

**Minutes
Business Articulation Committee
November 5-6, 2004
TVI Workforce Training Center
Albuquerque, NM**

The meeting was called to order at 1:00 p.m. by Loi Carlson of TVI following a lunch graciously provided by TVI. Participants introduced themselves after which John Wahlstrum of TVI welcomed the group to the TVI campus.

Leticia Chambers, the executive director of the Commission on Higher Education, briefly discussed a number of issues facing New Mexico higher education. These include low production of bachelors degrees, older students than in most states, low persistence to graduation, and impending retirements among high wage workers. She noted that a task force headed by Bill Flores of NMSU and Steve Gamble of ENMU is currently addressing articulation. There is also likely to be legislation to implement common course numbering for all lower division courses beginning with the general education core.

Frank Renz, director of the New Mexico Association of Community Colleges also addressed the group, noting that he had worked with the business articulation group early in the process. He described proposals to gain acceptance of the 35 credit general education core as a package, recognize transfer modules as a block that would complete the first two years of the student's education, establish the same requirements for similar degree programs and high demand programs, establish a bachelors of applied science, support collaboration of faculty in individual disciplines on a regular basis, recommend a common course numbering system, incorporate common language about transfers in the catalogs of institutions, provide good quality information about financial aid options, establish measurable goals for access and student success and extend articulation in the other direction (toward the high schools).

Common Course Numbering Wilfred Beaupre introduced the topic of common course numbering for courses in the business articulation matrix and described the work of the committee that was established at the spring meeting of the business articulation committee. He also acknowledged the work of Bobbie Green of NMSU in support of the committee. Bobbie then presented the details of the proposal from the common numbering system committee as follows:

ACCT 2301	Principles of Accounting
ACCT 2302	Principles of Accounting II
ACCT 2303	Intermediate Accounting
BLAW 2301	Business Law I
BLAW 2302	Business Law II
BUSA 1301	Introduction to Business
CIS 1301	Introduction to Business Information Systems
ECON 2301	Principles of Economics (Macro)
ECON 2302	Principles of Economics (Micro)
FIN 2301	Principles of Finance
MGMT 2301	Principles of Management
MKTG 2301	Principles of Marketing
STAT 2301	Principles of Statistics

In this numbering system the first digit indicates the year in which the course would normally be taken, the second indicates the number of credits for the course and the last two digits identify the particular course.

A number of issues were discussed. (1) Since the four year institutions are teaching some courses at the upper division level, formula funding would require a distinction in coding. This might be addressed by numbering a course such as BLAW 2301 as BLAW 3301 at the four year institutions. The catalog would then note that BLAW 3301 is the equivalent course content of BLAW 2301. (2) It was noted that a cross walk may be necessary to address special problems. (3) Where the four year schools accept 200 level courses in place of their 300 level courses, students may still have to complete upper division courses. (4) Similar courses may involve different numbers of credits. (5) Common competencies are a goal for these courses. (6) Some of these course numbers, such as for statistics, may fall outside the business area and require the consent of other groups. The math articulation group, for example, could address the statistics issue.

After discussion, the numbering system was approved with the understanding that each of the schools would go back to their institutions to obtain feedback on the course titles and numbers. Any feedback should be sent to Kathy Brook by November 30. Each institution should also send to Kathy Brook the names of people in each discipline who will assist in developing the core competencies.

Update of the Matrix

Changes were incorporated that were approved at the spring 2004 meeting. Loi Carlson will e-mail copies of the matrix to the group and will send a copy to the CHE. It was noted that UNM is allowing students to test out of CS 150 and is now accepting STAT 145.

The possibility of increasing the number of columns in the matrix was discussed and it was agreed that expansion of the matrix would be delayed until fall.

Business Meeting

It was agreed that the spring meeting would be held at WNMU in Silver City on March 4-5, 2005. Between now and then the discipline groups will meet via e-mail. It was proposed that there be co-chairs of each group (one from a two year institution and one from a four year institution). This proposal was approved.

Tax Help New Mexico

Fred Gordon of TVI made a presentation on Tax Help New Mexico, which was started about 30 years ago as a VITA program. It is noteworthy that there is about \$30 million in unclaimed earned income tax credits in New Mexico. This program can assist taxpayers in capturing those funds.

Fred has promoted the program around the country during the past semester.

Recorded by Kathy Brook, NMSU