

**PCA Meeting Minutes**  
**University of New Mexico**  
**October 18, 2018**  
**10:00-11:00 A&S Conference Room**

Present: Anne Compton, Marlene Sanchez, Chris Larranaga, Crystle Collier, Rachel Perovich, Angela Pacheco, Nissane Capps, Laura Valdez, Chris Baca, Shannon Saavedra, Quinton Freeman, Andrew Gonzalez, Pam Agoyo, Rosa Cervantes, Corrine Gonzalez, Kelsey Molo.

I. Common Course Numbering Project

A. General updates:

- Subject codes must go to 4 letters and 4 numbers, which will be similar to other NM public institutions.
- Some departments names are similar to what we have used, others are different but intuitive, others are quite different. A few are asking to change their letter prefix.
- A handout with the message sent out on the all Faculty list serve was distributed.
- There will be a workshop (in news release) next Wednesday October 24<sup>th</sup> 2-3:30 MITCH 101.
- Two online resources with crosswalks are
  - HED website for all state-wide courses:
    - <http://www.hed.state.nm.us/programs/common-course-numbering.aspx>
  - Registrar site for UNM courses:
    - <http://registrar.unm.edu/faculty--staff-resources/ccn.html>
      - There are notations on the last column. Department chairs have been working on CCNs.

A. In preparing for the changes, some discussion was had as to what the best time for receiving information or training will be, and we brainstormed questions that could be used to create an FAQ for advising purposes. A handout with a few CCN FAQ was given out to jump start the process. The following is the list of questions that was developed and is as follows:

- How will prospective transfer students be notified of these positive changes?
- How will CCN affect transcripts of current students?
- When will I start seeing the 4 digit course number on my transcript?
- Will the CCN be incorporated into the degree audits?
- Will the registration system recognize the 3 digit course number as a pre-requisite for the 4 digit course?
- Will the 4 digit course number need to be used for degree audit exception requests?
- We currently accept some 200 level courses from community colleges for 300 level credit. Will that be changing?
- Will the current core sheet be revised to include both old and new numbers?

- Can faculty include the old name/number along with the new name/number on their syllabus to help students understand that they may have already taken the course?
- Can Banner help alert students that they are registered for a duplicate course?
- Will both numbers be in the schedule of classes for the two year period?
- Will both numbers be in the degree audit?
- Will the TES keep an archive of the old system?
- How soon will TES reflect the new numbers?
- Is the core requirement changing at the same time?
- How will changing the core impact graduation requirements?
- Will special exceptions to degree requirements disappear with these changes?
- The School of Engineering allows MGMT 190 to satisfy the Fine Arts Core, does this change impact those type of exceptions?
- What will happen to courses that are offered by multiple departments (i.e. AOA)?
- The associate level only courses are not currently indicated on the crosswalk. Will it be in the future?
- When will the crosswalk be finalized?
- We have not accepted associate level only courses for a baccalaureate degree, is that going to change?
- Will the Lobotrax audit be updated so that auto admit process catch both old and new courses?
- Will the pre-requisite report search for both the old and new courses so that students are not dropped based on the system not recognizing a course?
- Will students be allowed to change their catalog year if the new requirements work to their benefit?
- How can we communicate the changes to outside agencies that fund students and require progress to degree documentation?
- Will upper division courses also change to 4 digits?
- If upper division courses retain a 3 digit model, will they appear to be a lower level than those with 4 digits?
- Will IT revise reports/jobs like auto admit and pre-requisites so they look for both 3 and 4 digit course numbering?
- Do faculty know of the changes?
- Will there be extra support or tools for advisement to prevent the pre-requisite issues experienced when the English department changed course numbers and names for English 101 to 110 and 102 to 120.
- Can registration systems help message to students that they have already taken a particular course, especially if students are not familiar with the change in code/title/subject.
- What can be in place to prevent students from repeating a course, simply because they do not recognize the new course name and number as one they have successfully taken in the past.
- Can the degree audit systems pick up and highlight repeat courses?.
- Will current students' transcripts show prior work with the old course name and code?

- Will there be a mix of old and new course numbering on transfer records and current students based on when courses were taken?
- How do we make sure we educate students in advance so they are familiar with the changes before Fall 2019 registration?
- How can we help advisors so that advising sessions are not spent solely on explaining the new numbering system?
- Some courses previously offered as 300 level appear to be shifting to 200 level (e.g. Abnormal Psychology). Does that mean that Branch campuses will now be able to offer those courses?
- There are “duplicate course” notations on the crosswalk. What will become of those courses?
- How will topics courses be handled?
- Can advisors see sample transcripts, audits, schedules of classes before we go live with the changes, so that we can be prepared for student questions?

Note: A comment from the CCN cross was that the Math department has gone through a process to make freshmen level Calculus unique courses to UNM.

C. Other general points were feedback on how we can help alleviate the stress that comes with change.

Some discussion was had over how to best notify the advising community of the CCN changes. Laura mentioned setting time aside in the February Advising Matters to cover the changes. Corine suggested we invite Michael Raine to a session, Crystle suggested we hold off on any training or information sessions until everything is set in place. Rachel suggested we begin sending out information now even though things are not finalized, and let advisors know that there will be trainings offered in the spring so they know that more information is coming.

- Someone outside of the meeting mentioned being a lot of conflicting information what is that information so that we can send accurate information out?
- Crystle: business schools are coming together this weekend and she wonders if everyone is aware of common numbering.
- Rachel brought up the issue of needing extra support other than advisement to prevent the pre-requisite issues we saw with English changed names and titles. Especially if code/title/subject changing. Many recalled the numerous errors that occurred with those changes and many students did not realize they had already taken 101 and repeated 110. There was mention of other schools having an error that will tell the student it is a duplicate course. There are audit systems that can pick up and highlight repeat courses. Laura will ask IT if they are updating various reports (i.e. auto admit and pre-req drop list).

- Pam brought up whether there has been thought to how these changes will be viewed by the HLC visit, and whether there was concern about students appeared to be stressed with the changes, particularly if they place blame on advisors for the lack of or bad information. The discussion following was about getting information and training out, so that the HLC can view the changes from the lens of whether we prepared well. Angela brought up the point of needing to be sure that we not go back to being just schedulers. If we spend a lot of our advising sessions explaining the changes in course numbers, we will be acting as schedulers, which could take advisors a step back.
- UCAM is working on getting information about the changes for different audiences.

## II. HSC Rio Rancho Campuses

UNM West has changed names to HSC Rio Rancho, and there now is a curriculum plan to take in HSC pre-major students. There are clusters of courses that can be taken at HSCRR and could be taught with an HSC theme. Marketing targeting students will go out soon. Science courses will still be taken at UNM Main. This should attract Sandoval County students to the campus.

## III. Enrollment Taskforce

A committee chaired by Terry Babbitt and the Dean of Engineering has been formed to address improving recruitment and retention. Everyone shares in the recruitment of our students and how we serve students. The group has not yet met.