



**Higher Education Department and Public Education Department  
Alignment Task Force  
“Aligning New Mexico’s High School Competencies with College Placement Requirements”**

**Statewide Dual Credit Agreement Committee**

CNM Workforce Training Center

Room 103

5600 Eagle Rock Ave NE

Albuquerque, NM 87113

*Monday, April 21, 2008*

1:00 pm – 4:00 pm

**Attendees**

**Terry Babbitt**, UNM  
**Edward Bortot**, PED  
**Al Buyok**, San Juan College  
**Susan Castañeda**, Los Lunas Schools  
**Mike Cleary**, NMSU-Carlsbad  
**Mike Costello**, NNMC  
**Don Duran**, PED  
**Frances Duran**, UNM-Valencia  
**Anna Dyson**, NMSU  
**Danny Earp**, NM Indep Comm Coll Assoc  
**Rebecca Estrada**, Santa Fe CC  
**Walter Feldman**, Middle College H S  
**Tanya I. Garcia**, NMHED  
**Sionna Grassbaugh**, CNM  
**John Gratton**, New Mexico Junior College  
**Elizabeth Gutierrez**, NMHED  
**Leah Gutierrez Wier**, Albuquerque P S  
**David Harrell**, LESC  
**Diane Klassen**, ENMU-Roswell

**Marcia Knight**, PED  
**Melissa Lomax**, PED  
**Len Malry**, NMHED  
**Susan McKee**, Digital Arts & Tech Academy  
**Jean Morrow**, Clovis CC  
**Renee Neely**, ENMU  
**Christy Neill**, ENMU-Ruidoso  
**Elizabeth Ratzlaff**, NMHU  
**Patricia Romero**, Luna CC  
**Jary Rupe**, NMSU-Alamogordo  
**Ida Stover**, ENMU-Roswell  
**Tom Sullivan**, NMCSA  
**Louie Torrez**, Walatowa High Charter Sch  
**Henry Trujillo**, UNM-Taos  
**Hank Vigil**, UNM-Valencia  
**Kathryn Vigil**, UNM-Los Alamos  
**Carey Walker**, WNMU  
**John Walker**, NMSU-Doña Ana  
**Marc Wunder**, US Senator Jeff Bingaman

**MEETING NOTES**

**Welcome and Introductions**

HED/PED Alignment Task Force Co-Chair Liz Gutierrez welcomed the 38 participants who attended the Dual Credit Committee meeting on Monday, April 21, 2008 at the CNM Workforce Training Center. Attendees represented school districts, charter schools, colleges, universities, PED, HED, LESC and the office of U.S. Senator Jeff Bingaman.

**Update on LESC Dual Credit Instructional Materials Workgroup**

LESC Analyst David Harrell provided an update on the LESC workgroup that has met twice during the interim to discuss textbooks costs related to dual credit and methods of disbursing state funds to school districts. LESC Chairman Representative Rick Miera requested this workgroup of stakeholders, including college bookstore managers and superintendents of state-supported schools. During the 2008 session, the NM Legislature appropriated \$1.3 million for dual credit in the Instructional Materials Fund. The workgroup is considering recommending a sub-fund within Instructional Materials for dual credit available on a reimbursement basis to eligible public schools. At its April meeting, college bookstore managers Melanie Sparks (UNM) and Jacque Ochs (Clovis CC) estimated the average cost of dual credit textbooks at \$77 per course.

## Proposed Rule Changes

Marcia Knight, NMPED and Tanya I. Garcia, NMHED presented the changes to the proposed dual credit rules. Marcia reviewed six definitions: advanced placement course, classification of instructional programs, common core, concurrent enrollment, developmental course and remedial course.

A spirited discussion on advanced placement and dual credit has prompted HED and PED to remove the advanced placement definition and form a workgroup to clarify the relationship between these two curricula to increase college-going for high school students.

