

# NEW MEXICO COLLEGIATE BUSINESS ARTICULATION CONSORTIUM

## CHARTER

Adopted April 13, 2007

### I. Function, Authority, and Responsibilities

The purpose of the New Mexico Business Articulation Consortium is to develop and maintain the business courses articulation matrix for all colleges and schools of business in New Mexico in compliance with New Mexico law and Department of Higher Education rules and regulations. The articulation matrix will identify by course prefix, suffix, title, and learning outcomes, the freshmen and sophomore level courses which can be seamlessly transferred by students among the member institutions.

The Consortium has the authority to modify and approve the articulation matrix and to add courses, subject to the approval of member institutions.

The Consortium is responsible for submitting an approved articulation matrix to the Department of Higher Education and/or the legislature and for nominating a representative from collegiate business programs to any State wide authority or committee charged with managing all articulation agreements and conditions.

In addition, the purpose of the Consortium is to promote communication and collaboration among the member institutions to benefit students majoring in and/or studying business courses.

### II. Organization

#### Membership

The Consortium **membership** will include all two and four year college institutions that teach business courses. Business courses include economics, business law, finance, marketing, management, accounting, statistics and information systems.

#### Voting

Each member institution will have one vote on any matter before the Consortium, although institutions are encouraged to send as many participants to meetings as they wish. All decisions will be by majority vote unless there is a division of opinion between two and four year colleges. In this case, an affirmative vote would require a majority vote from the two year colleges and from the four year colleges.

## Meetings

The Consortium will meet once during the fall semester and once during the spring semester, unless a special meeting is called by the Co-chairs of the Consortium. Typically, meetings will rotate among two and four colleges and meeting planners will strive to have meetings in all quadrants of the state. Meeting times and location will be announced to the membership at least six weeks in advance.

Meetings will normally be scheduled for Friday afternoons and Saturday mornings to better accommodate teaching responsibilities.

## Officers of the Consortium

The Consortium will have Co-chairs, one elected by the membership to represent two year colleges and one elected by the membership to represent four year colleges. Each Co-chair will serve a two year term and may be reelected. To provide continuity, one Co-chair will be elected each year. The Co-chairs will jointly establish the agenda for each meeting and alternate facilitating meetings.

The Consortium will also elect a secretary who will be responsible for minutes of each meeting, scheduling meetings, and maintaining the organizations contact list.

The Co-chair may appoint someone from a member institution to maintain the Articulation Matrix.

The Co-chair may appoint a representative from the member institutions to serve on any statewide committee developing, promoting, changing or promulgating articulation matrices.

The Executive Committee of the Consortium will consist of the Co-chairs and the secretary. They will have the authority to establish the agenda for each meeting and to respond to inquiries from the Department of Higher Education or the Legislature with respect to articulation issues.

## Procedures

When proposing any change and/or addition to the matrix, a copy of the syllabus and any supporting documentation must be filed with the Secretary to be sent to the membership at least one month prior to next business meeting.

Proposals offered at a meeting, not having been sent to the membership one month in advance, may be presented at the meeting and approved within the one month following by electronic voting. The Secretary will be responsible for managing the electronic voting process.

The minutes of each meeting and the revised articulation matrix shall be mailed to the membership and to the Department of Higher Education within 60 days following the meeting date.