Minutes
New Mexico Collegiate Business Articulation Consortium
Spring 2013 Meeting
Central New Mexico Community College/University of New Mexico
Albuquerque, NM
April 19-20, 2013
http://business.nmsu.edu/administration/articulation/

Present for general meeting: Dawn Addington (CNM), Harry Anderson (Luna), Peter Anselmo (NMTECH), Ali Arshad (NMHU), Ali Arshad (NMHU), Laurie Barfitt (WNMU), Kathy Brook (NMSU-LC), Ann Brooks (UNM), Ann Brooks (UNM), Kathleen Finn Brown (SFCC), Becky Carruthers (Clovis), Garrey Carruthers (NMSU-LC), Terri Castillo (NMMI), Cindy Chavez (SFCC), Susan Cook (NMSU-Alamogordo), Rob Del Campo (UNM), Ron Flury (ENMU-Roswell), Juanita Fraley (Dine), Renée Garcia (Luna), Catherine Hain (CNM), Jim Halstead (SJC), Chris Howell (NMJC), Sharon Johns (UNM – Los Alamos), Barbara Johnston (CNM), Jon Juarez (DACC), Jack Kant (SJC), Diane Klassen (ENMU-Roswell), Jackie Lamoureux (CNM), Marian Matthews (CNM), Lorraine Miller (ENMU-Roswell), Jim Nelson (NMSU-LC), Emmanuel Nkwenti (NMHU), Veena Parboteeah (ENMU), Monica Sanchez (Clovis), Krista Sutton (ENMU-Roswell), Ray Walker (Clovis), Jeff Wilkins (SIPI)

Institutions not represented: Northern New Mexico College, UNM-Gallup, Mesalands, UNM-Valencia, NMSU-Grants. Jef Cotham (Mesalands) was unable to attend due to illness.

Discipline meetings were held on Friday, April 19, for Finance and Information Systems along with a meeting to discuss charter revision. The Economics meeting was held after the general meeting on April 20.

Present for charter meeting: Dawn Addington (CNM), Laurie Barfitt (WNMU), Kathy Brook (NMSU), Ann Brooks (UNM), Kathleen Brown (SFCC), Becky Carruthers (Clovis), Terri Castillo (NMMI), Ron Flury (ENMU-Roswell), Juanita Fraley (Diné), Renée Garcia (Luna), Jim Halstead (SJC), Jon Juarez (DACC), Jack Kant (SJC), Jackie Lamoureux (CNM), Marian Matthews (CNM), Lorraine Miller (ENMU-Roswell), Veena Parboteeah (ENMU), Monica Sanchez (Clovis), Kim Seifert (DACC), Sue Stockly (ENMU), Jon Strahan (NMSU-Carlsbad), Krista Sutton (ENMU-Roswell), Jeff Wilkins (SIPI), Bart Womack (SJC)

Present for economics meeting: Dawn Addington (CNM), Harry Anderson (Luna), Ali Arshad (NMHU), Laurie Barfitt (WNMU), Ann Brooks (UNM), Kathleen Brown (SFCC), Becky Carruthers (Clovis), Terri Castillo (NMMI), Juanita Fraley (Diné), Renée Garcia (Luna), Jim Halstead (SJC), Sharon Johns (UNM), Jon Juarez (DACC), Jack Kant (SJC), Diane Klassen (ENMU-Roswell), Robin Kuykendall (Clovis), Monica Sanchez (Clovis), Kim Seifert (DACC), Sue Stockly (ENMU), Bill Taylor (NMHU), Ray Walker (Clovis), Ben Widner (NMSU), Jeff Wilkins (SIPI), Bart Womack (SJC)

Present for information systems meeting: Sonia Araiza, Yolanda Alvarez, Harry Anderson (Luna), Laura Bachaul, Laurie Barfitt (WNMU), Nick Berry, Kathy Brook (NMSU), Ann K. Brooks (UNM), Kathleen Brown
Present for finance meeting: Dawn Addington (CNM), Harry Anderson (Luna), Ali Arshad (NMHU), Laurie Barfitt (WNMU), Kathleen Brown (SFCC), Becky Carruthers (Clovis), Susan Cook (NMSU-Alamogordo), Greg Dye (SFCC), Reneé Garcia (Luna), Diane Klassen (ENMU-Roswell), Monica Sanchez (Clovis), Kim Seifert (DACC), Sue Stockly (ENMU), Jon Strahan (NMSU-Carlsbad), Jeff Wilkins (SIPI), Bart Womack (SJC)

The general meeting was called to order at 8:15 a.m. by Garrey Carruthers, co-chair, who expressed appreciation for the work of the UNM Anderson School and CNM in hosting the meeting and especially for the refreshments provided on both days. Thanks to Ann Brooks and Dawn Addington for their efforts in organizing the meeting.

