

Online Education Data Requirements

For Academic Program Review

•Data Supplied by UNM Online (UNMO) & Academic Program Review (APR)•

Part of the academic program review is an analysis of online education indicators including trends, successes, challenges and financial sustainability given unit and institutional goals. An analysis is to align with the following topics.

1. A brief history of each degree/certificate program offered online. Include courses that are unaffiliated with a particular program. These are often general education courses.
2. Each online program's launch semester and year, with an overview of noteworthy trends and pivots such as enrollment growth, target population served, course offering trends, related financial or other metrics that describe the strengths and weaknesses of the program's offering. Describe the program's strategy for maintaining on-the-ground offerings while entering or expanding online learning.
3. Per online program, the following data is requested for the relevant 5-year timeframe. In cases where the program's courses are also offered via other delivery modalities, (on-the-ground, hybrid, web-enhanced, online but not AOP, etc.), provide comparisons based on:
 - a. Section counts
 - b. Enrollments
 - c. Student credit hour generation
 - d. Graduation rates
 - e. Faculty level: professor, TPT, etc. Note extent faculty are teaching online in terms of the percentage of faculty teaching online or the average faculty workload attributed to teaching online
 - f. Trainings and Awards: status and numbers of faculty completing RASI, EBPTO, Golden Paw, other preparations for teaching online
 - g. UNM Online Course Information Form (CIF) completion rates for online sections
4. Student demographics: a description of the target market compared with its actual market. To include:
 - a. Prospective leads data funneled through to enrollment
 - b. Headcount
 - c. Student credit hour generation
 - d. Gender, race/ethnicity, average age, age range, location, resident/non-resident, etc.
 - e. Other considerations:
 - i. Full time/part time student counts and summary of employment status for students in the program
 - ii. Student demands outside of school such as multiple jobs, caring for self or others, active-duty service, etc.

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- iii. Student motivations for pursuing the program (career change, promotion, lifelong learning, etc.)
 - iv. Graduation rates, time-to-degree, job placements, testimonials
 - f. Strategies for attracting the target market, the associated costs, successes, resource constraints, etc.
 - g. Strategies for supporting and retaining active students, the associated costs, successes, resource constraints, etc.
5. Per online program, describe the progress of each course's development toward AOP certification.
 - a. Course development and AOP certification expectations are outlined in the memorandum of understanding. A course development schedule is detailed in the MOU's Course Addendum.
 - b. Provide insight into the status of AOP certifications as a count and percentage of the courses queued for certification.
 - c. Email aop@unm.edu to request a copy of a program's MOU and Course Addendum.
6. Professional licensure disclosures: an acknowledgement of whether or not a degree or certificate program leads to, or may lead to, a profession that requires a professional license to legally work in any US State or Territory.
 - a. UNM Online is responsible for reporting professional licensure disclosures to the [New Mexico Higher Education Department](#) and maintaining UNM's [public disclosure presence](#).
 - b. Each UNM program, regardless of delivery modality, must publicly disclose every state and U.S. territory in which it meets the rules for eligibility to apply for a given professional license.
 - c. Email aop@unm.edu for guidance and to request updates to the [public disclosure page](#).
7. Learning placements: these are often delivered in the form of internships, service learning, clinical rotations, student teaching, etc. For each student participating in an *out-of-state* [learning placement](#), the program is required notify whether the placement fulfills, or does not fulfill, the state's rules for professional licensure eligibility. UNM Online is responsible for reporting out-of-state learning placements to the [New Mexico Higher Education Department](#) and [the National Council for State Authorization Reciprocity Agreement](#).

Each UNM program, regardless of delivery modality, must:

- a. Disclose whether a program requires, or allows for, learning placements outside New Mexico. If it does, the program must also,

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- b. Acknowledge whether each student participating in a learning placement outside New Mexico has been appropriately notified of the program's professional licensure status in the state or territory where the student is conducting a learning placement.
 - c. Email aop@unm.edu for guidance.
8. Financial sustainability: the MOU requires annual reporting to Academic Affairs. For the mid-cycle evaluation, submit a financial analysis of the relevant 5-year timeframe addressing:
 - a. Instructional costs that are being charged to online program indexes
 - b. Whether the revenue capture sufficiently covers online program costs