blackboard Learn at <https://learn.unm.edu> and LabSim <http://labsim.testout.com/>.

Login to blackboard learn at least 4 times a week and check for activities and assignments. A good rule of thumb, students should plan on 3-4 hours of work per week per credit hour.

Name of Department:	Business Management and Technology
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Coleen Arviso Calvin Hall CH 167-B Blackboard Learn mail is the preferred method of communication between student and instructor. Always include a subject line in email. <u>ccarviso@unm.edu</u> (505) 863-7708 This is an Online Course. To access course go to https://learn.unm.edu.
Syllabus	
Title of Course:	CS -150L Computing for Business Students Online Course: Welcome to the UNMG Online Course! Students will use personal computers in campus laboratories to learn use of a word processor, a spreadsheet, and a database management system. The course will also cover access to the World Wide Web and other topics of current importance to business students. Course cannot apply to major or minor in Computer Science. (Main Campus Course).
Credit Hours and Contact Hours	3 credit hours
Pre-requisites/co-requisites	MATH 120 (<i>Intermediate Algebra, Algebra 2</i>)
Learning Objectives and Outcomes	After completing this course, the student using will be able to use basic Windows, word processing, spreadsheet, and presentation software procedures: 1. Windows operating system components File management Browsers and e-mail 2. Word processor (<i>Word</i>) to prepare various kinds of documents: letters, reports, tables, form letters. 3. Spreadsheet (<i>Excel</i>) to create budgets, invoices, lists, workbooks, and charts. 4. Presentation software (<i>PowerPoint</i>) to create slides from outlines, pictures, and animation.
Disabilities Policy: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.	

Course Outline

Teaching Methods (Online Lecture, Labs, Online Components)

Online Participation

Participation in online activities

Weekly Activities and Assignments- This requirement will be met by the following activities:

- participating thoughtfully in online discussions and responding to others' postings;
- participating in reflection and response

Evaluation/Grading Methods

To pass this course the student must successfully complete lab activities on time, participate in classroom discussions, complete assigned projects with creativity, and show critical thinking when doing projects.

GRADING SCALE:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

INSTRUMENTS	POINTS	PERCENTAGE OF GRADE
Assignments= <i>SA</i>	25 pts x 12 = 300	30%
Assessment = <i>AS</i>	25 pts x 12 = 300	30%
Discussion Questions = <i>DQ</i>	25 pts x 10 = 250	20%
6.25 pts x 16 weeks = 200 (Log into Learn and Participation= <i>Log</i>)	6.25 pts x 16 weeks = 100	10%
Final Assessment = <i>FA</i>	100 x 1 = 100	10%

Required Text(s) & Supporting Materials



New Perspectives on Microsoft® Office 2013: Brief, 1st Edition

Ann Shaffer, Patrick Carey, Kathleen T. Finnegan, Joseph J. Adamski, Beverly B. Zimmerman

ISBN-10: 1285167651

ISBN-13: 9781285167657

© 2014

- Windows 7 or 8
- Internet Explorer or Mozilla Firefox,

Microsoft Office 2013. If you only have MS Works download **Open Office** (uses Microsoft Files, is free. Slow download.)

1 USB Flash drive for data files and backup files.

Notebook and paper

Pen/pencil

Complete the 'Are you ready to take an online course' at: <http://statewide.unm.edu/online/get->

[started/online-ready-quiz-learn.html](#)

Read and complete the Student E-Learning Policy and Procedures form and submit back the instructor to ensure that you fully understand the required skills, access, and tools to be successfully in the online program or course.

You must have access to a computer that connects to the Internet. The course materials are only accessible online by logging in to <http://learn.unm.edu> - your student identification number, NetId is required. If you do not own a computer, the computer labs on campus will be open during this semester. However, the times and computers are limited.

You must check your UNM e-mail account regularly throughout the semester. Official announcements will be made by e-mail, and on the course Web site at <http://learn.unm.edu>.

You are responsible for saving all assignments correctly, so you can turn them in electronically through Blackboard Learn. You should be comfortable using word processing software, and have reasonable keyboarding skills. All assignments will REQUIRE you to use word processing or text editing software. No assignments will be accepted in handwritten form.

Computer Requirements

- UNM NetID account and password
- Internet Service Provider (ISP)
- Speakers/headphones (if there is an audio component to the course)
- Current web browser & Java – see Blackboard Learn

Please review individual course descriptions, as some instructors also have additional hardware or software requirements, such as access to a scanner or special software required for that course.

Access - In order to take advantage of online courses, students need an Internet connection that provides consistently uninhibited access. Accessing a course from UNM-Gallup is free through a UNM-Gallup Wireless guest access account. To access online courses from off-campus, an Internet Service Provider (ISP) is required for an Internet connection. Although modems provide acceptable access to online courses, cable and DSL connections improve the user's experience with the course.

Necessary Skills

- Knowledge of Windows or Mac OS
- Ability to use web browser and Internet connection
- Ability to copy, save, and manipulate files in Windows or Mac OS

Assessment Methods

Student will complete weekly assignments and quizzes in Learn.

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

Online attendance is mandatory. The student must notify instructor in advance if they are unable to participate weekly.

Academic Accommodations

Students requesting support services from Accessibility Services are required to submit documentation of a disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the University of New Mexico Policy 2310. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability. Submission of documentation is not the same as the request for services. Request for services and/or

reasonable accommodations must be initiated by the student once he/she is admitted to the University of New Mexico Gallup campus. The student must schedule an intake appointment with Accessibility Services so that support services and reasonable accommodations may be discussed. Reasonable accommodations cannot be implemented until the student's documentation is complete. Accessibility Services is responsible for the determination of reasonable accommodations. If you have questions or need an accommodation in the classroom, please contact;

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Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Students are required to login into UNM Blackboard Learn at <http://learn.unm.edu> at *least four times throughout the week*. Both Instructor and student can check and verify the access, time and place to track your learn progress.

Weekly Schedule of Topics

Outline in Blackboard Learn at <https://learn.unm.edu>.

Login to Learn at least 4 times a week and check for activities and assignments. A good rule of thumb, students should plan on 3-4 hours of work per week per credit hour.

Name of Department:	Business Management and Technology
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Jason Arviso Online M-F Anytime Blackboard Learn mail is the preferred method of communication between student and instructor. Always include a subject line in email. ikarviso@unm.edu (505) 488-8295 This is an Online Course. To access course go to https://learn.unm.edu.
Syllabus	
Title of Course:	CS151L Computer Programming Fundamentals Online Course. This course is offered fully online and covers programming. We care about your success and want to ensure we provide you with the skills necessary to be successful in your educational endeavors. This course is design to reinforce your skills and expose you to our online tools.
Credit Hours and Contact Hours	3 credit hours
Pre-requisites/co-requisites	CS150 Computing for Business Students
Learning Objectives and Outcomes	After completing this course, the student will be capable of using the topics covered which include arithmetic operations, variables, mathematical functions, complex numbers, vectors, matrices, programming, graphs, and solving equations.
Disabilities Policy: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.	
Course Outline	
Teaching Methods (Online Lecture, Labs, Online Components) Online Participation Participation in online activities Weekly Activities and Assignments- This requirement will be met by the following activities: <ul style="list-style-type: none"> • participating thoughtfully in online discussions and responding to others' 	

- postings;
 • participating in reflection and response

Evaluation/Grading Methods

To pass this course the student must successfully complete lab activities on time, participate in classroom discussions, complete assigned projects with creativity, and show critical thinking when doing projects.

GRADING SCALE: A 90-100
 B 80-89
 C 70-79
 D 60-69
 F 59 and below

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Assignments= SA	25 pts x 12 = 300	30%
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6.25 pts x 16 weeks = 200 (Log into Learn and Participation= Log)	6.25 pts x 16 weeks = 100	10%
Final Assessment = FA	100 x 1 = 100	10%

Required Text(s) & Supporting Materials

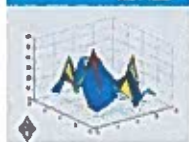
MATLAB for Beginners: A Gentle Approach

By Peter Kattan

[View this Author's Spotlight](#)

eBook (PDF), 288 Pages

★★★★★ (1 Ratings)



Price: **\$9.99**

This book is written for students who wish to learn MATLAB. The topics covered in the book include arithmetic operations, variables, mathematical functions, complex numbers, vectors, matrices, programming, graphs, and solving equations. In addition, the MATLAB Symbolic Math Toolbox is emphasized in this book.

- Windows 7 or 8
- Internet Explorer or Mozilla Firefox,

Microsoft Office 2013. If you only have MS Works download **Open Office** (uses Microsoft Files, is free. Slow download.)

1 USB Flash drive for data files and backup files.
Notebook and paper
Pen/pencil

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Necessary Skills

- Knowledge of Windows or Mac OS
- Ability to use web browser and Internet connection
- Ability to copy, save, and manipulate files in Windows or Mac OS

Assessment Methods

Student will complete weekly assignments and quizzes in Learn.

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

Online attendance is mandatory. The student must notify instructor in advance if they are unable to participate weekly.

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Students are required to login into UNM Blackboard Learn at <http://learn.unm.edu> at *least four times throughout the week*. Both Instructor and student can check and verify the access, time and place to track your learn progress.

Weekly Schedule of Topics

Outline in Blackboard Learn at <https://learn.unm.edu>.

Login to Learn at least 4 times a week and check for activities and assignments. A good rule of thumb, students should plan on 3-4 hours of work per week per credit hour.

Name of Department:	Business Management and Technology
Instructor Name: Office Location Office Hours E-mail Class Meeting Days/Times Location	Coleen Arviso Calvin Hall CH 167-B WebCT mail is the preferred method of communication between student and instructor. Always include a subject line in email. <u>carviso@gallup.unm.edu</u> This is an Online Course. To access course go to WebCT https://vista.unm.edu and LabSim http://labsim.testout.com. Create an Account; Join the University of New Mexico –Gallup school, Enroll in the class labeled “FA2012-IT230-473-Networking-Carviso”. .
Syllabus	
Title of Course:	IT 230 Computer Networking Online Course: Welcome to the UNMG Online Course! Knowledge of Windows and computer hardware is strongly recommended. Provides baseline level of knowledge for success in industry and preparation for networking certifications. Covers networking hardware, software, and skills necessary to succeed in the dynamic field of computer networking.
Credit Hours and Contact Hours	4 credit hours
Pre-requisites/co-requisites	Prerequisite: READ 100, ISE 100, ISM 100 or equivalent.
Learning Objectives and Outcomes	After completing this course, the student using will be able to: Course Objectives This course has been designed with the novice networking student in mind and covers all types of networks from the ground up. The course encourages new users to feel confident in moving onto a Network+ course of study while obtaining the skills necessary to perform network installations and basic troubleshooting. The student truly gets a hands-on, interactive learning experience. The course includes many hands-on activities along with realistic case studies. Students also learn practical design methods for home, small business, and large enterprise networks. Specific topic coverage includes: <ul style="list-style-type: none"> • Networking: An Overview <ul style="list-style-type: none"> ○ Network Topologies ○ Protocols ○ Network Connections

- The OSI Model
- Cables and Connectors
 - Twisted Pair
 - Coaxial
 - Fiber Optic
 - Wiring Implementation
- Ethernet
- Network Implementation
- Wireless Networking
- WANs
- Network Security
- Network Management
- Troubleshooting

Disabilities Policy:

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

Course Outline

(May vary according to Instructor)

Teaching Methods (Online Lecture, Labs, Small Groups, Online Components)

Online Participation

Participation in online activities

Weekly Activities and Assignments- This requirement will be met by the following activities:

- participating thoughtfully in online discussions and responding to others' postings;
- participating in reflection and response

Evaluation/Grading Methods *(Attach Rubric if available)*

To pass this course the student must successfully complete lab activities on time, participate in classroom discussions, complete assigned projects with creativity, and show critical thinking when doing projects.