Becky Carruthers, co-chair, presided over the meeting. She began by welcoming to the meeting Mark Maier of Glendale Community College who will be meeting with the Economics group after the conclusion of the general meeting.

Minutes: The minutes of the fall 2012 meeting were approved as circulated with the exception that the final version of the minutes will be amended to show that Sharon Johns is from UNM-Los Alamos.

CLEP Credit as a possible addition to the matrix: Dawn Addington has been asked by a team at CNM to bring the issue of CLEP credit to the business articulation group. The team has been working on issues of timely degree completion and is interested in whether there can be statewide agreement on the scores used in providing CLEP credit for particular courses. National CLEP challenge exams are available for principles of accounting, finance, management, and marketing as well as economics. Dawn proposed the creation of a subcommittee to review the exams and recommend some “cut” scores for the purpose of awarding credit for the courses that already appear on the matrix. Dawn expressed her willingness to head the subcommittee, which would include representatives of the two-year and four-year institutions. In the discussion, it was noted that this might not be something to be included on the matrix even if there is agreement on the “cut” scores.

It was moved and seconded (Marian Matthews/Sue Stockley) that we create a subcommittee to consider a systematic approach to CLEP credit for business and economics courses. The motion was
approved and it was agreed that Dawn would be the chair. Volunteers to participate should contact Dawn at dawna@cnm.edu

Information Systems Subcommittee: Jon Juarez reported on the discussion of computer literacy and applications courses at the information systems subcommittee meeting on April 19. The outcome was the recommendation to the general meeting that the core competencies be modified. The current competencies include 12 items with the requirement that 75% be covered by courses that are articulated as BCIS 1113, Introduction to Information Systems. The new competencies identify 8 of the twelve as required and the remainder as optional.

It was moved and seconded (Jon Strahan/Veena Parboteeah) that the new competencies be approved. The motion passed. The following competencies become effective fall 2013.

Required: Students will be able to:
1. Describe basic information technology terminology.
2. Identify and use hardware components of IT systems.
3. Describe and apply concepts of file management.
4. Describe the basic concepts of application and operating systems software.
5. Describe the basic concepts of information management, databases, and database management systems.
6. Identify and explain important ethical, security, and privacy issues in information systems.
7. Create and use spreadsheets.
8. Use Internet search engines for research.

Optional: Students will be able to
1. Describe and use IT systems for communications (e.g., word processing, presentation software, email, etc.).
2. Describe the social impact of information technology.
3. Describe the international impact of IT issues.
4. Create and use databases.

Finance Subcommittee: Monica Sanchez reported that at its meeting yesterday, the Finance Subcommittee discussed the addition of the new column (Introduction to Finance) to the matrix that had been approved in the fall. When the matrix is updated later in the meeting, schools will identify which Finance courses belong in which column.

Charter Revision: At the last general meeting it was suggested that we consider revising the charter of the Consortium. Yesterday Kathy Brook led a discussion of the charter beginning with some suggested changes that were circulated before the meeting. Proposed changes included elimination of the requirement that the meetings rotate among two-year and four-year schools and move around the state, clarification of when elections of the co-chairs occur, and establishment of a five year time interval for reviewing previously articulated courses. At the meeting there was also interest in modifying the requirements concerning participation in the meetings of the consortium.

Following considerable discussion the following revised charter was approved.
NEW MEXICO COLLEGIATE BUSINESS ARTICULATION CONSORTIUM

CHARTER

Revised April 2013 (changes are highlighted)
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 crosswalk number and school course ID the courses which can be seamlessly transferred by students among the member institutions. The Consortium will review all courses in each column in the matrix on a regular schedule for compliance with the core competencies with such reviews occurring at intervals of no more than five years. The Consortium may establish discipline subcommittees to review compliance with core competencies and report to the Consortium.

The Consortium has the authority to modify and approve the articulation matrix and to add courses as defined in the procedures section.

The Consortium is responsible for annually submitting after the spring meeting 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. 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 during the spring meeting. The two year school Co-chair will be elected in odd-numbered years and the four year Co-chair will be elected in even-numbered years. 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-chairs may appoint someone from the Consortium to maintain the Articulation Matrix.

