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.