GRADING SCALE:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

INSTRUMENTS	POINTS	PERCENTAGE OF GRADE
Assignments= <i>SA</i>	25 pts x 20 = 500	50%
Assessment = <i>AS</i>	15 pts x 12 = 180	18%
Discussion Questions = <i>DQ</i>	24 pts x 4 = 96	9.6%
6.25 pts x 16 weeks = 200 (Log into WebCT and Participation= <i>Log</i>)	6.25 pts x 16 weeks = 100	10%
Final Project = <i>FP</i>	125 x 1 = 125	12.5%

Required Text(s) & Supporting Materials



Purchase your LabSim access code to obtain the Network+ (N10-004)

online simulator at the UNM Gallup bookstore. Go to url at <http://labsim.testout.com/> follow the LabSim Student Instructions file located in WebCT Week one learning module. If you do not see the access code in the Bookstore, contact Mr. Ken Mahoney at 1-800-877-4889 x208. Once you purchase your access code, you will then login to <http://labsim.testout.com>. Create an Account; Join the University of New Mexico –Gallup school, Enroll in the class labeled “FA2012-IT230-473-Networking-CArviso”.

Instructions and supporting materials will be provided through the use of WebCT and LabSim.
Student data files: Instructor will provide instructions for obtaining the student data files.

1 USB Flash drive for data files and backup files.
Notebook and paper
Pen/pencil

Complete the ‘Are you ready to take an online course’ at: <http://statewide.unm.edu/online/get-started/online-ready-quiz.html>

Read and complete the Student E-Learning Policy and Procedures form and submit back the instructor to ensure that you fully understand the required skills, access, and tools to be successfully in the online program or course.

You must have access to a computer that connects to the Internet. The course materials are only accessible online by logging in to <http://vista.unm.edu> - your student identification number, NetId is required. If you do not own a computer, the computer labs on campus will be open during this semester. However, the times and computers are limited. You will need to purchase a TestOut LabSim Simulator Access Code from the Bookstore or by contact Mr. Ken Mahoney at 1-800-877-4889 x208. Once you purchase your access code, you will then login to <http://labsim.testout.com>. Create an Account; Join the University of New Mexico –Gallup school, Enroll in the class labeled “FA2012-IT230-473-Networking-CArviso”.

You must check your UNM e-mail account regularly throughout the semester. Official announcements will be made by e-mail, and on the course Web site at <http://vista.unm.edu>.

You are responsible for saving all assignments correctly, so you can turn them in electronically. You should be comfortable using word processing software, and have reasonable keyboarding skills. All assignments will REQUIRE you to use word processing or text editing software. No assignments will be accepted in handwritten form.

Computer Requirements

- UNM NetID account and password
- Internet Service Provider (ISP)
- 28.8Kbps modem (56Kbps modem or higher is recommended)
- Speakers/headphones (if there is an audio component to the course)
- Current web browser & Java - see [WebCT Browser Tune-up](#)

Please review individual course descriptions, as some instructors also have additional hardware or software requirements, such as access to a scanner or special software required for that course.

LabSim Account

A valid LabSim account is required to use LabSim. If you do not already have an account, you can create one the first time you login to LabSim. In order to create your own account, you must have an activation code. If you did not receive an activation code, check with your school, company, or TestOut account representative to see if an account has already been created for you.

Internet Access

This product requires a high-speed connection to the Internet.

Hardware

- Processor: 1.3 GHz
- Free Hard Disk Space: 200 MB for the LabSim client.
- Additional Disk Space: up to 4 GB
- Memory (RAM): 512 MB
- Monitor: Super VGA
- Video Card: Super VGA with 32 MB of video RAM (64 MB recommended)
- Color Depth: 32 bit (true color)
- Horizontal x Vertical Resolution: 1024 x 768
- Sound Card: Windows XP/Vista/Win7-supported
- User Input: Windows XP/Vista/Win7-supported mouse

Software

- Windows XP Service Pack 2 or later or Windows Vista (Home Premium and above)
- Internet Explorer 7 or later
- Windows Media Player 10.0 or later

Note: These are general requirements for most TestOut titles. Some titles may have different requirements.

Access - In order to take advantage of online courses, students need an Internet connection that provides consistently uninhibited access. Accessing a course from UNM-Gallup is free through a UNM-Gallup Wireless guest access account. To access online courses from off-campus, an Internet Service Provider (ISP) is required for an Internet connection. Although modems provide acceptable access to online courses, cable and DSL connections improve the user's experience with the course.

Necessary Skills

- Knowledge of Windows or Mac OS
- Ability to use web browser and Internet connection
- Ability to copy, save, and manipulate files in Windows or Mac OS

Assessment Methods *(How learning objectives will be measured; attach rubric if appropriate)*

Student will demonstrate basic WebCT skills as part of the first exam and will be given instructions in WebCT prior to the exam. Student will complete weekly assignments to assess WebCT, Online resources and communication skills.

Attendance Policy and policies on classroom behavior *(use of cell phones, academic dishonesty, lap-top use, etc.)*

Online attendance is mandatory. The student must notify instructor in advance if they are unable to participate weekly.

Academic Dishonesty: Collaborative efforts on in-class assignments and homework are encouraged; however, these same efforts are frowned upon when taking a test. Copying someone else's completed homework file is NOT collaboration but is CHEATING. Any form of cheating is an automatic expulsion

from the course with a grade of "F" for both people (the person who did the assignment and allowed another student to copy it and the student who copied the file.)

Students are required to login into UNM WebCT Vista at <http://vista.unm.edu> at *least four times throughout the week*. Both Instructor and student can check and verify the access, time and place to track your WebCT progress.

Weekly Schedule of Topics

Outline in WebCT at <https://vista.unm.edu>.

Login to WebCT and LabSim at least 4 times a week and check for activities and assignments. A good rule of thumb, students should plan on 3-4 hours of work per week per credit hour.

Kent

TestOut

Kent Mahoney | Academic Sales

KMahoney@TestOut.com

1-800-877-4889 x 208 | Direct

801-785-0575 | Fax

www.TestOut.com **www.FaceBook.com/TestOut**



Name of Department:	Business Management and Technology
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Coleen Arviso Calvin Hall CH 167-B Blackboard Learn mail is the preferred method of communication between student and instructor. Always include a subject line in email. <u>ccarviso@unm.edu</u> (505) 863-7708 This is an Online Course. To access course go to https://learn.unm.edu.
Syllabus	
Title of Course:	IT125 Microcomputer Operating Systems Online Course: Welcome to the UNMG Online Course! Introductory concepts in micro-computing operating systems. Acquaints students with practical aspects of micro-computer operating systems including file management systems, utilities, and computer peripherals.
Credit Hours and Contact Hours	3 credit hours
Pre-requisites/co-requisites	CS150 Computing for Business Students
Learning Objectives and Outcomes	After completing this course, the student using will be able to use basic Windows, word processing, spreadsheet, and presentation software procedures: <ol style="list-style-type: none"> 1. Operating Systems background and basic principles. 2. Windows operating system components, File management, browsers and e-mail 3. Identify different Operating Systems 4. Discuss signal, multitasking operating systems Discuss basic memory management, file structure, and disk scheduling, security, and computer networks.
Disabilities Policy: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.	
Course Outline	
Teaching Methods (Online Lecture, Labs, Online Components) Online Participation	

Participation in online activities

Weekly Activities and Assignments- This requirement will be met by the following activities:

- participating thoughtfully in online discussions and responding to others' postings;
- participating in reflection and response

Evaluation/Grading Methods

To pass this course the student must successfully complete lab activities on time, participate in classroom discussions, complete assigned projects with creativity, and show critical thinking when doing projects.

GRADING SCALE:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

INSTRUMENTS	POINTS	PERCENTAGE OF GRADE
Assignments= <i>SA</i>	25 pts x 12 = 300	30%
Assessment = <i>AS</i>	25 pts x 12 = 300	30%
Discussion Questions = <i>DQ</i>	25 pts x 10 = 250	20%
6.25 pts x 16 weeks = 200 (Log into Learn and Participation= <i>Log</i>)	6.25 pts x 16 weeks = 100	10%
Final Assessment = <i>FA</i>	100 x 1 = 100	10%

Required Text(s) & Supporting Materials



Modern Operating Systems, 4/E

Andrew S. Tanenbaum, *Vrije University, Amsterdam, The Netherlands*

Herbert Bos

ISBN-10: 013359162X • ISBN-13: 9780133591620

©2015 • Prentice Hall • Cloth, 1136 pp

Published 03/10/2014

- Windows 7 or 8
- Internet Explorer or Mozilla Firefox,

Microsoft Office 2013. If you only have **MS Works** download **Open Office** (uses Microsoft Files, is free. Slow download.)

1 USB Flash drive for data files and backup files.

Notebook and paper

Pen/pencil

Complete the 'Are you ready to take an online course' at: <http://statewide.unm.edu/online/get-started/online-ready-quiz-learn.html>

Read and complete the Student E-Learning Policy and Procedures form and submit back the instructor to ensure that you fully understand the required skills, access, and tools to be successfully in the online

program or course.

You must have access to a computer that connects to the Internet. The course materials are only accessible online by logging in to <http://learn.unm.edu> - your student identification number, NetID is required. If you do not own a computer, the computer labs on campus will be open during this semester. However, the times and computers are limited.

You must check your UNM e-mail account regularly throughout the semester. Official announcements will be made by e-mail, and on the course Web site at <http://learn.unm.edu>.

You are responsible for saving all assignments correctly, so you can turn them in electronically through Blackboard Learn. You should be comfortable using word processing software, and have reasonable keyboarding skills. All assignments will REQUIRE you to use word processing or text editing software. No assignments will be accepted in handwritten form.

Computer Requirements

- UNM NetID account and password
- Internet Service Provider (ISP)
- Speakers/headphones (if there is an audio component to the course)
- Current web browser & Java – see Blackboard Learn

Please review individual course descriptions, as some instructors also have additional hardware or software requirements, such as access to a scanner or special software required for that course.

Access - In order to take advantage of online courses, students need an Internet connection that provides consistently uninhibited access. Accessing a course from UNM-Gallup is free through a UNM-Gallup Wireless guest access account. To access online courses from off-campus, an Internet Service Provider (ISP) is required for an Internet connection. Although modems provide acceptable access to online courses, cable and DSL connections improve the user's experience with the course.

Necessary Skills

- Knowledge of Windows or Mac OS
- Ability to use web browser and Internet connection
- Ability to copy, save, and manipulate files in Windows or Mac OS

Assessment Methods

Student will complete weekly assignments and quizzes in Learn.