The Co-chairs may appoint a representative from the Consortium 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

Certifying a course: When a school proposes a course for inclusion in the matrix, the school shall submit a copy of the syllabus and any supporting documentation to the chair of the discipline subcommittee three months prior to the next Consortium meeting. The sub-committee chair will notify the school and the Consortium secretary of the recommendation of the discipline subcommittee for distribution to the members at least one month prior to the Consortium meeting. The Consortium will vote to accept or reject the subcommittee’s recommendation at its meeting.

Discipline subcommittees: Electronic meetings decisions are not valid unless a majority of the schools on the matrix have voted. Decisions approved by a discipline subcommittee must then be taken to the general assembly of the New Mexico Collegiate Business Articulation Consortium for approval.

Changes in competencies: Changes in competencies for courses in the articulation matrix become applicable in the next academic year following the adoption of the change.
Minutes and matrix updates: The minutes of each meeting and the revised articulation matrix shall be posted on the Consortium website and distributed to the membership and to the Department of Higher Education within 60 days following the meeting date.

**Participation Requirement**

Representatives of schools are expected to attend the general meetings of the Consortium each academic year. Schools that miss a general meeting will be notified that their courses are in jeopardy of being removed from the matrix for failure to attend. Failure to attend two consecutive general sessions will result in the courses at the school being removed from the matrix. Courses must be recertified to be placed on the matrix again.

In the discussion, it was noted that it is sometimes difficult for small schools to be represented at the meetings and it was suggested we consider the possibility of allowing participation via Skype when that is the only alternative for participation. It was also noted that there is nothing in the charter to prevent a school from addressing the consortium about absences on a case by case basis. Schools that miss meetings will be notified in writing with a follow up phone call to confirm that they have received the notification.

**Matrix Update:**

**ENMU:** Add FIN 201 to the BFIN 2013 column.

**NMHU:** Replace MIS 145 with CIS 101 in the BCIS 1113 column.

**NMSU:** Replace ACCT 252 with ACCT 221 in the ACCT 2113 column and replace ACCT 251 with ACCT 222 in the ACCT 2123 column

**Northern NM:** Not present for the general meeting.

**NM Tech:** No change.

**UNM:** No change.

**WNMU:** No change.

**CNM:** Enter CIN 2210 in the BFIN 2013 column.

**Clovis:** Move FIN 201 from BFIN 2113 to BFIN 2013.

**Diné:** No change.

**ENMU-Roswell:** Change the BCIS 1113 entry to CAS 185 or CAS 151.

**Luna:** Move BUS 120 from BFIN 2113 to BFIN 2013.

**Mesalands:** Not present for the general meeting.

**NMJC:** Move BU 213A from BFIN 2113 to BFIN 2013.

**NMMI:** No change.

**NMSU-Alamogordo:** Move FIN 210 from BFIN 2113 to BFIN 2013 and change ACCT 251 and 252 as noted above for NMSU.

**NMSU-Carlsbad:** Move FIN 206 from BFIN 2113 to BFIN 2013 and change ACCT 251 and 252 as noted above for NMSU.
Doña Ana: Move FIN 206 from BFIN 2113 to BFIN 2013 and change ACCT 251 and 252 as noted above for NMSU.

NMSU Grants: Not present for the general meeting.

SJC: Delete entry in BFIN 2113 column and delete ACCT 175 and ACCT 176 from the ACCT 2113 column.

SFCC: No change.

SIPI: Move BFIN 211 from BFIN 2113 to BFIN 2013.

UNM-Gallup: Not present at the general meeting.

UNM-Los Alamos: No change.

UNM-Valencia: Not present at the general meeting.

**Election of Two-Year Chair:** Becky Carruthers was elected to another term as co-chair of the Consortium.

**Transfer Module:** Kathy Brook will follow up with the four year schools concerning the number of free electives in their programs so that this information can be added to the transfer module. It was also agreed that Principles of Finance will be deleted from the module and that lines for Introduction to Finance and Corporate Finance will be added.

**Plans for the 2013-2014 meetings:** The fall meeting is planned for October 4-5 at New Mexico Tech in Socorro and the spring meeting is tentatively scheduled for April 18-19 in Albuquerque.

Schedule of Friday meetings in the fall: Economics: 1:00-3:00 p.m.
Accounting: 3:00-5:00 p.m.

Ann Brooks and Jon Juarez will be working on the use of Sky Drive for sharing of Consortium materials.

The meeting was adjourned at 10:15 a.m.