November 22, 2013

Dr. John Gratton President New Mexico State University Carlsbad 1500 University Drive Carlsbad, NM 88220

## **Dear President Gratton:**

Attached is the report of the team that conducted New Mexico State University Carlsbad's Quality Checkup site visit. In addition to communicating the team's evaluation of your compliance with the Commission's Criteria for Accreditation and the Commission's Federal Compliance Program, the report captures the team's assessment of your use of the feedback from your last Systems Appraisal and your overall commitment to continuous improvement.

A copy of the report will be read and analyzed by the AQIP Panel that reviews institutions for Reaffirmation of Accreditation at the time your review is scheduled.

Please acknowledge receipt of this report within the next two weeks, and provide us with any comments you wish to make about it. Your response will become a part of the institution's permanent record.

Sincerely,

Mary L. Green Process Administrator, AQIP Accreditation Services

Background on Quality Checkups conducted by the Academic Quality Improvement
<u>Pr ogram</u>
Criteria for Accreditation

CommentsNMSU Carlsbad offers a wide range of online courses. Verification of student identity is through password protection and proctoring. The College is exploring identification processes with the use of Canvas. No additional fee is assessed for identification. Online faculty who employ proctored tests notify the students of this requirement in the course syllabus. Students are informed that they will bear the responsibility of locating a proctored site output any fees associated with the potoring.

## Title IV Program Responsibilities

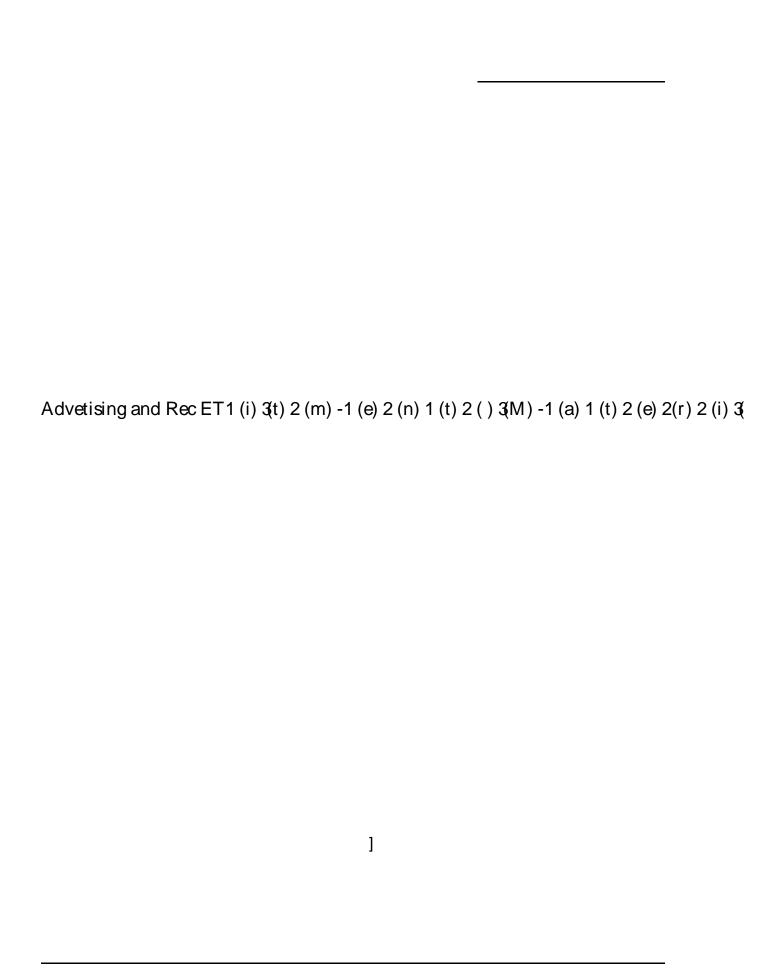
The institution has presented evidence on the required components of the Title IV Program.