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

Online attendance is mandatory. The student must notify instructor in advance if they are unable to participate weekly.

Academic Dishonesty: Collaborative efforts on in-class assignments and homework are encouraged; however, these same efforts are frowned upon when taking a test. Copying someone else's completed homework file is NOT collaboration but is CHEATING. Any form of cheating is an automatic expulsion from the course with a grade of "F" for both people (the person who did the assignment and allowed another student to copy it and the student who copied the file.)

Students are required to login into UNM Blackboard Learn at <http://learn.unm.edu> at least four times throughout the week. Both Instructor and student can check and verify the access, time and place to track your learn progress.

Weekly Schedule of Topics

Outline in Blackboard Learn at <https://learn.unm.edu>.

Login to Learn at least 4 times a week and check for activities and assignments. A good rule of thumb, students should plan on 3-4 hours of work per week per credit hour.



Name of Department:	Business Management and Technology
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Coleen Arviso Calvin Hall CH167-B Virtual Using WebCT. Alt: ccarviso@unm.edu (505) 863-7708 Online Course using WebCT Vista at https://vista.unm.edu .
Syllabus	
Title of Course:	IT166 Business Web Page Design Course Introduction to designing and creating Web pages for the Internet.
Credit Hours and Contact Hours	1-3 credit hours
Pre-requisites/co-requisites	Permission of instructor
Learning Objectives and Outcomes	After completing this course, the student will be able to: <ol style="list-style-type: none"> 1. Plan a website 2. Create WebPages 3. Work with graphics 4. Add Hyperlinks 5. Work with tables 6. Use color 7. Add multiple media elements 8. Add html code and frames 9. Upload website to the internet
Disabilities Policy: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Accessibility Services at 863-7660 (Gurley Hall 1133). It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.	
Course Outline <i>(May vary according to Instructor)</i>	
Teaching Methods (Lecture, Labs, Small Groups, On-Line Components) Online discussion on lessons Run Access Video Edition and/or Online Video Demonstrations Lab activities and projects Online projects	

Evaluation/Grading Methods *(Attach Rubric if available)*

To pass this course the student must successfully complete lab activities on time, participate in classroom discussions, complete assigned projects with creativity, and show critical thinking when doing projects.

GRADING SCALE: A 90-100
 B 80-89
 C 70-79
 D 60-69
 F 59 and below

INSTRUMENTS	POINTS	PERCENTAGE OF GRADE
Assignments= <i>SA</i>	25 pts x 15 = 375	38%
Assessment = <i>AS</i>	25 pts x 5 = 125	13%
Discussion Questions = <i>DQ</i>	25 pts x 8 = 200	20%
6.25 pts x 16 weeks = 200 (Log into WebCT and Participation= <i>Log</i>)	6.25 pts x 16 weeks = 100.8	10%
Final Project = <i>FP</i>	200 x 1 = 200	20%

Required Text(s) & Supporting Materials – Subject to change depending on course momentum and need.

Text:

Web Page Design, ISBN: 0-538-72381-5, Dr. Herbert F. Brown, PhD

Software: Microsoft Windows 7; Microsoft Office 2010; Internet Explorer; OpenOffice Base. Instructor will provide information on how to use these packages.

Handouts: All Additional handouts may be required and download from WebCT. Instructor will provide information on obtaining this material.

- Windows 7, or XP
- Both Internet Explorer and Mozilla Firefox,

Microsoft Office. If you only have **MS Works** download **Open Office** (uses Microsoft Files, is free. Slow download, http://download.openoffice.org/contribute.html?download=mirrorbrain&files/stable/3.2.1/OOo_3.2.1_Win_x86_install-wJRE_en-US.exe.)

1 USB Flash drive for data files and backup files.

Notebook and paper

Pen/pencil

Complete the 'Are you ready to take an online course' at: <http://statewide.unm.edu/online/get-started/online-ready-quiz.html>

Read and complete the Student E-Learning Policy and Procedures form and submit back the instructor to ensure that you fully understand the required skills, access, and tools to be successfully in the online program or course.

You must have access to a computer that connects to the Internet. The course materials are only accessible online by logging in to <http://vista.unm.edu> - your student identification number, **NetID** is required. If you do not own a computer, the computer labs on campus will be open during this semester. However, the times and computers are limited.

You must check your UNM e-mail account regularly throughout the semester. Official announcements will be made by e-mail, and on the course Web site at <http://vista.unm.edu>.

You are responsible for saving all assignments correctly, so you can turn them in electronically into WebCT. You should be comfortable using word processing software, and have reasonable keyboarding skills. All assignments will REQUIRE you to use word processing or text editing software. No assignments will be accepted in handwritten form.

Computer Requirements

- UNM NetID account and password
- Internet Service Provider (ISP)
- 28.8Kbps modem (56Kbps modem or higher is recommended)
- Speakers/headphones (if there is an audio component to the course)
- Current web browser & Java - see WebCT Browser Tune-up

Please review individual course descriptions, as some instructors also have additional hardware or software requirements, such as access to a scanner or special software required for that course.

Access - In order to take advantage of online courses, students need an Internet connection that provides consistently uninhibited access. Accessing a course from UNM-Gallup is free through a UNM -Gallup Wireless guest access account. To access online courses from off-campus, an Internet Service Provider (ISP) is required for an Internet connection. Although modems provide acceptable access to online courses, cable and DSL connections improve the user's experience with the course.

Necessary Skills

- Knowledge of Windows or Mac OS
- Ability to use web browser and Internet connection
- Ability to copy, save, and manipulate files in Windows or Mac OS

Assessment Methods *(How learning objectives will be measured; attach rubric if appropriate)*

Student will demonstrate database management skills and will be given instructions in WebCT prior to the exam. Student will complete weekly assignments to assess WebCT, Online resources and communication skills.

Attendance Policy and policies on classroom behavior *(use of cell phones, academic dishonesty, lap-top use, etc.)*
Online attendance is mandatory. The student must notify instructor in advance if they are unable to

participate weekly.

Academic Dishonesty: Collaborative efforts on in- class assignments and homework are encouraged; however, these same efforts are frowned upon when taking a test. Copying someone else's completed homework file is NOT collaboration but is CHEATING. Any form of cheating is an automatic expulsion from the course with a grade of "F" for both people (the person who did the assignment and allowed another student to copy it and the student who copied the file.)

Students are required to login into UNM WebCT Vista at <http://vista.unm.edu> at *least four times throughout the week*. Both Instructor and student can check and verify the access, time and place to track your WebCT progress.

Schedule of Topics

Outline in WebCT at <https://vista.unm.edu>.

- Week 1: Orientation and Introduction to the Internet
- Week 2: Creating a Basic Web Page
- Week 3: Attributes, Lists and Tables
- Week 4: Links and Images
- Week 5: Cascading Style Sheets Introduction
- Week 6: CSS - Selector Type, Values, Common Properties
- Week 7: CSS - Common Properties (Cont'd), Directory Structure, Some Common Tags
- Week 8: Web Page Layout Techniques
- Week 9: Midterm/Final for 1 Credit Course
- Week 10: JavaScript Introduction
- Week 11: Variable, If-Else, Switch
- Week 12: Operators, Popups, Functions, Loops
- Week 13: Forms, Events, and Event Handling
- Week 14: Try-Catch, Some Guidelines of JavaScript Programming
- Week 15: Introduction to JavaScript Object
- Week 16: JS Built-in Objects
- Week 17: Final

Login to WebCT at least 4 times a week and check for activities and assignments. A good rule of thumb, students should plan on 3-4 hours of work per week per credit hour.

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C968**

Items marked with * are required

Name of Initiator: Coleen Arviso Email: ccarviso@unm.edu Phone Number: 505 863-7708 Date: 09-29-2011

Associated Forms exist? Please Select ▼

Initiator's Title IT Faculty: Gallup Branch

Faculty Contact Coleen Arviso
Department Business and Technology

Administrative Contact Jody Sowers
Admin Email Business and Technology

Branch Gallup Admin Phone Certificate Information Technology

Proposed effective term

Semester Fall ▼ Year 2016 ▼

Course Information

Select Appropriate Program Undergraduate Degree Program ▼

Name of New or Existing Program Certificate Information Technology

Select Category Certificate ▼ Degree Type Certificate

Select Action Revision ▼

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

Upload current catalog for format within the respective college (upload a doc/pdf file)

Certificate Information Technology.doc

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request (enter text below or upload a doc/pdf file)

Restructuring of the Certificate program will include more coursework that articulates to AA Business Administration. This will emphasize more relevant areas by offering moderate changes to the IT (e.g., replacing BSTC204 Human Relations in Business with CJ 221 Interpersonal Communications) will enable students to earn more credits that articulate.

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications.(upload a doc/pdf file)

Are you proposing a new undergraduate degree or new undergraduate certificate? If yes, upload the following documents.

Upload a two-page Executive Summary authorized by Associate Provost. (upload a doc/pdf file)

Upload memo from Associate Provost authorizing go-ahead to full proposal. (upload a doc/pdf file)

Coleen Craig Arviso

P.O. Box 264

Crownpoint, NM 87313

Home (505) 862-0153

Mobile (505) 862-1512

E-Mail coleen.arviso@gmail.com

Work : ccarviso@unm.edu

EDUCATION

08/2012-Present Northcentral University Prescott AZ
PhD, E-learning

01/2009-05/ 2011 University of New Mexico Albuquerque NM
Professional Certificate, OLIT Professional Development Certificate in eLearning

05/2004-12/2006 University of Phoenix Phoenix, AZ
Masters of Science, Management Information System/Management.

1999-2003 Ohio Dominican University Columbus, OH
Bachelors of Science, Management Information System.

1996-1998 Crownpoint Institute of Technology Crownpoint, NM
A.A.S, Computer Science.

PROFESSIONAL & TECHNOLOGY EXPERIENCE

07/01/08-Present UNM-Gallup Gallup NM

Information Technology Faculty, Training and Development Consultant, E-Learning Support, Teaching Excellence Chair, Assessment Chair, Curriculum Chair, Technology Chair

Assessment

Administered to the campus reports such as assessment program plans and reporting related to the college programs, wrote the NMHED criterion reports for each of the General Education Course courses. Reviewed, evaluated, design, implemented and maintain data for the assessment reporting. Created a UNM Gallup Assessment page to include templates, announcements, reports, meetings, minutes, and workshops at url <http://www.gallup.unm.edu/vert/faculty-staff/assessment.php>. Collaborate and network with faculty, UNM Gallup and UNM Albuquerque Administrators and Deans to ensure transparency and to help with data collection, reporting, and maintain assessment evidence.

Instruction & Curriculum

Teach undergraduate courses in the Information Technology program. Provide administrative services and collaborate with colleagues in curriculum development in Information Technology and AA Business Administration programs; Administer, developed, designed and delivered E-Learning – Web-Enhanced, Hybrid, Online courses. Plan lectures, create content and administer examinations. Served and Chaired Faculty Standing Committees.

