

NORTHERN New Mexico College



CQR Accreditation Visit Update

Number 4 (April 15, 2016)

3 Ps of CQR

Professionalism

- Dress for Success
- Demonstrate Customer Service
- Reflect Essential Qualities - "Eagle Spirit!"
 - Your Interpersonal Skills
 - Your Attitude
 - Your Leadership Skills

Participation

- Expectation that we all chip in to prepare for visit.
- Schedules permitting, give every effort to attend campus-wide CQR events.
- Be helpful. The visiting team might need directions or walk into your area and ask questions.
- Be "on call" during the visit.

Preparedness

- We all make Northern successful! Demonstrate a common campus culture.
- Know college mission/vision
- Departmental missions and visions
- How our area/work connects to the whole

Accreditor Schedules and Focus Groups

Member of the CQR Team have been working daily to create a schedule that meets the needs of our accreditation team members. The schedule is (and has been) changing from one day to the next. The official schedule probably will not be "set in stone" until days before the visit.



But there are ways we can prepare in general. Members of the staff, faculty, and even student body will take part in Focus Groups. On the schedule, there are Focus Group Meetings by Invitation, **and** there are Open Focus Groups for Faculty and Staff. The purpose of a Focus Group is to have a directed conversation about a specific topic of importance to our College's functions.

Here are some ideas for how to prepare for a focus group:

- **Each session will have an assigned "Greeter"** who has been assigned to give a brief (5-7 minute) introduction. Please allow the greeter to welcome everyone to the room. The greeter will allow everyone to introduce himself or herself – please be brief! – by name and position on campus.
- Greeters will turn the floor over the **Accreditation Team** members who **will take the floor**. The Team will have specific questions pertaining to the area of focus, e.g. Student Life, Faculty, etc.
- **Accreditors are here to gather information about the work** we've been doing. The focus groups should be conversational – what is going well in your area/department? How have you been working to ensure student success?

- **When appropriate, make connections.** We are a small, but might team! How do we support each other's work? How do we work together? What do we do well?
- **Be honest but stay solution based.** There are some challenges we may face, but how do we approach challenges as opportunities for improvement? Keep a positive attitude.
- This is the time to speak up and **toot your own horn, your students' horns and your area/department's horn.** What are you doing well? What are your department members doing well? What makes us unique? What is our shared vision for Northern New Mexico College? Our students? Our greater community?

Keep Professionalism in Mind:

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Honor the group ▪ Come prepared and ready to contribute ▪ Listen – be present ▪ No sidebar conversations ▪ Balance voices in the room ▪ Do not interrupt others | <ul style="list-style-type: none"> ▪ Be honest ▪ Be respectful ▪ Create a safe environment ▪ Give specific examples ▪ Cell phones, tablets, laptops Off ▪ Show gratitude |
|--|--|

Highlights from CQR In-Services: Española and El Rito



Henry Ford

If I have questions, concerns or would like to be more involved, whom can I contact?

Tamara Trujillo, Asst. Director of Institutional Research, 747-2224, tamara@nnmc.edu

Looking to brush up on your CQR Reports? Visit: <http://nnmc.edu/home/academics/accreditation/>