Creation of New Branch Campus Degree Programs

Approved UNM-Taos, UNM-Valencia, UNM-Los Alamos, April 10, 2023.

UNM-Gallup, January 17, 2025.

The University of New Mexico can best serve students through collaborative efforts to build and review high quality academic and career and technical programs across its system of campuses. The process below clarifies review and coordination to prevent needless competition among branch campuses, enable branches to develop their own areas of excellence and distinction, offset under-resourced areas through collaboration, and support branches in benefiting from expertise within the system as they build new programs (including expertise about external licensure requirements). In addition, this process ensures that the curriculum flow incorporates assurance at the branch level that a proposed program meets branch strategic goals, forecasting for sustainable program funding has been conducted, and instructional capacity can be met.

At all stages of review, except registrar technical check and library review, programs should be evaluated with respect to the following considerations:

a. Unmet academic and/or workforce need;
b. Unmet student demand;
c. Availability of instructional space and equipment;
d. Availability of instructional capacity;
e. Demonstration of potential for satisfactory program outcomes, program review, and accreditation status, and, in cases of adoption, demonstration that originating branch campus has met these criteria;
f. For CTE programs and relevant academic programs: community availability of apprenticeships, internships, and/or placements;
g. Budgetary capacity and forecasting;
h. Campus commitment and capacity to offer the program for several years.

Academic Programs are initiated at the branch campus in consultation with faculty in a division/department. While individual branches may follow specific procedures of their own, overall, the process will include the following steps:

1. Proposed curricular changes are developed in consultation among faculty, Dean of Instruction, and Division/Department Chair/Program Coordinator;
2. The strongest preliminary and final proposals will incorporate consultation and coordination (especially in cases of adoption) with other UNM campuses about best practices in curriculum and transfer;
3. Proposals include consideration of curriculum, community need, faculty workload impact, budgetary impact, and facilities impact; branches will consult with their curricula committee or relevant faculty as the proposal is developed;
4. Prior to formal submission of a proposal for a new program, the branch dean of instruction, in consultation with the Division Head or Departmental Chair, will request a written preliminary proposal review from the Associate Provost for Student Success or another Office of the Provost and EVP for Academic Affairs designee. Approval in the preliminary proposal review is necessary for programs to move forward in curriculum review;
5. Proposed curricular changes are formally reviewed by the branch curricula committee at either the preliminary proposal stage or the proposal stage, depending on the internal branch process;

6. Specific branch designees, often the Dean of Instruction, enter the program proposal for a new program in Curriculum Flow (Kuali). Deans of Instruction review submission in the curriculum flow system (Kuali) and track progress of the program proposal;
7. proposals for new academic programs—complete with the pre-proposal review from Academic Affairs—will flow through the UNM system curriculum process (Kuali). They will receive the following reviews:
    - Registrar technical check
    - University Libraries review
    - Faculty Senate Curricula Committee,
    - Office of the Provost
    - Faculty Senate
    - SSTAR committee of the UNM Board of Regents
8. This UNM process is then completed by NMHEAC program review and NM HED Cabinet Secretary approval;
9. On approval, the branch campus should coordinate with the UNM Albuquerque Registrar and cannot offer the program until the CIP code has been awarded.

Career and Technical Education Programs are initiated at the branch campus in consultation with faculty in a division. While individual branches may follow specific procedures of their own, overall, the process will include the following steps:

1. Proposed curricular changes are developed in consultation among faculty, Dean of Instruction, and Division/Department Chair/Program Coordinator;
2. The strongest preliminary and final proposals will incorporate consultation and coordination (especially in cases of adoption) with other UNM campuses about best practices in curriculum and transfer;
3. Proposals include consideration of curriculum, community need, faculty workload impact, budgetary impact, and facilities impact; branches will consult with their curricula committee or relevant faculty as the proposal is developed;
4. Prior to formal submission of a proposal for a new program, the branch dean of instruction, in consultation with the Division Head or Departmental Chair, will request a written preliminary proposal review from the Associate Provost for Student Success or another Office of the Provost and EVP for Academic Affairs designee. Approval in the preliminary proposal review is necessary for programs to move forward in curriculum review;
5. Proposed curricular changes are formally reviewed by the branch curricula committee at either the pre-proposal stage or the proposal stage, depending on the internal branch process;
6. Specific branch designees, often the Dean of Instruction, enter the program proposal for a new program in Curriculum Flow (Kuali). Deans of Instruction review submission in the curriculum flow system (Kuali) and track progress of the program;
7. Following branch review, proposals for new career and technical education programs—complete with the pre-proposal review from Academic Affairs—will flow into the UNM system curriculum process, with Registrar technical check, University Libraries review, Office of the Provost, Faculty Senate, and the SSTAR committee of the UNM Board of Regents.
8. At the level of Office of the Provost review, the Associate Provost will consider input provided through the branch campus Deans of Instruction review of career and technical education program proposals. The branch campus Deans of Instruction review is advisory only; it primarily addresses questions of compliance and conformity with state and national technical licensure program requirements.

9. For Associate-level programs only (not certificates), this UNM process is then followed by required NMHEAC program review and NM HED Cabinet Secretary approval.
10. In coordination with the UNM Albuquerque Registrar, the branch campus should request a CIP code and cannot offer the program until the CIP code has been awarded.

Program Adoption Process:

A branch campus may submit a program adoption request directly in curriculum workflow (Kuali), after completing the local branch process for curriculum approval. This request will include documentation of consultation with the original branch holder of the program and specific information about budget, capacity to offer the program sustainably, and local workforce needs at the adopting campus.

Online Programs:

Among the UNM branch campuses, existing online programs will not be wholly duplicated by newly proposed online programs. However, an existing online program at one branch campus could be newly offered in a face-to-face or hybrid modality at another campus. In addition, components of an existing online program at one branch campus could be newly offered in a face-to-face or hybrid modality at another branch campus. Moreover, branch campuses can partner in offering different components of a program, with shared enrollment in online components offered by a single branch campus. In cases of partnering on enrollment in online components, a memorandum of agreement between campuses is optimal.