The definition of concurrent enrollment shall be revised as follows:

*“Concurrent enrollment” refers to enrollment of high school students in courses at the postsecondary level that are not designated as dual credit. This includes courses not listed within the dual credit master agreement between the eligible district and postsecondary institution. Students who are concurrently enrolled may also be enrolled in the dual credit program if they meet eligibility requirements as specified in 5.55.4 NMAC and 6.30.7 NMAC.*

Based on the comments of several higher education representatives, Tanya proposed and participants agreed to change references to “secondary schools” in the dual credit rules and master agreement to “district,” since the 6.30.2.9 NMAC definition of “district” includes charter schools and state-supported institutions. Moreover, the group concurred with the following revision of the “district” definition to clarify its meaning:

*“District” as defined in 6.30.2.9 NMAC means a public school district, including a charter school or charter school district, a state-supported educational institution and a state-chartered school.*

PED Assistant Secretary for Charter Schools, Don Duran, further clarified that superintendents of the 89 regular public school districts have discretion over whether district-approved charter schools would enter into separate agreements with eligible postsecondary institutions. Furthermore, Walter Feldman, Principal of the Middle College High School, mentioned [SB257](#) (*click on link*) of 2008 sets limits on district-approved charter schools. State-chartered schools will enter into separate agreements with postsecondary institutions.

Participants agreed with the minor changes to the Dual Credit Request Form, which include the schedule number (instead of the catalog number) and course section number for each course a high school student is able to take for dual credit. In addition, attendees recommended that the postsecondary institution keep the original Form and to send a copy of the Form to the high school representative. This change means that the student no longer bears responsibility for delivering a copy of the completed Form to the high school once he or she obtains postsecondary approval. Postsecondary institution representatives would send approved Forms to appropriate high schools in batches. Attendees representing the higher education institutions expressed an interest in obtaining the Dual Credit Student Course file developed to collect dual credit data in the New Mexico Higher Education Department Data Editing and Reporting (DEAR) system.

Tanya presented new language regarding tribal students in the Non Public School Student section of the dual credit proposed rules; participants felt the original language should remain:

*A home school, private school, or tribal school student who meets the eligibility criteria may receive both high school and college credit, provided that the student pays the full cost of the college courses.*

The group agreed to recommend to the LESC the inclusion of tribal secondary school students within the state dual credit program. Out of the 40 federally-funded Bureau of Indian Education schools in New Mexico, 11 serve high school students. The PED Indian Education Bureau oversees the Indian Education Fund, which receives annual appropriations from the NM Legislature. State statute supports the use of these funds to increase American Indian access to postsecondary education. In addition, college students at tribal colleges and universities are eligible to receive the New Mexico College Affordability Grant. Last, tribal colleges and universities in New Mexico are now eligible to apply for capital projects funding.

### **Dual Credit Master Agreement**

Liz reviewed the dual credit rules pertaining to changes in the dual credit master agreement. The rules state:

With the exception of the appendix, the agreement may not be altered or modified by either party.

Postsecondary institutions and districts are expected to type in their respective names at the top of the agreement and leave the remainder of the agreement unchanged, with the exception of the appendix. Parties to the agreement may add a second appendix with information specific to their programs.

### **Update on Dual Credit Council Appeals Process**

Edward Bortot, PED Humanities Bureau Program Manager and member of the Dual Credit Council, updated the group on the Dual Credit Council Appeals process. Eddie has conducted internet searches of various appeals processes and is compiling a draft process for the Appeals Process Workgroup to review during a May 21 conference call.

### **Dual Credit Brochure**

Tanya solicited comments from attendees on the dual credit brochure. Brochures are available online on the Dual Credit Committee page:

<http://inst.hed.state.nm.us/content.asp?CustComKey=199036&CategoryKey=317187&pn=Page&DomName=inst.hed.state.nm.us>

### **Next Steps**

Liz reviewed next steps:

- Make changes to rules and agreement by **April 30, 2008**
- Dual Credit Public Hearing: Friday, **May 30, 2008**, 1:00 – 3:00 pm, Mabry Hall, Jerry Apodaca Education Bldg, 300 Don Gaspar, Santa Fe
- LESC Meeting: Dual credit will be on the agenda for the **September 8-10, 2008** meeting in Raton, NM
- Form a dual credit workflow group to study processes and documents (electronic dual credit request form)
- Consider the creation of a withdrawal form for dual credit courses
- Form an AP workgroup to differentiate and clarify these advanced curriculum courses from dual credit courses

The meeting adjourned at 3:30 p.m.