Online Education Data Requirements

For Academic Program Review

INTRODUCING UNM ONLINE TO THE ACADEMIC PROGRAM REVIEW PROCESS

As of Fall 2024, UNM Online (UNMO) has been formally incorporated into the University of New Mexico's Academic Program Review (APR) process. This integration reflects a strategic partnership between UNMO and the Office of Assessment & Academic Program Review (OAAPR), endorsed by Academic Affairs, to ensure that online education is evaluated with the same rigor and accountability as traditional modalities.

Beginning with informal participation in 2024 and transitioning to formal engagement by Fall 2026—with preparatory activities starting in Fall 2025—UNMO's role in APRs is both collaborative and data-driven. Academic units undergoing review will now include a dedicated section on online curriculum and programming. These sections must provide data-supported narratives that describe trends, successes, and challenges in online offerings, and assess their financial sustainability in alignment with the goals of the college or school and the broader institutional mission.

APR documentation and templates have been updated to include criteria specific to online education, accessible via the UNMO Handbook. Data requirements include, but are not limited to, enrollment trends, course delivery formats (online, hybrid, on-ground), student performance metrics (e.g., D/F/W/I rates), and demographic insights. These data points are compiled jointly by OAAPR and UNMO and are reviewed at both the Mid-Cycle and Site Visit stages of the APR.

This integration ensures that online education is not only visible within institutional assessment but also positioned for continuous improvement and strategic growth. It also aligns with broader state-level expectations for transparency and coordination in online learning.

Resources

[The Academic Program Review Office](#)
[AOP MOU Template](#)
[AOP Consent Form Template](#)
[UNM Online AOP Handbook](#)
Contact UNM Online Analytics by email: UNMOanalytics@unm.edu

DATA REQUIREMENTS

Effective Fall 2025

Unless otherwise noted:

   (*) Indicates UNM Online shares the data with the college or school and OAAPR
   (**) Indicates the college or school is responsible for acquiring the data

The college or school is responsible for providing a descriptive analysis of its online offerings, supported by the following data categories:

THE UNIVERSITY OF NEW MEXICO.

Online Education Data Requirements

For Academic Program Review

1. Program Overview

(**) Provide a brief history of each online degree or certificate program, including unaffiliated online courses (e.g., general education).

(**) Indicate the launch semester and year for each online program. Include notable trends, shifts in target populations, course offerings, and financial or strategic pivots. Describe how the program balances on-ground and online delivery. *Note: UNM Online provides launch term and enrollment data only.*

2. Five-Year Program Performance

For each online program, provide comparative data across delivery modalities (on-ground, hybrid, web-enhanced, non-AOP online, etc.):

a. (*) Section counts

b. (*) Enrollment figures

c. (*) Student credit hour generation

d. (*) Graduation rates

e. (**) Faculty composition (e.g., professor, TPT); include percentage teaching online or average online teaching load

f. (*) Faculty training and recognition (e.g., RASI, EBPTO, Golden Paw)

g. (*) Completion rates of the UNM Online Course Information Form (CIF) for online sections

3. Student Demographics and Market Analysis

a. (*) Funnel data from prospective leads to enrollment

b. (*) Headcount

c. (*) Student credit hour generation

d. (*) Demographics: gender, race/ethnicity, average age, location, residency status

e. (**) Additional insights:

　　Full-time/part-time status and employment

　　External demands (e.g., caregiving, military service)

　　Motivations (e.g., career change, promotion, lifelong learning)

　　Graduation rates, time-to-degree, job placements, testimonials

f. (**) Recruitment strategies, costs, outcomes, and constraints. *Note: UNM Online may provide data on its advertising, lead management, and outreach efforts.*

g. (**) Retention and support strategies, including costs and outcomes. *Note: UNM Online may provide data on its initiatives supporting students enrolled online.*

4. Course Development and AOP Certification

a. (*) Reference the AOP's MOU and Consent Form for course development and review expectations

b. (*) Report the number and percentage of courses certified or in progress toward AOP certification

Online Education Data Requirements

For Academic Program Review

5. Professional Licensure Disclosures

(**) Disclose whether each program meets licensure requirements in all U.S. states and territories. *Note: UNM Online reports licensure disclosures to NMHED and maintains public disclosures.*

Resources

New Mexico Higher Education Department

UNM's Professional Licensure Public Disclosures

For licensure guidance and support, email: saracompliance@unm.edu

6. Out-of-State Learning Placements

a. (**) Indicate whether the program requires or allows placements outside New Mexico

b. (**) Confirm that students in out-of-state placements are notified of licensure implications

Note: UNM Online reports placements to NMHED and NC-SARA

Resources

New Mexico Higher Education Department

National Council for State Authorization Reciprocity Agreement

Directions for Institutional Data Reporting to NC-SARA

For learning placement guidance and support, email: saracompliance@unm.edu

7. Financial Sustainability

(**) Submit a five-year financial analysis addressing:

a. Instructional costs charged to online program indexes

b. Whether revenue sufficiently covers program costs

Note: Annual financial reporting to Academic Affairs is required per MOU.