
MULTI-CAMPUS (SHIPROCK) HLC REPORT 2018

INTRODUCTION

In 1973, the Navajo Community College Board of Regents approved a [resolution](#) allowing the College to be responsible for the training program conducted at that time for Navajo Agricultural Products Industries operations in the Shiprock area. On October 12, 1973, the Board approved the [establishment of a branch](#) of NCC at Shiprock, New Mexico. A few years later, the community of Shiprock requested college-level courses, resulting in a change of direction for the Shiprock Branch and creating the need for a larger space. Initially, classes were [offered at Shiprock High School](#) in the evenings. Finally, the need for a stable site resulted in the [move to the BIA Education Building](#), which is now known as Shiprock North Campus. In 2004, the development of the Shiprock South Campus resulted in a plan to move all services and programs from North to South campus. The South Campus Classroom Building was built in 2004, the Senator John Pinto Library in 2011, and the Student Success Center in 2013. A [Mathematics/Science building](#) is planned at South Campus adjacent to the Classroom Building, pending approval by New Mexico voters. The Shiprock Branch has been offering classes for almost 43 years. It has been a stable part of the community, and its facilities and computers have been [used by community members](#).

Diné College Shiprock Branch has two sites: the North Campus and South Campus. The campuses are three miles apart, which can be challenging for students without transportation. However, the Shiprock community recently initiated a [local transit system](#), which will be a benefit to those students without transportation. Classes and services are divided between the two campuses. Having the Diné College Shiprock campus allows students from Shiprock and surrounding communities to attend classes locally. Students from New Mexico, Arizona, Colorado, and Utah commute to the campus, some traveling a distance of 100 miles one way.

EXTENDED OPERATIONS OR CAMPUS BUSINESS PLAN(S)

a. Budget and Resource Allocation Projections

In the current fiscal year (2017-2018) the College transitioned to a centralized budgeting system. Prior to the current fiscal year, Shiprock academic divisions and departments had their own budgets. Since 2015 the Campus Director's budget includes salary, benefits, and travel, and has remained the same. Most of Shiprock Branch's cost centers fall within the institutional cost at the main campus.

b. Enrollment Projections and Planned Growth

The enrollment for Shiprock Branch has fluctuated in the past. Within the last three years, the [enrollment](#) for Fall 2015 to Fall 2017 has decreased from 234 students to 185 students while enrollment for Spring 2016 to Spring 2018 has dropped from 179 students to 158 students. One of the contributing factors is the increased offerings of on-line courses from the main campus: Fall 2015, 27 on-line courses were offered to Fall 2018, [56 on-line courses](#) were offered (a 107% increase). Students taking on-line courses are counted with the course originating sites rather than the sites students are receiving the courses, which is contrary to the [Distance Education Policy](#). Another factor is that many potential students are opting to seek employment rather than attend college after high school. Additionally, Shiprock Branch is situated between two other institutions: San Juan College in Farmington, NM, which is 30 miles

east of Shiprock and Navajo Technical University in Teecnospos, AZ, which is 25 miles west of Shiprock. Some students prefer Fort Lewis College in Durango, CO, because of the free tuition waiver for Native American students. Finally, other students are using our Learning Center to access on-line courses from other institutions. We do allow all the students from the above institutions the use of the Learning Center computers when they need to access on-line courses.

Despite the drop in enrollment, the Shiprock Student Recruiter continues planning with Marketing on [strategies](#) to increase enrollment. [Discussion](#) about Shiprock enrollment is also occurring. Projected enrollment for the upcoming academic years (based on a 5% increase) are as follows: Fall 2018, 194 students; Fall 2019, 204 students; and Fall 2020, 214 students. The Dual Credit Program will offer degree pathways with local high school, which will have a positive impact on our enrollment for the upcoming years. There are 10 [high schools](#) within 30 miles of Shiprock Branch.

c. Contractual and Consortial Arrangements

Dine College Shiprock has two consortial agreements with [NIH Bridge Program](#) at New Mexico State University since 1992 and with [Tepeyac Consortium](#), Inc., under the New Mexico Higher Education Department since 2017.

d. Oversight and Governance of the Campus and Explanation of how these link to those of the Institution as a Whole