- Provide advice to the students and coordinating and organize course schedules for information technology classes.
- Obtain a certificate in Academic Coaching Training Level 1 & II.
- Interact with the staff of Business and Technology programs, work with faculty to coordinate class scheduling to offer utmost success opportunities for student.
- Initiate in the E-Learning implementation and development of Web-Enhanced, Hybrid, Online support and apply innovative online strategies and support programs for college students.
- Teach for 15 hours and maintain regular office hours plus reachable evenings and weekends for online courses by text, facebook, webct, blackboard learn and skype.
- Develop course materials and assess student mastery of academic skills and competencies as determined by course outcomes.
- Guide and tutor E-Learning students.
- Chaired and actively participated on the College Teaching Excellence Committee.
- Created a document that defined UNM Gallup Teaching Excellence at url <http://www.gallup.unm.edu/pdf/UNMGTeachingExcellence.pdf>.
- Revised and update college Information Technology curriculum in collaboration with the Business and Technology departmental faculty, Dean and the Curriculum Committee.
- Serve on department, college-wide, and community committees, Chair Campus Technology committee, Serves as Faculty Senate Operation Secretary, Curriculum Committee member/chair, IT campus chair, assessment chair.
- Modified the AA Business Administration curriculum to articulate with the UNM Albuquerque Anderson School of Business.
- Work closely with Dean of Instruction on instructional projects.
- Created and developed UNMG Assessment website and process.
- Wrote the NMHED report for the UNMG campus.

E-Learning & Development

Conducted training/developed needs analyses and assessments on an organizational, community, and individual basis, and developed and implemented specified training and developed Online IT program and e-learning initiatives to meet strategic planning needs. Provided leadership and guidance to UNM-Gallup faculty, and external entities as appropriate to specific program objectives.

- Planned, developed, and delivered and coordinated individual and group trainings and facilitated webinars, encompassing a wide range of teaching methods, technical and e-learning practices.
- Developed e-learning policy and procedures for Faculty and Students at url <http://www.gallup.unm.edu/vert/students/e-learning/index.php> under UNM-Gallup Online Policies and Procedures.
- Developed Online Course and Faculty Evaluation.
- Taught Computer Literacy course using WebCT Vista.
- Increased Web-Enhanced, Hybrid, and Online Courses.
- Coordinated the development and preparation of teaching and visual aids, instructional materials, computer tutorials, and reference materials appropriate to specific program objectives.

- Coordinated, facilitated, and conducted specified development activities, such as organization analyses and met with each department.
- Evaluated effectiveness of trainings and developed data to revise changes in instructional objectives and methods.
- Provided guidance and leadership to staff training, instructors, and external training and development consultants, in accordance with specified program objectives; participated in the sourcing, selection, and evaluation of contracted instructors and consultants, as appropriate.
- Coordinated work flow and administrative activities necessary to deliver and document unit programs and activities.
- Provided input and assists in the planning, assessment, and implementation of organizational goals and objectives, in line with overall university goals and objectives.
- Design, developed, delivered a "How to Take and Online Course" for students new to online learning.
- Familiar with Quality Matters (QM) and Quality Matters campus coordinator.
- QM Certificated - Independent Applying the QM Rubric
- SUN Online Administrator and Sun Online Course Designer.

08/2005- 06/2008 Navajo Technical University Crownpoint NM
Information Technology Faculty/Jenzabar Project Manager

Instruction & Curriculum & Assessment

Instructed classes in MS Office Suite, Adobe Creative Suite, and Introduction to Computers, Operating Systems XP/Unix/Linux, and Internet Basics, Intermediate Internet. Developed syllabi for each course and assessed each student. Former Faculty Navajotech President. Active participate in faculty and organizational committees such as Curriculum, Assessment, Professional Development Planning, Science-Technology-Engineering-Math (STEM), and faculty team functions. Worked on assessment of the applied computer program curriculum. Developed a new Information Technology Program that incorporates the College's IT department and the Internet to the Hogan (ITTH) and Dine Grid. Coordinated and point of contact for the American Indian Higher Education Consortium (AIHEC) student conference. Forty-five students participated in this event each year. Participated in student led functions and advised students on IT program needs. Networked with surrounding entities to ensure IT student graduates had employment upon completion.

Project Management

Managed the College's Education Information System and ensured that all end-users, administrators, faculty, and students have the proper access and information.

- Reviewed Server spec for server(s) purchase
- Worked with Jenzabar PM to coordinate meetings with NTC SysAdmin to ensure understanding of specification and configuration needs
- Worked with NTC IT on server order.
- Ensured that EX and PowerFails are installed prior to Training Trip (TT2)
- Work with NTC mgmt on PowerFails, InfoMaker and Ad Astra contracts
- Started dialogue with different offices on configuration worksheets (can be downloaded from the Jenzabar website)

- Worked with Jenzabar Project Manager to ensure that scheduled consulting engagement dates will work with the NTC calendar.
- Ensured that all participants in TT₁ are communicated to about the schedule and expectations of participation for these scheduled trips.
- Keep NTC leadership informed of project progress and/or red flags
- Worked with Jenzabar Project Manager to resolve any possible conflicts (schedule) that may arise.
- Ensured that that the appropriate audience participates in the pre-conversion meetings
- Set-up and scheduled NTC internal user group meetings
- Implemented an online evaluation tool for all online courses.

08/2003- 08/2005 Rehoboth McKinley Christian Healthcare Service Gallup NM
Systems Analyst:

Database management support, implemented and customized various information reports.

- Provided programming and database report generation
- Meditech support person for the department.
- Provided software support as requested
- Scheduled for weekend or after-hours work.
- Able to work with highly sensitive information and maintain complete confidentiality.
- Knowledge of Meditech dictionary and report generator applications.
- Ensured the Data repository server is operational at all times, including data transfers from Meditech servers id functional.
- Maintained knowledge of the interrelationship between DR, SQL Server and Meditech Servers.
- Developed methods for accessing DR data using SQL, Access, NPR and other report writers as needed.
- Supported goals of Manager, Department and Organization.

06/1998-11/2002 Lucent Technologies Columbus OH

Senior Technical Associate:

Configuration Management/System Verification Test Engineer

- Administered SABLIME database for tracking and reporting on source code changes; debugging, conflicting information in various relations and resolve missing records from the relations, this activity required understanding of project development model and configuration structures.
- Supported providing product build support, product packaging and integration testing.
- Confirmed that the product met the requirements and reasonable customer expectations. Created test scripts and tested cases, executed test, Logged test results.
- Formal testing methodology, Debugging, Trouble Shooting, Investigating skills, Test planning, Documentation.
- Conflict resolution, Equipment maintenance, and monitoring system.
- Created, developed and modified Automation test to integration test product utilizing Rational Segue Silk Automated Test Tool Application.
- Worked as part of a development team on larger products. Interacted with hardware engineers to support development and debugging situations.
- Proficient: Microsoft Office (Excel, PowerPoint, Word, Internet Explorer)

- Operating system skills: Unix, Windows NT, etc.
- Organization skills, teaching, follow policy and procedures.
- Able to interface with staff and all levels of management. Self-starter, able to work with minimal supervision under deadline.

1994-1996 Crownpoint Community School Crownpoint, NM

Teacher Assistant:

Supervision of twenty-four students.

- Assisted in High Scope program at the kindergarten level.
- Organized activities such as, Kindergarten graduation, parents Day, title one workshops.
- Maintained the classroom operations.

LATEST PRESENTATIONS

Fall 2015 – New Mexico Technology in Education (NMTIE) Conference – Andragogy in Adult Online Learning

Spring 2016 – NMHEAR Conference - Implementing a Peer Review Process to Inform, Improve and Impact Assessment Practices at Branch Campuses

COMMITTEE MEMBERSHIPS

Navajo Technical College Curriculum Committee

Navajo Technical College Faculty Senate

Navajo Technical College Budget Committee

Navajo Technical College American Indian Higher Education Consortium (AIHEC) Coordinator

SuperComputing Education Committee

Crownpoint Middle School Advisor Board

UNM-Gallup Library Committee

UNM-Gallup Executive Director Search Committee

UNM-Gallup Computer Literacy Task Force

UNM-Gallup Marketing Task Force

UNM-Gallup Strategic Planning Committee

UNM-Gallup Council of Chairs Technology and Education Sub-Committee

UNM-Gallup Teaching Excellence Committee Chair

UNM-Gallup Campus Technology Task Force Chair

UNM-Gallup Curriculum Committee Member and Chair

UNMoGallup Information Technology Campus Chair

UNM Albuquerque Computer Usage Committee Member

UNM Albuquerque Learning Management Task Force Advisory Member

UNM Albuquerque Learning Management SuperBUG Taskforce Member

UNM Gallup Assessment Coordinator and Assessment Chair

UNM Albuquerque Assessment Sub-Committee Member

HONORS & AWARDS

American Indian Higher Education Consortium, CIT Student of the Year, 1996-1997; CIT Distinguish Scholar Award, 1996-1997; Promoted at Lucent Technologies; Numerous Lucent Technologies Peer recognition awards. Ohio Dominican University Dean's List Fall 02' and Spring 03', RMCHCS Herogram. Nominated for Who's Who for Teachers. SuperComputing08 Education Committee planner, AIHEC Coordinator, nominated for UNM Albuquerque Online Teacher of the Year. UNMG Outstanding Teacher 2011-12. Outstanding Campus Service 2013

Elvira Martin
P. O. Box 4124
Gallup, NM 87305
(505) 879-9330
ejmartin@unm.edu

Education

Doctoral graduate student in OILS (Organization, Information and Learning Science)
Sep-2003 to Present University of New Mexico Albuquerque, NM

Master of Arts Degree in Education Administration
Sep-1991 to May-1995 Western New Mexico University Gallup, NM

Classes in Navajo Culture
May-2000 to Aug-2000 Dine College Tsaille, AZ

Post Bachelor of Arts Degree in Elementary Education
Sep-1999 to May-2000 University of New Mexico Gallup, NM

Bachelor of Science Degree in Business Administration
Aug-1976 to May-1980 University of Albuquerque Albuquerque, NM

Associate of Science Degree in Business
Aug-1974 to May-1976 AAA Business College Albuquerque, NM

General Education Diploma (GED)
Aug-1972 to Dec-1973 Window Rock High School Fort Defiance, AZ

Work Experience

Associate Professor (Tenured)
August 2008 to Present University of New Mexico Gallup, NM

Instruct five 3-hour college classes per semester. Teach various business, economic, entrepreneurial and management (MGMT) and information technology (IT) courses. All the courses taught are web-enhanced and automated with Learn.unm.edu. The instructor utilizes the following teaching resources: chapter presentation slides, data files, interactive spreadsheets, etc. A goal for teaching improvement is add technical skills in the class. Provide one-on-one assistance to students. Provide academic advisements. Participate in campus and departmental committee meetings. . Performed other duties specified by the Department.