This requirement has several components the institution and team must address:

- ! General Program Requirements. The institution has provided the Commission with information about the fulfillment of its Title IV program responsibilities, particularly findings from any review activities by the Department of Education. It has, as necessal any issues the Department raised regarding the institution of fulfillment of its responsibilities in this area.
- ! Financial Responsibility Requirements. The institution has provided the Commission with information about the DepartmentÕs review of composite ratios and financial audits. It has, as necessary, addressed any issues the Department raised regarding the institutionÕs fulfillment of its responsibil

- ! Student Right to Know. The institution has provided the Commission with information about its disclosures. It has demonstrated, and the team has reviewed, the institution of policies and practices for ensuring compliance with these regulations. The disclosurescure and provide appropriate information to students. (Note that the team should also be commenting under Criterion One if the team determines that disclosures are not accurate or appropriate.)
- ! Satisfactory Academic Progress and Attendance. The institution has provided the Commission with information about policies and practices for ensuring compliance with these regulations. The institution has demonstrated that the policies and practices meet state or federal requirements and that the institutional propriately applying these policies and practices to students. In most cases, teams should verify that these policies exist and are available to students, typically in the course catalog or student handbook. Note that the Commission does not necessarily quire that the institution take attendance but does anticipate that institutional attendance policies will provide information to students about attendance at the institution.
- ! Contractual Relationships. The institution has presented a list of its contral relationships related to its academic program and evidence of its compliance with Commission policies requiring notification or approval for contractual relationships (If the team learns that the institution has a contractual relationship that maying Commission approval and has not received Commission approval the team must require that the institution complete and file the change request form as soon as possible. The team should direct the institution to review the Contractual Change Application the Commission Os web site for more information.)
- ! Consortial Relationships. The institution has presented a list of its consortial relationships related to its academic program and evidence of its compliance with Commission policies requiring notification or approval for consortial relationships. (If the team learns that the institution has a consortial relationship that may require Commission approval and has not received Commission approval the team must require that the institution complete and file the form as soon as possible. The team should direct the institution to review the Consortial Change Application on the CommissionÕs web site for more information.)

Core Component 2.A and 2.B	



The institution has documented that it discloses accurately to the public a6onthreission its relationship with any other specialized, professional or institutional accreditor and with all governing or coordinating bodies in states in which the institution may have a presence.

Important note: If the team is recommending initial or continued status, and the institution is now or has been in the past five years under sanction or show-cause with, or has received an adverse action (i.e., withdrawal, suspension, denial, or termination) from, any other federally recognized specialized or institutional accreditor or a state entity, then the team must explain the sanction or adverse action of the other agency in the body of the Assurance Section of the Team Report and provide its rationale for recommending Commission status in light of this action. In addition, the team must contact the staff liaison immediately if it learns that the institution is at risk of losing its degree authorization or lacks such authorization in any state in which the institution meets state presence requirements.

Accreditation, it must discuss this information and its analysis in the body of Section of the Team Report.	the Assurance
Institutional Materials Related to Federal Compliance Reviewed b	y the Team
NMSU Carlsbad Student Handbook	
Faculty Handbook NMSU Carlsbad Course Schedule	
NMSU Carlsbad Catalog 2041/3: Grading Policy	
Admission Pocedures  Academic Program Requirementeneral and program specific	
Academic Appeals Process  Course descriptions and associated credit hours	

NMSU Carlsbad Website:

Academic Schedule

HLC Mark of Affiliation Link to Student Site

Academic Program Requirements Tuition and Fees and Refund

Link to Consumer Information

NMSU System document on Retention and Graduation Rates 2011

Accreditation Report from NLNAC (ACEN) for full accreditation July 22, 2011

Program Review Update 2013

Assessment Handbook

Strategic Plan201318

Credit Hour Determination Form

**Explanation of Credit Hour** 

Complaint Log 200&013 (student complaints)

Recruitment Materialinclude:institutionalflier, Quick Facts and program specific brochure

Notices to Solicit Third Party Comments

Annual Campus Crime Report 20:1123

Document on Three Yearefault rate Septembe 2012

Assignment of Credit Hours/orksheets

NMSU policy on Awarding Credit Hours

Action Projects results documentation

**Quality Matters Binder** 

Canvas Training Binder

Organizational Stucture

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Appendix

## Team Worksheet for Evaluating an Institution's Program Length and Tuition, Assignment of Credit Hours and on Clock Hours

Part 1: Program	Length and	Tuition
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Instructions

Part 2: Assignment of Credit Hours	
Instructions	

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