The College operates under a centralized system of administrative processes (budgeting, allocation of funds, operational decisions, and so forth). The responsibilities of the Director have changed since [2011](#), [2015](#), and [2018](#). The Shiprock Branch is under the supervision of the Shiprock Branch Director, who works closely with the [departments](#), academic divisions, and the Dean of Student Success. The Branch Director is responsible for assisting Student Affairs with organizing and evaluating programs, projects, and activities, monitoring campus budget and other financial resources, and facilitating communication with the main campus, centers and the community. On February 2018 an Interim Branch Director was appointed by the Provost. The Director met with the [Tsaile Supervisors](#) to ensure that the needs of Shiprock are addressed. As seen in the [organizational chart](#), the Interim Director is supervised by the Dean of Academic Affairs, who in turn is supervised by the Provost. The Interim Director has a voice through the Dean of Academic Affairs, who reports information from the Branch to the Provost's council, which is then shared with the President's Executive Team. The Dean of Academic Affairs has regularly scheduled bi-weekly meetings with the Branch and community campuses. The Interim Director also participates in the [Shiprock Planning Commission](#), which develop plans for the community and updates everyone on future projects.

[Employees at the Shiprock Branch](#) are supervised by administrators from the Diné College Tsaile Campus. Shiprock Branch faculty were previously supervised by Chairpersons from one of eight divisions (BASET, Fine Arts/Humanities, English, Mathematics, Science/Public Health/PE, Teacher Education, Social & Behavioral Science, and Center for Dine Studies). Recently these eight divisions were consolidated into four schools (STEM, Business/Social Science, Diné Studies/Education, and Arts/Humanities/English) with each overseen by a School Dean.

Shiprock Branch has the following administrators: the Shiprock Branch Director, the Dean of Student Success, the Institutional Grants Office Director, System/Network Administrator, and the Shiprock Branch Librarian.

OPERATIONAL DATA AND RECENT OPERATIONAL REPORTS

a. Enrollment Data by Program/Major/Degree

From Fall 2015 to Spring 2018, the [top five majors declared](#) by Shiprock students were Health Occupations, Business Administration, Social and Behavioral Science, Liberal Arts, and Office Administration, according to the OIPR website. Both faculty and staff advisors work closely with all students, providing support and guidance. The Bachelor of Science in Public Health is primarily offered at Shiprock Branch.

The top [five degrees awarded](#) at the Shiprock Branch are as follows: AA Social & Behavioral Science; AS Health Occupations; CT Public Health; AA Liberal Arts; and AA Business Administration. The [Academic Standards Committee](#) verifies that students meet all requirements for graduation.

b. Financial, Technological, and Physical Resources

Facilities and Technology

The Shiprock [North Campus](#) has three general classrooms, five science labs, one biology classroom, three adult education classrooms, a testing room, a computer math lab, a student lounge with computers, a distance education classroom, a conference room, a weight room, and a gymnasium.

The Shiprock [South Campus](#) has four general classrooms, one specialty classroom, two computer labs, a student lounge, and one distance education classroom.

The [John D. Pinto Library](#) has one lecture hall (auditorium), one computer lab, one classroom, one meeting room, a story-telling room, and three study areas for students.

The [Student Success Center](#) has a study center with computers.

The following is based on the 2015 [Shiprock Master Plan Initiative](#): The New Mexico Infrastructure Capital Improvement Plan ([ICIP](#)) is a plan that establishes planning priorities for anticipated Capital Projects, which is coordinated by the state. Shiprock Branch has listed the following priorities: South Campus Classroom roof repair; South Campus landscaping project, Student Union Building, Administration Building, to name a few. These are also included on the College's [Capital Improvement & Investment](#) (CIIP) Plan.

All buildings at [both campuses are wired](#) and students have access to wireless Internet. The Shiprock Branch Information Technology Department has three employees: a System/Network Administrator and two Computer Technicians. Faculty, staff and students who have issues with hardware or software can request assistance using the on-line IT Help Desk. The IT staff use remote trouble shooting to assist faculty and staff, if needed via Team Viewer.

The South Campus has farm land totaling 240 acres, which is used for research by the Tsaille Land Grant Program. Diné College is a Land Grant Institution.

Faculty and staff housing is available for Shiprock personnel, with faculty given priority.

EDUCATIONAL OFFERINGS AND RELATED INFORMATION

a. Course, Program, and Degree Offering

The [Curriculum Committee](#) (CC) in conjunction with the Provost oversees all curricula of the College, including Shiprock Branch. The CC is comprised of faculty representatives from the

four schools. According to the Curriculum Committee website, the CC makes recommendations on all matters concerning:

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| 1. New courses and programs |
| 2. Course and program modifications |
| 3. Appropriateness and quality of the curriculum taught by DC faculty |
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The CC has representation from each of the four Schools, although most of the representatives are from the Tsaile Campus.