Chair - Associate Professor (Tenured)
Aug-2006 to May 2008 University of New Mexico Gallup, NM

Supervised/hired/evaluated facility members. Responsible for budget-reconciled. Used UNM Banner. Participated in tenure packet process. Created a departmental advisory committee. Responsible for

students' progress survey, Student Assessment Outcomes, Program Review, etc. Involved in committees--Departmental, Chairs, Faculty Senate, Curriculum, Student Affairs, CCTE, search & ad hoc. Responsible for class schedules-short/long term goals. Oversee the creation of the General Business Degree with areas: Information Technology, Accounting, & Entrepreneurship. Updated the old Entrepreneur Certification. Finalized the Pre-Business Administration Degree Articulation Agreement with UNM-Anderson School. Worked with UNM-Anderson School on Entrepreneurial Studies at UNM-Gallup Campus. Worked with Tohatchi and Nashitti Chapters to teach Five Management System Courses. Taught 9 hours of business, management and information technology courses to high school students (CCTE). Ordered textbooks and software applications. Utilized vista.unm.edu (webct) and UNM Banner. Student Recruitment. Provided academic advisement to college students in AAS Degree n Bus Admin or a Cert in Sec Skills. Test Proctor for ACT and NTE examinations.

Assistant Professor

Sep-1998 to Aug-2006

University of New Mexico

Gallup, NM

Instructed fifteen credit hours of business, management, information technology, and computer science courses to high school and college students. Some courses include Accounting, Business Math, Introduction to Word Processing, & computer science. Created syllabi. Instructed, graded and recorded grades. Used webct. Worked with students to participate in the Service-Learning Program with Battered Families Services, Incorporated. Recruited high school students. Provided academic advisement to students who are interested in AAS Degree in Business Administration and Certification in Secretarial Skills. Participated in committees--departmental, CCTE, Student Affairs Committee & Strategic Planning. Test Proctor for ACT and NTE.

Program Director

May-1990 to May-1998

Navajo Nation

Window Rock, AZ

Managed all aspects of USDA commodity food distribution to 19,200 low-income families per month throughout the Navajo Nation Reservation. Abide by contract and regulations specified by USDA. Administered the annual budget of \$3,900.00. Supervised the nutrition education component of the program. Supervised a total of 85 staff--warehouse managers, clerks, crews and truck drivers. Conducted regulatory inspections of several satellite warehouse sites throughout the Navajo Reservation. Handled RFP's, selected vendors/contractors to repair warehouse roofs and to sale four outdated semi-diesel cabs. Administered monthly food inventory & nutritional component reports to USDA and Navajo Nation. Initiate safety work environment for staff: installed back alarms for the diesels, warehouse men had forklift certifications; all staff had CPR certifications, and Food Handler's Permits.

Reclamation Assistant

May-1980 to Sep-1986

P & M Coal Mine Company

Window Rock, AZ

Responsible for air quality and weather data operations. Supervised crew to construct berms and run-off. Responsible for timesheets. Responsible for collection of all spoils, topsoil sample on graded, ungraded and reclaimed areas. Maintained the operating and downtime for scrapers, dozers, and graders per shifts and yardage moved. Maintained three dragline swing meters. Responsible for summiting monthly dragline operation and safety reports. Assisted the engineers with surveying areas on the mine. Conducted mine inspections with federal and state government. Followed

policy/procedures, safety and mine regulations.

Licensure

I have a New Mexico Teacher's Licensure #271598 for Level One Provisional K-12 Specialty Area License with Endorsements in Information Tech Coordinator and Business Education.

Membership of Organizations

Professional Affiliations

1. American Associate of University Women (1996-Present)
2. American Association of University Professors (1999-Present)

Campus Affiliations

1. (Ad Hoc) Special Rank & Tenure Committee
2. Rank & Tenure Committee
3. Faculty Senate Committee
4. Mini Grant Committee
5. Evaluation Committee for Code 3

References

Patricia Boverie
Professor
University of New Mexico
Hokona Hall, UNM
Albuquerque, NM 87131
505-246-8952
pboverie@unm.edu

Loretta Brown
Program Manager
University of New Mexico
Hokona Hall, UNM
Albuquerque, NM 87131
505-277-4131
loribrwn@unm.edu

Ken Roberts
Dean of Instruction
University of New Mexico-Gallup
705 Gurley Drive
Gallup, NM 87301
505-863-7500
krroberts@unm.edu

BIOGRAPHICAL SKETCH

DO NOT EXCEED FOUR PAGES.

NAME Jason Arviso		POSITION TITLE Dir. Institutional Development/NSF Director/CTO	
EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)			
INSTITUTION AND LOCATION			
	DEGREE (if applicable)	YEAR(s)	FIELD OF STUDY
Ohio Dominican University	BS	2003	Management Information Systems
Capella University	MS	2009	Management Information Systems

A. POSITIONS:

Director of Institutional Development NSF TCUP Director/Chief Technology Officer

Provide over site for several programs affiliated with Navajo Technical College Organization. (Information Technology, PI: NSF TCUP Grant, PI: PTFP Department of Commerce Grant, E-Learning, Land Grant, and Internet to the Hogan, Education Outreach and Business Development and Materials Development)

Director of Information Technology

August 2003 to November 2008

Navajo Technical College, Crownpoint New Mexico

Develop, execute and support all IT planning and operations for the Tribal College. Provide full accountability for the overall strategy of technology acquisition and integration. Led the organization through a series of upgrades to capitalize on emerging technologies and application enhancements; including the replacement of a peer to peer network with new LAN/WAN technology.

Software Verification Tester

June 2001 to August 2003

Lucent Technologies, Columbus Ohio

Analyzing & allocating requirements to test scripts. Writing, debugging, & peer reviewing automated & manual test scripts. Executing test scripts on an Engineering test Station. Analyzing test results & structural coverage to support the generation of software test reports. Designed, implemented, executed & tracked network-driven applications designed by Lucent Technologies and Bell Labs innovation Network Fault Management.

System Administrator

June 1998 to June 2001

Lucent Technologies, Columbus Ohio

Design, implement and support infrastructure. Interface with remote offices and clients via Internet. Support and maintain Lucent Technologies Works and SUN, HP-UX systems. Analyzed and diagnosed connectivity and functionality problems Lead system engineer to manage and support the IT infrastructure.

B. HONORS:

AFFILIATION/MEMBERSHIPS/AWARDS

American Indian Science Engineering Society (AISES), Ohio Professional Chapter President, United Native American of Lucent Technologies Council Member, Presidential Scholar Award, New Mexico Broadband Work Group, Four Corners Network Work Group,

C. LECTURES:

Educational wireless grid presentation at the Super Computing Conference in Seattle Washington 2005

Presented Internet to the Hogan (Paper) at the TeraGrid Conference; June 2007

Presented Internet to the Hogan and Diné Grid at the Super Computing Conference

Presented "Albuquerque Gigapop: New Mexico's On-Ramp for High-Speed Data" at Educause 2010,

Presented 2015, Tribal Telecom, USDA RUS, grant initiative, Telemedicine/ELearning resources.

D. CAREER SUMMARY:

Jason Arviso is currently employed as an NSF Director/Chief Technology Office for a Tribal American Indian College. The name of the tribal college is "Navajo Technical College". The role Jason plays at the College is an Administrative role. He manages the NSF Tribal Colleges and Universities Program Grant which the principal supported activities concern the STEM curriculum and infrastructure, the long-term objectives of NSF's investment include better preparation in STEM studies for students at TCUP-eligible institutions, including increased enrollment in, retention in, and graduation from STEM courses and degree programs, and the future impact on national and local economic health by these students' engaging in further STEM studies or entering the STEM workforce, the IT department which in turn manages the whole computing environment of the campus and the E-Learning Department. Jason finds this job to be very rewarding and pleasurable.

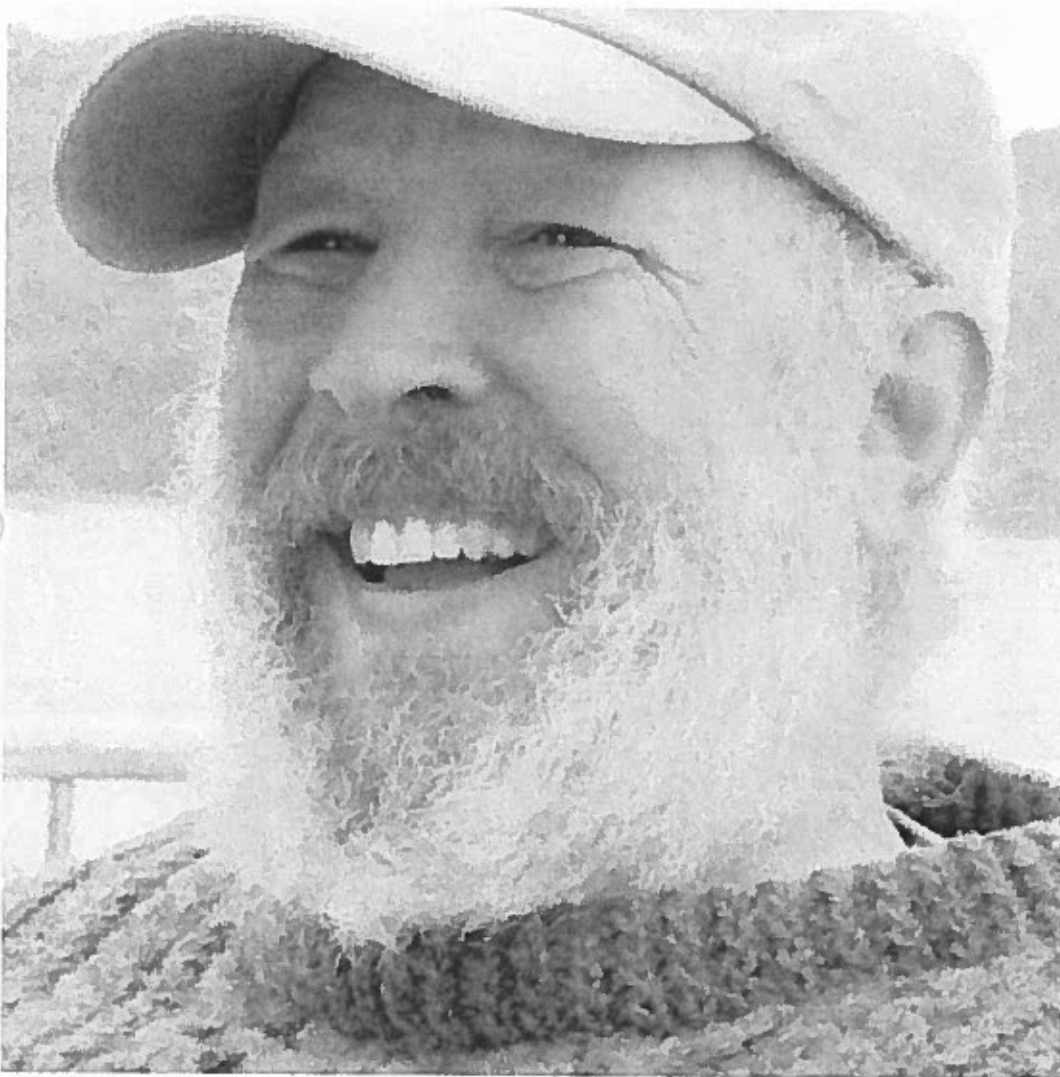
Previously, Jason was employed with Lucent Technologies in Columbus Ohio as a System Verification Tester and System Administrator for six years. This was one of his defining points in his life. The employment opportunity with Lucent offered him the chance to continue his education. Furthermore, the employment opportunity gave Jason and his family the ability to live off of the reservation and live in a big city. Living in Ohio was a great undertaking and it gave Jason an opportunity to experience western society and what it had to offer. After completing the master's degree program, Jason will use the knowledge to help conquer the digital divide that hampers his American Indian tribe's ability to function in the 21 century. His professional goals are to make a difference and contribute knowledgeable values to the organization he is currently employed. Equally, he would like to promote a positive influence among the younger generation who reside on the tribal reservation.

