



## College of Arts and Sciences

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### MEMORANDUM

**To: Daniel Howard, Executive Vice President and Provost**  
**From: Enrico Pontelli, Dean, College of Arts and Sciences & Carol Campbell,**  
**Department Head, Department of Geography**  
**Subject: Program Review Action Plan for Department of Geography**  
**Date: April 3, 2017**



Dear Provost Howard,

Interim Dean Pontelli, Dr. Carol Campbell, and Dr. Hubbell met on March 22, 2017 to discuss the Reviewers' Final Report for the Geography Departmental Self-Study. The meeting was productive and together we determined the proposed 5 year plan (see below).

It is important to note that the report developed by the reviewers was considered by Dean Pontelli to be well organized and a good example of how other reviewer reports could be written. Also, the reviewers noted that the Department of Geography is well organized, respected on campus and by external agencies, and that the proposed PhD program with UNM may increase research productivity and grant opportunities for the department's faculty and students.

Also, some of the below goals are contingent on potential future funding sources and all departmental decisions are to be among faculty in the department, perhaps as topics for department faculty meetings.

Proposed Five Year Plan for the Department of Geography:

1-year goals (2017-2018):

- Develop a strategic long-term staffing/faculty plan for potential future hires
- Continue to work with Foundation to gain funding for a new departmental van/vehicle
- Talk to other departments, such as Computer Science, about helping teach programming classes identified as needed by reviewers
- Encourage more research collaboration among faculty with Graduate Students
- Encourage more grant-writing among faculty. One need identified by reviewers was for GIS grade GPS units, these could be part of a grant

2-year goals (to be accomplished between 2017-2019):

- Faculty will review Graduate Program:
  - Create more structure such as develop expectations for number of hours students work per week on each task

- Standardize core courses so that faculty teach similar skills/theories/programs in core courses
- Discuss and develop expectations for how often graduate students should meet with mentors.
- Discuss how many graduate students each faculty member should mentor and develop a strategy for more equitable distribution of graduate student responsibilities among faculty
- For classes with graduate and undergraduate students, specify what is required of graduate students over and above requirements for undergraduate students
- Continue efforts toward a joint PhD program with UNM
- Develop a more structured mentoring plan for faculty to help Assistant and Associate professors to advance to the next level
- Work on an Internship/Capstone course to encourage more Experiential Learning and/or portfolio development
- Review recruitment of graduate and undergraduate students as well as faculty recruitment to determine if these can be improved
- Encourage more FLiPs for students to continue to support diversity of thinking among students and provide them international training that can help facilitate their career prospects

2-5 year goals (2018-2023 - ongoing with 5 years to be the goal for completion):

- Work toward gaining 1-2 new faculty lines (strategically planned for based on goal in first year)
- Continue to work toward gaining more resources such as new computers that will run the programs needed for students (Windows machines potentially)
- Encourage Faculty to have grants written and submitted and to have increased research productivity.

On behalf of the Geography Department and Dean Pontelli, we would like to thank Provost Howard for the opportunity to conduct this Program Review.