The School Deans and faculty determine which [courses to offer in Shiprock](#) whether face-to-face or via distance education. The Shiprock Branch director may recommend courses based on the draft copy of the schedule. The final course schedule is posted on the College's website, which can also be printed.

b. Representative Samples of Curricula and Syllabi

The faculty at Shiprock Branch follow the standard curricula and [syllabi template](#) approved by the Curriculum Committee.

c. Catalog and Course Bulletins

The College publishes one standard catalog for all sites to ensure that information about the college is consistent and accurate. The catalog is also downloadable from the College's public website.

d. Promotional and Recruitment Materials

The Office of Marketing provides direct support in [advertising](#) to enhance the image and awareness of Shiprock Branch. The Shiprock Student Recruiter participates in monthly marketing meetings to ensure appropriate representation of Shiprock. Although materials for promoting the college and recruiting are developed and printed in Tsaile, the Student Recruiter will use general college brochures but will elaborate specifically on Shiprock services and offerings.

e. Student Voice

During the last weeks of the semesters, students complete [Instructor/Course evaluation](#) forms to assess the quality of the instruction they received. The results of the evaluation are shared with the Provost and the School Deans who review the results with the individual faculty. Moreover, students who have complaints can complete a [Complaint Form](#), which can be retrieved from any of the Student Affairs staff. The forms are then routed to appropriate personnel based on whom the complaint is against, for example, student-to-student complaints are handled by the Counselor; student-to-staff complaints are handled by Human Resources; and, student-to-faculty complaints are handled by the School Deans. The Student Activities Coordinator has set up Suggestion Boxes at North and South campuses for student input, which is aggregated then shared with the Shiprock Branch support staff for appropriate action. Shiprock support staff meet every Monday morning for three hours to discuss weekly plans, issues, and updates.

HUMAN RESOURCES

Human Resource is centralized and located at the main campus in Tsaile. The Shiprock Branch provides a furnished office with IT and other services for the HR Director at North Campus. Supervisors at the Shiprock Branch develop and complete Request for Personnel Action Forms (RPAF) for any [new or vacant positions](#) in their areas. These forms require the following information: position title, account number, supervisor, role of the position, essential

functions and responsibilities, necessary experience, educational requirement, and skills. The completed form is sent to the immediate supervisor and to Human Resources for review and to ensure consistent procedures are followed for hires. Then upon approvals, a pool of qualified applicants is identified and the Office of Human Resources will contact the supervisor for recommendations of possible interviewing committee members. After a recommendation from the committee is made and the supervisor concurs, all documents are returned to Human Resources for review. The supervisor is responsible for orientation, [evaluation \(both probationary and annual\)](#), and training of the new employee. HR is responsible for offering [professional development](#), cultural awareness sessions, and campus housing, if needed. Staff may also take advantage of the [educational benefits](#) offered by the College. Employees are encouraged to attend regional and national conferences in their professional disciplines.

a. Staff Dedicated to the Campus

The Shiprock Branch employs 51 [full-time administrative and classified staff](#). Staffing covers all facets of the campus to ensure it runs efficiently and effectively and serves the needs of the students who attend classes and the community members who visit our campus.

b. Faculty Dedicated to the Campus and their Credentials

These Shiprock Branch faculty (15) represent the following Schools:

School	Fulltime Faculty
Science, Technology, Engineering, and Mathematics	Mark Bauer, Ph.D.
	Kathryn Hartzell, Ph.D.
	Michael Begaye, Ph.D.
	Christopher Guyer, M.S.
	Vali Manavi, M.S.
	Dennis Price, B.S.
Business & Social Science	Gloria Price, M.V.E.
	Juanita Fraley, M.B.A.
	King Mike, M.B.A.
	Dawn MacDonald, M.S.W.
Arts, Humanities & English	Haesong Kwon, Ph.D.
	Vernon Ng, M.A.R.
	Gerald Himmelreich, M.F.A.
Diné Studies and Education	Martha Austin-Garrison, M.Ed.
	Herbert Benally, Ph.D.

c. Other Faculty and Staffing

The Shiprock Branch employs 3 adjunct faculty should the need arise.