E. ADMINISTRATIVE SUMMARY:

Jason Arviso is currently employed as the Director of Institutional Development for a Tribal American Indian College. The name of the tribal college is "Navajo Technical University". The responsibility Jason plays at the College is an Administrative role, with key roles such as serving as the college's NSF Director/Chief Technology Officer. He is the PI on several grants for the University (NSF \$1,500,000, USDA RUS \$476,000, Department of Commerce, PTFP \$576,000, and New Mexico Capital Outlay appropriations totaling \$2,585,000). He is also coordinating the development of an auxiliary business for the university. The business is known as Internet to the Hogan, which addresses broadband connectivity in the rural Eastern Navajo Nation.

Tom P. Murphy

San Francisco, Ca 94116 United States
wolfmurphy@gmail.com . <http://about.me/wolfmurphy>
Non-Union



Performer Profile

Gender: Male
Height: 5 feet 11 in
Weight: 265 lbs
Age Range: 45 - 75
Physique: Heavysset
Hair Color: Grey
Hair Length: Short
Eyes: Hazel
Ethnicity: Caucasian
Voice Type: Baritone

Film

Ashes to Ashes
Oregon
Patch Adams

The Lawyer
Mr. Malcolm
Meatpucker

Mike Stamm
Rafael Fernandez
Tom Shadyac

Theater

Music Man
1776

Charlie Cowell
Rev Jonathan
Witherspoon

Woodminster Summer Musicals
Woodminster Summer Musicals

Barnum
City of Angels

Julius Goldschmidt
Dr. Mandrill

Woodminster Summer Musicals
Woodminster Summer Musicals

Music Man

Constable

Woodminster Summer Musicals

High Society

Seth Lord

Diablo Light Opera Company

Anything Goes

Elisha J. Whitney

Contra Costa Musical Theater

1776

Louis Morris

Willows Theatre Company

Arsenic and Old Lace

Officer Brophy

Center Rep

The Fitting Room

Father/Fallow/Sanders

Galatean Players

A Christmas Carol

Bob Cratchit

Civic Arts Rep

Hosting

Teach Parallel

Co-Host

Intel/Josh Bancroft

Industrial

sexual harassment video

Doc

Penrose Productions

E Cicero / workplace
protection video

angry employee

American Protective Services

LittleFe Assembly Video

Builder

Educational Alliance for a
Parallel Future / Gerry Makare

Voice Over

LittleFe Assembly Video

Narrator

Educational Alliance for a
Parallel Future / Gerry Makare

Performer Skills

Performance Skills: Juggling, Singing, Improvisation

Accents: Southern, Spanish, British, Irish

Spoken Languages: Spanish

Dance: Waltz, Ballroom

Education

University of California, Master of Science in Electrical Engineering and Computer Science,
Berkeley/California, 1982

University of California, Masters of Arts in Mathematics, Berkeley/California, 1974

Training

Diablo Valley College, Concord/California, Acting, Jim Kirkwood, 1996

American Conservatory Theater, San Francisco / Ca, Voice and Diction, Janice Erlendson and Drew Khalouf,
2001

Kim Rossi Studio, Pleasant Hill / Ca, Singing, Kim Rossi, 1998

Awards

Invention, US Patent 6,096,096, 2000

I am lead inventor on the "Web Site Delivery" patent

Employment Details

Work History: Film, Theater, Industrial

Job Categories: Acting

Are you willing to work unpaid?: Yes

Authorized to work in United States: Yes

Primary Citizenship: United States

Valid Passport: Yes

Prior Job Title 1: Program Chair of Computer Science

Prior Job Title 2: Steering Committee for SuperComputing Education

Prior Job Title 3: Head of Senate for ScienceSim.com

IMDb is not responsible for the accuracy or completeness of the contents of this page, which have been supplied by a third party and have not been screened or verified.

Curriculum Vitae for Tom Murphy

tmurphy@contracosta.edu 510-235-7800 X4348 (fax 510-236-6768)
Contra Costa College, 2600 Mission Bell Dr, San Pablo, Ca 94806 |

Professional Preparation

BA, Mathematics, University of California, Santa Cruz, 1973
MS, Mathematics, University of California, Berkeley, 1974
MS, Electrical Engineering and Computer Science, University of California, Berkeley, 1982
Voice I,II; Diction I, II, III, American Conservatory Theater, 1996

Appointments

- Contra Costa College (2001 to present)
 - Professor and Program Chair, Computer Science
 - Director, HPC Regional Education and Training Center
- Silicon Graphics (1990 to 2001)
 - Member of technical staff and Webmaster, Open Source website
- Multiflow Computer (1989 to 1990)
 - Pre-sales analyst
- Control Data, Corporation (1978 to 1989)
 - Pre-sales analyst
- EDS Nuclear (1968 to 1978)
 - Performed Class 2 & 3 BPVC safety analysis of containment vessel piping

Research Areas

- Common operating environments across multi-tier cyber infrastructures
 - Exploiting readily available low cost resources and downloadable pre-integrated applications
- Application of 3D Internet to Education
 - Delivery of education
 - Virtual rounds supporting people from a distance
 - Follow-on workshop meetings
- Process based learning
 - Long distance multi-school (HS/community college/under grad/graduate) collaborative projects

Publications

- Charles Peck, Andrew Fitz Gibbon, Paul Gray, David Joiner, Tom Murphy, Henry Neeman, Skylar Thompson, R. M. Panoff, "Teaching High Performance Computing to Undergraduate Faculty and Undergraduate Students", TeraGrid 2010
 - Joel C. Adams, Daniel J. Ernst, Thomas Murphy, Ariel Ortiz, "Multicore education: pieces of the parallel puzzle", SIGCSE '10 Proceedings of the 41st ACM technical symposium on Computer science education, p194
 - Tom Murphy, "PCS Edventures Brain With FischerTechnik Building Kit" ", Robot Magazine - May/June 2010 Issue 22, p 78, <http://www.botmag.com/issue22/index.shtml>
 - Tom Murphy, Paul Gray, Charlie Peck, David Joiner, "Ubiquitous Parallelism and the Classroom". HPCWire Vol. 14, No. 34, 2005, <http://www.hpcwire.com/features/17875879.html>
 - Daniel Ernst, Barry Wittman, Brian Harvey, Tom Murphy, Michael Wrinn, "Preparing students for ubiquitous parallelism", SIGCSE '09 Proceedings of the 40th ACM technical symposium on Computer science education, p136
 - Lathrop, Scott, Thomas Murphy, "High-Performance Computing Education", Computing in Science and Engineering, Volume 10, Number 5, September/October, 2008
 - David Joiner, Charles Peck, Thomas Murphy, Paul Gray, "Education, Outreach, and Training for High-Performance Computing", Computing in Science and Engineering, Volume 10, Number 5, September/October, 2008
 - David Joiner, Robert Panoff, Paul Gray, Thomas Murphy, Charles Peck, "Supercomputer based laboratories and the evolution of the personal computer based laboratory", American Journal of Physics, April 2008, Volume 76, Issue 4, pp. 379-384
 - Tom Murphy "Amp up your Robotics with Ridgesoft's IntelliBrain", Robot Magazine - Spring 2007 Issue 06, p 78, <http://botmag.com/issue6/index.shtml>
 - Tom Murphy, "High-Performance Computing in High Schools?" IEEE Distributed Systems Online, vol. 8, no. 8, 2007, <http://csdl.computer.org/comp/mags/ds/2007/08/mds2007080002.pdf>
 - Tom Murphy, "A Case for Grass Roots Robotics", Robot Magazine - Winter 2006 Issue 05, p 83, <http://botmag.com/issue5/index.shtml>
 - Tom Murphy, "High-Performance Computing in Community Colleges?", IEEE Distributed Systems Online, vol 4, no 4, 2006, <http://csdl2.computer.org/comp/mags/ds/2006/04/o4003.pdf>
 - Paul Gray, Tom Murphy, "Something Wonderful This Way Comes", IEEE Computing in Science and Engineering", vol 8, no 3, May/June 2006, <http://doi.ieeecomputersociety.org/10.1109/MCSE.2006.50>
 - David A. Joiner, Paul Gray, Thomas Murphy, Charles Peck "Teaching parallel computing to science faculty: best practices and common pitfalls, ACM SIGPLAN 2006 Symposium on Principles and Practice of Parallel Programming, 2006, http://www.contracosta.edu/hpc/info/about_CCC_HPC/history/ppopp.pdf
 - Tom Murphy, Charlie Peck, Paul Gray, "Little-Fe: A Portable, Educational PC Cluster". HPCWire Vol. 14, No. 41, 2005, http://www.hpcwire.com/hpcwire/2005-10-21/little-fe_a_portable_educational_pc_cluster-1.html
 - Tom Murphy, Paul Gray, Charlie Peck, David Joiner, "New Directions for Computational Science Education". HPCWire Vol. 14, No. 34, 2005, http://www.hpcwire.com/hpcwire/2005-08-26/new_directions_for_computational_science_education-1.html
 - Tom Murphy, "On Creating Hierarchical, Interlinked FAQ Archives", WebNet 97, 1997
 - Thomas Patrick Murphy, David Thompson Ratcliffe, Andrew J. Cameron III, Yusuf M. Attarwala, "Web-site delivery", US Patent #6096096, 1996, <http://patft.uspto.gov/netacgi/nph-Parser?patentnumber=6096096>
- William A Bollinger, Viktor E Hempel, Isom Harrison, Thomas P Murphy, "Post-Processing of Bibliographic Citations from DOE/RECON, NASA/RECON, and DoD/DROLS", Lawrence Livermore National Laboratory, Report UCRL-89995-Rev-1, August 1984, <https://e-reports-ext.llnl.gov/pdf/196637.pdf>
- William A Bollinger, Viktor E Hempel, Thomas P Murphy, "User Requirements for Post-Processing of Bibliographic Information", Lawrence Livermore National Laboratory, Report UCRL-10014, February 1984

Synergistic Activities

- Co-host of "Teach Parallel", a biweekly half hour interview program examining weaving parallel programming into the computer science curriculum (<http://software.intel.com/en-us/articles/teach-parallel/>)
- Founder and member of steering committee of the Educational Alliance for a Parallel Future, a group bringing together industry, academia, research and professional organizations in order to advance parallel computing within computer and computational sciences (<http://eapf.org>)
- Member of four-person Shodor working group on Parallel and Distributed Computing which helps drive the SC Education Program for 2007-12
- Member of SC07-12 Education program executive committee
- Working with Navajo Technical College to bring computational science resources to the Navajo Nation
- Member of development team for LittleFe, an multi-node low-cost portable Linux cluster in a box used to teach and develop shared, distributed, and GPGPU parallel programs (<http://littlefe.net>).
- Member of the development team for BCCD (Bootable Computer Cluster Distribution) which allows non-invasive use of an existing computer lab as a computational cluster (<http://bccd.net>)
- Collaborating with others on dissemination activities such as SuperComputing2004 Birds of a Feather session on High Performance Computing and Community Colleges, as well as via presentations at SIAM, Principles of Parallel Programming, League of Innovation for Community Colleges and many others.

