

NEW MEXICO TECH ACCREDITATION TASK FORCE

CHARTER

JULY 7, 2017 (REVISED AUG 29, DEC 13, 2017)

Purpose

To ensure that New Mexico Tech continuously meets Higher Learning Commission (HLC) Criteria for Accreditation, follows Assumed Practices associated with these Criteria, and remains in compliance with federal regulations governing higher education.

Objectives

(1) To review New Mexico Tech's status with respect to the HLC's five Criteria for Accreditation (including associated Assumed Practices) and federal compliance, and to organize change if improvement is needed.

(2) To help organize and implement New Mexico Tech's HLC Open-Pathway Quality Initiative.

Work Plan

Members of the Task Force will be divided into six subcommittees. The subcommittees will focus on the following areas:

Criterion One: Mission. The institution's mission is clear and articulated publicly; it guides the institution's operations.

Criterion Two: Integrity: Ethical and Responsible Conduct. The institution acts with integrity; its conduct is ethical and responsible.

Criterion Three: Teaching and Learning: Quality, Resources, and Support. The institution provides high quality education, wherever and however its offerings are delivered.

Criterion Four: Teaching and Learning: Evaluation and Improvement. The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Criterion Five: Resources, Planning, and Institutional Effectiveness. The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the

quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

Federal Compliance: The institution is in compliance with federal regulations.

Each subcommittee will review Tech's status with respect to meeting expectations for their area and implement changes as needed. The subcommittees responsible for the HLC Criteria and linked Assumed Practices will draft the associated NMT assurance arguments and maintain relevant evidence files. The subcommittee responsible for federal compliance will periodically review Tech's status with respect to the HLC Federal Compliance Worksheet.

The Task Force members will also help formulate and implement Tech's Open Pathway Quality Initiative.

The Task Force will meet at least six times per year, and far more frequently in the year prior to an assurance filing. Subcommittees will meet separately at least three times per year.

Membership and Responsibilities

Membership on the Task Force is not fixed and may change in response to faculty/staff availability and changes in perceived required areas of expertise.

Task Force Chair: The Associate Vice President for Academic Affairs (HLC Accreditation Liaison Officer) serves as Chair of the Task Force, organizes periodic meetings, and consults with the subcommittees on their progress. The Task Force Chair reviews all draft assurance arguments and suggests modifications as needed to improve content and ensure consistent style, organization, and formatting.

Subcommittee Membership:

The President, VPs, and Directors will assign representatives to the following subcommittees as follows:

Criterion One: Mission

- President's Office (Executive Assistant to the President)
- VPAF's Office (AVPAF)
- VPAA's Office (Dean of Arts and Sciences)
- VPSUR's Office (Dir. Student Affairs)
- VPR's Office (AVPR)
- Chair Faculty Senate

Criterion Two: Integrity: Ethical and Responsible Conduct

- President's Office (Executive Assistant to the President)
- VPR's Office (AVPR)
- VPAF's Office (AVPAF)
- VPAA's Office (Registrar, Graduate Dean)
- HR Director
- Title IX Coordinator (AVPSUR)
- VPSUR's Office (Dir. Admissions, Dir. Communications)

Criterion Three: Teaching and Learning: Quality, Resources, and Support

- VPAA's Office (Dean of Arts and Sciences, Graduate Dean, Registrar, Associate Dean Student Success, ACT Director, Library Director)
- VPSUR (Dir. Res. Life, Dir. Student Affairs, Dir. Physical Recreation)

Criterion Four: Teaching and Learning: Evaluation and Improvement

- VPAA's Office (Dean of Engineering, Registrar, Library Director,)
- Chair of Senate Retention Committee

Criterion Five: Resources, Planning, and Institutional Effectiveness

- VPAF's Office (AVPAF)
- President's Office (Executive Assistant to the President)
- HR Director
- VPAA's Office (VPAA)
- Dir. Office for Advancement

Federal Compliance: The institution is in compliance with federal regulations

- VPSUR's Office (Dir. Admissions, Dir. Financial Aid)
- VPAA's Office (Registrar, ACT Director)
- VPAF's Office (Dir. Sponsored Projects)