STUDENT AND FACULTY RESOURCES AND SUPPORT

d. Materials indicating Access to Appropriate Student Academic and Support Services

These following services are available to students at the Shiprock Branch:

Placement Testing (Classic ACCUPLACER) is administered to all new incoming students and transfer students, who have not taken college-level reading, writing and/or

mathematics. Students are expected to accept the courses in which they place. The cut-off scores are the same throughout Diné College. Students also enrolling into a Navajo Language course must take the Diné Language Proficiency Test. Copies of the students' test results are given to the students, shared with advisors and entered onto EX Jenzabar, the college's student information system.

[Advisement](#) is offered to all students enrolling into the college. [Advisors are assigned](#) based on the degree selections of the students. After meeting with students, the advisors would give all students hard copies of their degree checklists. Important notes from the advising session are entered onto the "Who's Next" system and on Jenzabar EX, the College's student information system. Hard copies of advisee folders are kept centralized should the students' advisors not be readily available.

The [College Success Coordinator](#) works closely with students on academic probation or students returning from academic suspension. The Coordinator establishes [contracts](#) with clear [expectations](#) for each student that must be followed. These expectations may include tutoring, counseling, disability services, and/or regularly scheduled meeting with the Coordinator. A [Progress Report](#) is completed.

The Disability Coordinator advises students who voluntarily disclose disabilities. The Coordinator provides students with [accommodations](#), which the students then share with the faculty. The Coordinator schedules periodically meetings with the student to assess the accommodation plan and modify if needed.

[Veterans Services](#) is overseen by the Disability Coordinator. Students who are veterans are advised by the Coordinator, who certifies veterans' eligibility.

[Counseling services](#) include individual and group counseling sessions, guidance and consultation, workshops, and summer college access for high school students. The Counselor uses a [process map](#) to aid in types of services to provide. If students need more services for mental health needs, referrals are given to outside agencies. An extensive resource book that covers services in the region is available for students.

Tutoring is overseen by the Learning Center Manager, who is responsible for hiring both professional writing and mathematics tutors and peer tutors based on subject needs of students. Tutoring schedules are posted throughout North and South Campus at Shiprock Branch and on the South Campus Facebook page. The Learning Center is located at the Student Success Center (South Campus) and the Math Lab at North Campus. The tutors collaborate with faculty to determine needs of students or identify students needing tutoring services. All tutors are required to develop and [present academic workshops](#) to students. The Professional Writing Tutor provides [on-line tutoring](#).

The Cashier accepts cash, checks and credit cards for payments from students. Those students who have a bill of \$150 or less can enroll into the college. The Cashier is located at North Campus; however, students at South Campus can pay using the on-line billing or call the cashier to pay using a credit card.

The Bookstore sells snacks, Diné College merchandise, school supplies, Native American books, and a variety of other items. Students purchase college textbooks using Follett or other on-line textbook services, such as Amazon. No instructional textbooks are sold in the Bookstore.

Student activities are coordinated by the Student Activities Coordinator, whose office is at North Campus. The Coordinator issues student ID cards and oversees the use of the gymnasium and [the weight room](#). The Coordinator emails a [calendar of activities](#) to the Shiprock faculty and staff every month. Copies are shared with students. The Coordinator oversees the student lounges at both North and South Campuses and a small computer lab at North Campus.

Student Recruiter meets with faculty and staff to get updated information on services and academic programs to ensure current and accurate information is distributed to the community and local high schools. The Student Recruiter collaborates with the student support staff in providing [outreach to the local elementary schools](#) by simulating to 5th graders the total college experience on campus: applying to college, enrolling into classes, and graduating with certificates acknowledging their participation in this activity.

Safety and security services: the Branch has four full-time security officers who are scheduled throughout the week at both campuses for the safety of the faculty, staff and students. The security officers are on call during the weekends. Each carries a cellphone for immediate contact during emergencies. The College also has an emergency system connected to all office phones to notify the campus during dire situations. The Shiprock Branch Director and a security officer are members of the [Campus Safety and Emergency Response \(CSER\) Committee](#) sanctioned by the College President since 2016. One of the Shiprock Branch security officers is the chair of the CSER.

Adult Education Program is available for anyone needing a high school equivalency certification. The program is free and is funded by the New Mexico Higher Education Department through the Adult Education Division in Santa Fe. The number of students enrolled into the AE Program by program year (from July to June) are as follows: PY2016 enrolled 79 students with 21 graduates; PY2017 enrolled 97 students with 17 graduates; and PY 2018 enrolled 74 students with 19 graduates.