Collaborators & Other Affiliations

- Co-PI of NCEHPCT NSF and director of Regional Education and Training Center
- Dr. Paul Gray, Computer Science Professor, University of Northern Iowa
- Tom Davis, Dean of Instruction, Navajo Technical College, New Mexico
- Dr. David A Joiner, Assistant Professor, Computational Mathematics, Kean University
- Henry Neeman, Director, Oklahoma Supercomputing Center for Education & Research
- Dr. Robert M. Panoff, President, The Shodor Education Foundation, Inc.
- Charles Peck, Assistant Professor, Computer Science, Earlham College
- Dr. Angela Shiflet, Professor, Computer Science, Wofford College
- Charles Swanson, Professor, Computational Science and Engineering, University of Minnesota
- Scott Lathrop, Blue Waters Technical Program Manager for Education, TeraGrid Director of Education, Outreach and Training
- Paul Steinberg, Academic Community Manager, Intel Corporation
- Wilfred Pinfold, Director, Extreme Scale Programs, Intel Corporation



March 23, 2016

Re: Advisement Summary Report; Certificate in Information Technology (28-30 credits)

Reviewed and Discussed by members of the Advisement Team (Anslem Bitsoi, Shynal Robinson, David Stiger and Michelle Lee)

Positives:

- Online based offering of IT courses are a plus for those students who are working in a full-time position and feel that this program is a decent "start" to their Information Technology path of interest.

Concerns:

- Many students request clarification on the purpose of this Certificate program, ie. is there opportunity for growth beyond just the Certificate in IT and how will these credits transfer into that program.
- Students would like the opportunity for these credits to assist them in matriculating into an Associates program, most requested has been Computer Science.
- Also students would like to have some sort of "certification" that they can earn in addition to their Certificate in IT.

Catalog Structure:

- Students request to see a suggested Course Sequence.
- Pre-Requisites can be an issue for those students who are coming in at the remedial levels and can be the reason that a student takes longer to complete this certificate.
 - Math 099 -> Math 100 -> Math 120 -> they can finally take CS150L and must then take Math 121 and then Math 150 for CS151L (granted, instructor has been overriding that Math 150 Pre-Req requirement if they completed CS150L)
- CJ 221 seems like it should be included in the Writing & Speaking section of requirements rather than in the Core.

Michelle L. Lee

Sr. Academic Advisor / Testing
Student Service Tech Center 256

- Document 6 – Copy of recent Program Advisory Board Recommendation.

Not Applicable



- Document 7 – Copy of nationally or regionally Accredited external review, with recommendations (Licensure Program).

Not Applicable





THE UNIVERSITY of
NEW MEXICO

University of New Mexico-Gallup
Business & Applied Technology Division
Calvin Hall Room 167C
750 Gurley Avenue
Gallup, NM 87301

To: UNM-Gallup Curriculum Committee

Re: Information Technology Program Review

The current Information Technology certificate program received final approval June 6, 2013 on form C968. This certificate replaced an AAS in Business Administration with a specialty in Information Technology and a prior certificate in Information Technology and is housed in the Business & Applied Technology division under the Business Administration department. This program has no direct budget; any supply or instructional costs is taken from the Business Technology budget 152000. This program operates utilizing one full time faculty with a full load of five courses and a part time faculty offering one to two courses per academic year.

Courses in this program have generally been able to attract enough enrollment to keep open. This certificate has been used as a model for other UNM branch campuses. Courses in this certificate were used as models by the Consortium of New Mexico Community Colleges participating in the TAACCT grant for the Health Information Technology program. Currently one course articulates with San Juan College: CS150 Computerized Business Applications articulates to H1TP116 Computerized Business Applications through SunOnline transfer agreement.

Students from this program are in key positions in the region. The Navajo Nation has several of our graduates working in their IT department. RMCH has their IT manger in our program, here at UNM-Gallup one of the most respected IT Technician is a graduate from this program. The advancement to key positions in companies and workplace by our students speaks highly of the core content and instructional efforts of this program.

Going forward the IT courses in the Information Technology certificate should be looked at as to whether we can modify them to match UNM Main Computer Science courses. If so, students will not only complete a very important certification for our region but may be able to directly transfer courses to a higher Computer Science concentration or degree pathway if they desire to further their education. Although main campus CS instructor requirements will be at a higher level.

Computer Science must grow to keep current and compete with other educational institutions. The current IT program should be part of a Computer Science Department as an umbrella for the IT certificate program. A Computer Science department with its own budget can house other technology programs such as, the Design and Digital Media Program, the AutoCAD program, and 3D technology. Having focus on a computer based/ computer science department will escalate our computer based offerings and help is focus on new technology trends in this industry.

Thank you,

Frank Loera

Division Chair Business & Applied Technology
University of New Mexico-Gallup
505-928-7705
floera@unm.edu

UNM-Gallup Branch Online IT Certificate



This Information Technology (IT) Certificate program targets high school seniors and employed adult learners in the surrounding service areas of New Mexico and Arizona. The goal is to offer a totally online IT certificate program that addresses dual credit for high schools and professional development for those in the workforce. The college course work is designed to be accessible using Blackboard Learn, and if at all possible etextbooks transfer methods. The program is structured with a standardized online look and feel throughout to help guide both faculty and students. The IT Online program utilizes the UNM Main campus' Blackboard Learn management system therefore no additional cost is necessary to support this program. This program is marketed through our existing resources and contacts.

The Online IT Certificate Program provides an innovative, accessible, and affordable opportunity to meet the demands of technology. This program prepares student to continue educational endeavors and targets those addressing professional development.

Transferability to UNM Albuquerque

The Instructional Technology & Training program can carve a straight path to a brighter career future. The coursework will not only provide you with a well-rounded education that focuses on organizational learning and training, it will also:

- Improve your salary and benefits
- Enhance your opportunities for advancement
- Expand your employment opportunities reaching from local to international
- Broaden your consulting prospects
- Improve your self-concept due to the above factors

Program of Study

Instructional Technology & Training is a "2 + 2 Transfer Program" which means you may take your two years of technical education and add two years of coursework in OILS, Communication and Journalism, Management and other majors to earn a Bachelor of Science. A list of technical disciplines accepted for transfer into the program is available.

Why Instructional Technology and Training?

Rapid technological advances and the global community have made corporate training a necessity. Did you know that:

- Over 34% of America's workforce receives corporate training each year.
- 1.3 billion hours are spent each year in the corporate classroom.
- More than \$75 billion was expended on training in the USA in 1997 alone.
- This figure is predicted to double in the next several years of the new century.

Source- <https://oils.unm.edu/academic-programs/bachelors-program>

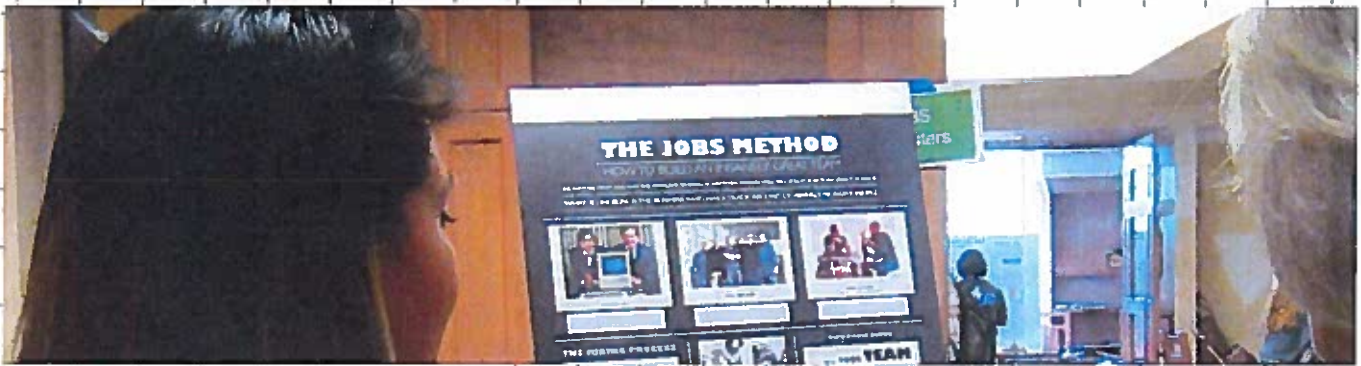
Potential Opportunity

If the organization is interested in expanding program offerings, this program has the potential to create 2 year program which focus on specialist such at Networking, Computer Support, Systems Analyst, Information Security, Management Information Systems and tie into the OILS and CS Bachelors Degrees.

**Thank you,
Coleen Arviso**

Organization, Information & Learning Sciences

Bachelor of Science in Instructional Technology and Training



➔ *Improving human performance*

**you can
complete your
degree online**

oils.unm.edu



transfer credits from your community college program may be accepted toward the B.S., including but not limited to Career Technical Courses and courses in an AA degree



UNM

Organization, Information & Learning Sciences
Chris Larrañaga, Undergraduate Adviser • Zimmerman Library 241
chrisla1@unm.edu • 505.277.2137 • 505.277.4131

Organization, Information & Learning Sciences

What is OI&LS?

The Organization, Information and Learning Sciences program (formerly known as Organizational Learning and Instructional Technology or OLIT) is part of the College of University Libraries & Learning Sciences. The OI&LS program focuses on adult learning; the design, development, delivery, and evaluation of training; organization development; knowledge management; distance education; e-learning; data management and instructional technology systems. Bachelor's, Master's and Doctoral level degrees are offered.

Mission

The mission of the Organization, Information & Learning Sciences (OI&LS) program is to provide quality education for individuals interested in improving the learning experiences of adults in school, business, government, military, healthcare and non-profit organizations through the application of instructional practices, multimedia and distance learning technologies that advance individual, group and organizational learning.

Program Philosophy

The OI&LS program also reflects the belief that learning is a life-long process, which is stimulated by active participation, a respect for the individual's past experiences, critical reflection and active dialogue. Through the teaching of new developments in learning theory, the application of new technologies and the management of change, the OI&LS program prepares students to help individuals, groups and organizations learn in more effective ways. We strive to develop a community of learners, who build motivation for learning in their own organizations.

Bachelor of Science: a 2+2 Program

Technology and training are the core of the undergraduate program. The Bachelor of Science degree requires 130 credit hours. Utilizing a '2+2' concept, this program enables students with a technical Associate's from a community or tech college, or credits towards an Associate's, to transfer to UNM as course credit towards the students B.S. in OI&LS, thus building upon the student's Associate's degree to develop the skills necessary for employment as a technical trainer or training developer in the business, government or corporate sector.

Organization, Information & Learning Sciences

The **Technical Disciplines** include but are not limited to the following:
Note: Up to a maximum of 30 credit hours accepted for transfer work in this area.