The HISET, a high school equivalency test, is administered to students wanting to earn HSE certification in New Mexico. Since January 2014 to July 2018, the [HISET](#) has been administered to 363 examinees with 271 graduates earning their New Mexico high school credentials - a 74.7 percent passing rate! This includes examinees from New Mexico, Colorado and Arizona.

b. Evidence of Access to Academic and Other Student and Faculty resources

Library

The library services both Dine College and the local communities. The computer lab with 24 seats is popular among students and faculty as a classroom. Ten computers assigned for community patrons are heavily used. College, community, and [student](#) groups frequently use the library auditorium free of charge. Library outreach programs on summer reading, STEM, health and wellness have become popular among children and youth. Library holdings include a comprehensive collection of Native American, children's, young adult, and leisure reading books, and award winning movies. Senator John Pinto Library is a safe and comfortable place for Dine College students and Shiprock community alike. The library staff assist faculty and students with research needs and will conduct library instruction sessions in classes, when requested by faculty.

[Classroom and Laboratories](#)

The Shiprock Branch has eight general classrooms, five science labs, two specialty classrooms (for cultural arts and biology instruction), two distance education classrooms, and three computers labs used primarily for instruction in business, math, and Dine language.

Workshops

The Counselor, Academic Advisor, Student Recruiter, and the College Success Coordinator offer [workshops](#) to students on topics ranging from time management, “what's your reality,” mental health movie themes, aromatherapy, stress management, and so forth. The Learning Center manager and professional/peer tutors offer academic workshops on topics ranging from using MLA/APA citation styles, math topics, Blackboard/email workshops, brainstorming, how to prepare for tests, test prep for Accuplacer, and so forth.

Financial Aid

Financial Aid is offered to all students who are eligible. The staff in this office work one-on-one with students throughout the financial aid process. The staff conducts workshops to educate students on the financial aid eligibility and expectations. Recently, the college purchased FA software, called Netpartner, to eliminate paperwork and make the process of checking on their financial aid status, etc., more student friendly. The number of students awarded financial assistance for AY2017 was 116 students and for AY2018, 188 students.

New Student Orientation

[New Student Orientation](#) (NSO) is offered in mini-sessions that provide pertinent information on the services that are available. During the mini-sessions students are given copies of the current College Catalog and Student Code of Conduct. In place of the general NSO, a “Meet and Greet” is scheduled in which staff from various college offices and services set up tables to meet students and share information. This is also a time for faculty to meet with students individually to discuss academic programs and expectations.

Student Referrals

[Referral forms](#) are available to faculty and staff. However, most faculty members prefer to call or email the support staff when referring students. All course syllabi include information on the support services available to students. Students are also welcome to walk in to see the counselor, disability coordinator, or other support staff.

c. Admissions, Enrollment, Placement, i.e., student enrollment/advising/success services

To apply for admissions, students have the option of completing the paper or the on-line admissions application. Once all necessary documents have been submitted, an ID number is assigned allowing the student to proceed with the [steps of registration](#). Once registration forms are given to the students they are directed to the Learning Center Manager for the Placement Testing. After test results are explained, the student is referred to either a staff or faculty advisor. All new students must meet with the Academic Advisor or their assigned advisors. All students are given copies of completed degree checklists.

EVALUATION, ASSESSMENT, AND IMPROVEMENT PROCESSES

Evaluation, assessment and improvement process (for the campus, its processes, its staff and faculty, its offerings, student learning, persistence, and completion)

Evaluation and assessment of student learning is consistent across the College. Faculty assess student learning through a variety of ways. The Shiprock Branch hosts the Intercampus Assessment meetings twice per year. [Academic program reviews](#) are scheduled with each School

by the Student Learning Committee. Faculty participation is strongly encouraged and sign in sheets are maintained in the Provost's Office. All assessment information and data are maintained under the Assessment Committee's website.

Improvements in student advising and new student orientation were implemented to enhance student retention and success in addition to these initiatives:

- hold on probationary students until students meets with College Success Coordinator
 - in-class presentations by counselor and tutors on services provided
 - completed degree checklist to all students
 - mandatory advising
 - mandatory attendance to the mini-sessions of the New Student Orientation
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The [2013-2017 Budget Form](#) as well as the [2017-2021 Budget Form](#) ties budget to performance. Each unit is required to submit a quarterly report on the progress being made in meeting the 2015 and [2017](#) institutional goals established by the Board of Regents and the Administration.

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