Business

Accounting
Administrative Assistant
Criminal Justice
Human Resources
Legal Assistant
Paralegal Studies

Health

Dental Assisting
Fitness Technician
Health Information Technology
Medical Office Assistant
Pharmacy Technician
Radiological Technician
Respiratory Therapist

Technologies and Trades

Architectural/Engineering Drafting
Electronics
Information Technology
Analyst Manufacturing
Trades and Service
Air Conditioning, Heating & Refrigeration
Automotive Technology
Carpentry
Construction Technology
Culinary Arts
Diesel Equipment
Electrical Trades
Environmental Technology
Fire Science
Food Service Management
Machine Tool Technology
Mechanical Technology
Plumbing
Surveying Engineer
Truck Driving
Welding

Organization, Information & Learning Sciences

Admission Requirements for the Bachelor of Science:

1. Credits towards an Associate's degree in an approved Technical Discipline- or - A completed approved program of studies demonstrating a specific technical emphasis.
3. 2.75 GPA overall
4. 3.0 GPA in Technical Discipline

Admission Procedure:

Individuals seeking admission in to the Bachelor's Program (2+ 2 Program of Study) must meet UNM admission requirements first and then:

1. Meet with your Academic Advisor or the Undergraduate Advisor for OI&LS, Christopher Larrañaga, and supply an unofficial transcript for evaluation. This occurs prior to admission to UNM. (An unofficial transcript is sufficient to discuss the evaluation of transfer work.)
2. An official transcript is then sent to UNM Admissions where the transcript will be officially evaluated.
3. The applicant completes the application and letter of intent for the OI&LS Program.
4. Upon review of all forms, the applicant will be notified in writing concerning official admission to the OI&LS Program.

**Organization, Information & Learning Sciences
(OI&LS)**

**Bachelor of Science in Technology and Training: A 2+2 Program
Degree Summary**

Date: _____ Advisor: _____

Name: _____

Student ID#: _____ Email: _____

Bachelor of Science (B.S.) in Instructional Training and Technology: (121 credit hours) Students majoring in Technology & Training will complete a minimum of (37) credit hours of the University Core Requirements with a grade of "C" or better; (12) credit hours of Management & Communication Skills; (42) credit hours of Technical Core; and (30) credit hours of an agreed to (with student and advisor) Technical Concentration with a grade of "C" or better. For any possible substitution in the program of studies as stated below, please consult with the Undergraduate Program Advisor for approval.

A. University Core Requirements: (37 Credit Hours Minimum)

1. **Writing and Speaking** (9 credit hours required)

Course No.	Grade	Credit	Semester
ENGL 110	_____	_____	_____
ENGL 120	_____	_____	_____
ENGL 219	_____	_____	_____

2. **Mathematics** (3 credit hours required; Math 121 and above)

Course No.	Grade	Credit	Semester
Math _____	_____	_____	_____

3. **Physical and Natural Sciences** (7 credit hours required, must include 1 credit hour lab)

Course No.	Grade	Credit	Semester
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Social and Behavioral Sciences (6 credit hours required)

OI&LS recommends: SOC 101 or PSYCH 105.

Course No.	Grade	Credit	Semester
_____	_____	_____	_____
_____	_____	_____	_____

5. Humanities (6 credit hours required)

OI&LS recommends: AMST 186, CLST 107, 207, 205; COMP 224, ENGL 150, 292, 293; HIST 101, 102, 162; MLNG 101, PHIL 101,201, 202; RELG 107

Course No.	Grade	Credit	Semester
_____	_____	_____	_____
_____	_____	_____	_____

6. Foreign Language (3 credit hours required)

Course No.	Grade	Credit	Semester
_____	_____	_____	_____

7. Fine Arts (3 credit hours required)

Course No.	Grade	Credit	Semester
_____	_____	_____	_____

B. OILS Program Requirements: (Total Credit Hours: 84)

1. OILS Program: Technical Concentration (30 Credit Hours Minimum)

Title: _____

Course #	Title	Grade	Credit	Institution
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

2. OILS Program: Management & Communication Skills (12 Credit Hours Minimum)

Choose 4 courses from: 1. Management and 2. Communication & Journalism:

<u>1. Management</u>	Grade	Credit	Semester
MGMT 113: Management: An Introduction	_____	_____	_____

<u>2. Communication & Journalism</u>	Grade	Credit	Semester
CJ 221: Interpersonal Communication	_____	_____	_____
CJ 314: Intercultural Comm. <i>*Required*</i>	_____	_____	_____
CJ 323: Nonverbal Communication	_____	_____	_____
CJ 327: Persuasive Communication	_____	_____	_____
CJ 332: Business & Professional Speaking	_____	_____	_____
CJ 333: Professional Communication	_____	_____	_____
CJ 340: Communication in Organization	_____	_____	_____
CJ 344: Interviewing	_____	_____	_____
CJ 425: Theories of Small Group Comm.	_____	_____	_____
CJ 446: Organizational Analysis & Training	_____	_____	_____

3. OILS Program: Technology & Training Skills (42 Credit Hours Minimum)

<u>1. Theoretical Foundations</u> (9 credit hours required)	Grade	Credit	Semester
OILS 440: Survey of HR Devel. and Instrl. Tech	_____	_____	_____
OILS 466: Principles of Adult Learning	_____	_____	_____
OILS 481: Technological Change & Society	_____	_____	_____

<u>2. Instructional Technology</u> (15 credit hours required)	Grade	Credit	Semester
OILS 320: Information Mgmt for Professionals	_____	_____	_____
OILS 405: Management of eLearning Systems	_____	_____	_____
OILS 420: Creativity & Technical Design	_____	_____	_____
OILS 421: Production & Utilization of Instrl. Materials	_____	_____	_____
OILS 483: Instructional Application Computer Tech.	_____	_____	_____

<u>3. Training</u> (18 credit hours required)	Grade	Credit	Semester
OILS 457: Leading the Training Organization	_____	_____	_____
OILS 470: Workplace Training	_____	_____	_____
OILS 471: Designing Training	_____	_____	_____
OILS 472: Training Techniques	_____	_____	_____
OILS 473: Measuring Performance in Training	_____	_____	_____
OILS 495: Field Experience	_____	_____	_____



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Bachelors Degree Graduation Requirements

Click on a requirement below to view more information.

To receive the degree of Bachelor of Science in Computer Science, a student must satisfy all general University of New Mexico regulations concerning baccalaureate programs and the student must complete all work defined by the following groups. Only courses with a grade of C- or better may be used to satisfy any of the requirements defined herein. The following courses cannot be used to satisfy any of the requirements listed below: Reserve Officers Training Corp (ROTC), recreational physical education (PE-NP), Introductory Studies courses (e.g., IS-E 100) and mathematical courses prior to calculus.

If you need any additional information, please contact an Undergraduate Advisor in the Computer Science Department.

1. Completion of 130 semester hours

2. Completion of at least 42 hours in courses numbered 300 or above.

3. Completion of 51 hours in computer with a grade of C or better.

4. Completion of the Mathematics sequence

5. Nine hours of communications skills

6. Satisfaction of University Core Curriculum

7. Four science courses (of 3 or more credit hours)

8. Course work sufficient to satisfy requirements of a Minor

All courses taken to satisfy the graduation requirements are subject to final approval by an undergraduate advisor. Courses taken for Credit/No Credit (CR/NC) may only be used to satisfy graduation requirement #1 (completion of 130 semester hours). At most, 24 semester hours taken for CR/NC may be applied towards the baccalaureate degree.

No one course may be used to satisfy more than one requirement of categories 3, 4 and 8. Due to the cross listing of various courses within the University and the different requirements for the minor from department to department, this has a number of implications. For example, mathematics minors cannot count the required sequence in mathematics toward the minor in mathematics, and computer engineering minors cannot use ECE 438 as a technical elective in fulfilling requirement 3.

Contact Info:

(505) 277-3112 (phone)
(tel:5052773112)(505) 277-6927 (fax) (tel:5052776927)

Web site questions:

web_support@cs.unm.edu (mailto:web_support@cs.unm.edu)

technical help:

cssupport@cs.unm.edu (<mailto:cssupport@cs.unm.edu>)

All other questions:

csinfo@cs.unm.edu (<mailto:csinfo@cs.unm.edu>)

Our office hours are Monday through Friday, 8:00AM to 5:00PM, excluding official UNM holidays.

Location:

Physical Location:

Farris Engineering Building
Main Office: Room 100

Mailing Address:

University of New Mexico
Department of Computer Science
MSC01 1130
1 University of New Mexico
Albuquerque, NM 87131-0001

SOE Links

- School of Engineering (<http://engineering.unm.edu>)
- Admissions (<http://engineering.unm.edu/prospective/ugrad-admissions.html>)
- Programs & Degrees (<http://engineering.unm.edu/academics/index.html>)
- Help & Advisement (<http://soemep.unm.edu/advisement.html>)
- Research (<http://engineering.unm.edu/research/index.html>)

Useful Links

- Map & Directions (<http://www.unm.edu/contact/map-directions.html>)
- Parking (<http://www.unm.edu/contact/parking.html>)
- Life in Albuquerque & New Mexico (<http://www.unm.edu/life-in-abq.html>)
- How To Get Around Albuquerque (<http://www.unm.edu/around-abq.html>)
- Computer Facilities (<http://www.unm.edu/support/index>)



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Information Technology Program Review - Requesting Document 8

 DELETE  REPLY  REPLY ALL  FORWARD ...**Coleen Arviso**

Tue 3/22/2016 11:49 AM

Mark as unread

To: Frank Loera; Al Henderson; Elvira Jean-Halona Martin;**Cc:** Coleen Arviso;

Greetings Business Faculty,

I am working diligently on the Information Technology Program Review and as part of **Documents 8** request a summary report or recommendation from the Department Members. If you would provide a summary report, I gladly include in the program review.

Thank you,

Coleen Arviso

IT Faculty/E-Learning


Assessment Chair

UNM-Gallup Branch

200 College Drive

167-B Calvin Hall

Gallup New Mexico

 Office: 505.863.7708 

Email:ccarviso@unm.edu

RE: Information Technology Certificate Program Review - Requesting Document 9

 DELETE  REPLY  REPLY ALL  FORWARD ...**Kenneth Roberts**

Tue 3/22/2016 12:01 PM

Mark as unread

To: Coleen Arviso;

Cc: Frank Loera;

Bing Maps

Action Items

+ Get more apps

Hi Coleen,

I would be glad to do so but I need your completed program review (after Frank) in order to do so.

Thanks, Ken.

From: Coleen Arviso**Sent:** Tuesday, March 22, 2016 11:43 AM**To:** Kenneth Roberts <krrobert@unm.edu>**Cc:** Frank Loera <floera@unm.edu>**Subject:** Information Technology Certificate Program Review - Requesting Document 9

Greetings Dean Roberts,

I am working diligently on the Information Technology Program Review and as part of Documents 9 request a summary report or recommendation from the Dean of Instruction to include budgetary and community impact. If you would provide a summary report, I gladly include in the program review. The following url is the IT information <http://www.gallup.unm.edu/it>.

Thank you,

Coleen Arviso

IT Faculty/E-Learning

Assessment Chair

UNM-Gallup Branch

200 College Drive

167-B Calvin Hall

Gallup New Mexico

Office: 505.863.7708  

Email: ccarviso@unm.edu