



ACCOUNTING AND FISCAL ACADEMY



MINUTES OF THE ASSEMBLY AND CETYS MEETINGS

University

This document has the minutes of the Assemblies and meetings of the Academy where the agreements, documents, and carried out works are expressed.

Director of Business
& Administration

**Accounting & Fiscal
Academy**

10/15/2009

Content

ORDER OF THE DAY OF THE MEETING AT A SYSTEM WIDE LEVEL OF THE ACCOUNTING AND FISCAL ACADEMY: October 6, 2009. 3

REGISTRATION APPLICATION 4

RULES AND REGULATIONS (October 2009 project)..... 5

PARTICULAR MISSION OF THE PROGRAM: **Error! Bookmark not defined.**13

OBJECTIVES OF THE PROGRAM (Project)..... **Error! Bookmark not defined.**14

LEARNING OUTCOMES OF THE CPI ACADEMIC PROGRAM (Project):..... 15

INSTITUTIONAL LEARNING OUTCOMES (WASC):..... **Error! Bookmark not defined.**16

PROGRAM EFFECTIVENESS: **Error! Bookmark not defined.**17

MINUTES OF THE ASSEMBLY AND MEETINGS OF THE ACCOUNTING & FISCAL ACADEMY 18

MINUTES OF THE ASSEMBLY **Error! Bookmark not defined.**19

Meetings of the Academies at a System level to agree on the axis 1 courses: Holistic education training and preparation for the subsequent work and education of the academic program..... 19

Day: Monday, February 23, 2009..... 24

Day: Wednesday, March 4, 2009 25

Day: Wednesday, March 11, 2009 26

Day: Thursday, March 25, 2009..... 27

ORDER OF THE DAY OF THE SYSTEM WIDE MEETING OF THE ACCOUNTING AND FISCAL ACADEMY: October 6, 2009.

1. Comments to the proposal of the rules and regulations sent.
2. To design the strategy to get faculty from the three Campuses (full-time, part-time, and adjunct), the outstanding professionals in similar careers, the Offices, Colleges, alumni, and Associations involved by getting incorporated to the Academy.
3. To summon, especially the Ensenada faculty, to get incorporated into the tasks of the Academy.
4. To summon for the election of the faculty board and the approval of the Rules and Regulations:
 - a. President.
 - b. Spokesperson.
 - c. Secretary.
 - d. Technical Secretary.Date of election and approval of the Rules and Regulations: October 15, 2009, 6:30 pm via Videoconference.
5. Revision of the Mission and the Vision.
 - a. Mission.
 - b. Vision.
 - c. Objectives of the program.
 - d. Graduate profile.
 - e. Institutional learning outcomes for WASC purposes (Evidence 35).
6. Comments to the document sent by Dr. Rocha regarding the program's effectiveness (Employer Study Survey); this remained pending for next assessment meeting.
7. Learning outcomes of the program.
8. Verify the program's structure (proposed curriculum).
9. WASC visit.

Send:

- ✓ Request for registering into the Academy (attached).
- ✓ Rules and Regulations
- ✓ Mission and Vision
- ✓ Employer Study Survey
- ✓ Evidence 35 for WASC
- ✓ Proposed curriculum
- ✓ Criterion 2 (Standard 2)

CETYS UNIVERSITY

DIRECTOR OF THE COLLEGE OF BUSINESS AND ADMINISTRATION
ACCOUNTING AND FISCAL ACADEMY

REGISTRATION APPLICATION

Name: _____

Telephones: _____ E-mail _____

Full-time faculty () Part-time faculty () Adjunct faculty: ()

Bachelor's degree and the last academic degree obtained:

Years of teaching experience: _____

Specialization area: _____

Courses taught:

Available schedule:

I appreciate the attention of inviting me to actively participate in the works that the Accounting and Fiscal Academy of the CETYS University System has to carry out. I will put all my effort and dedication to comply with the established goals for such Academy.

_____, B. C., _____ 2009.

Signature:

**DIRECTOR OF THE COLLEGE OF BUSINESS AND ADMINISTRATION
ACCOUNTING AND FISCAL ACADEMY**

CENTRO DE ENSEÑANZA TÉCNICA Y SUPERIOR

ACCOUNTING AND FISCAL ACADEMY

RULES & REGULATIONS (October 2009 Project)

CHAPTER I

GENERAL COMMENTS

1ST ARTICLE. The provisions from these Rules and Regulations have as a purpose of detailing the type of work of the Faculty Academy, so that the Syllabi and Academic Plans of the Bachelor's degree in International Public Accounting can be incorporated. This is why these Rules and Regulations are issued, and they will regulate the activities of the Academy under the following guidelines.

CHAPTER II

DEFINITIONS

2ND ARTICLE. To reach a higher quality education, there is the need of having in operation different supporting and consulting bodies within the School of Business and Administration; the Academy's work is essential for keeping and increasing the efficiency of the Syllabi that assure the alumni's academic quality.

3RD ARTICLE. Academy is understood by the collegiate body of the Accounting and Fiscal area that will carry out the pointed out functions on the 13th Article of the present rules and regulations.

4TH ARTICLE. The Academy will be composed of the Full Time, Part Time, and adjunct faculty that make up the Bachelor's degree in International Public Accounting curriculum.

5TH ARTICLE. Public Accountants and Law Degree Graduates that have full recognition locally could be part of the Academy, and that under the Institution's judgment, as invited guests, they could support the works, projects, and research of the Academy with the right to speak only.

CHAPTER III

OBJECTIVES

6th ARTICLE. The general objectives of the Academy are:

- a) To periodically evaluate the duration, orientation, and restructuring of the curriculum and the programmed contents of the courses that comprise the Syllabi of the Bachelor's degree, so they can be coherent with the requirements of the different sectors of society.
- b) To make a proposal to the Director of the creation of compulsory, optional, or specialization courses that the program requires.
- c) To design new didactical methodologies and strategies for instrumentation and evaluation.
- d) To propose, via the Director, the acquisition of didactical and bibliographical material that supports the academic activity.
- e) To establish strategies and learning assessment tools.
- f) To promote before the Director the training, updating, and continuous improvement of the academicians.
- g) To carry out all those activities which promote the development of the substantial functions of teaching, research, culture spreading, and university extension.

CHAPTER IV

INTEGRATION

7th ARTICLE. All the Faculty of the courses that comprise the Syllabi of the Bachelor's degree that the School offers will be members of the Academies; as long as they keep active by working on their distinguished chair. This is an honorary position that doesn't represent an additional economic compensation.

8th ARTICLE. The nature of member of the Academy is lost due to:

- I. Death
- II. Strong responsibility issues that go against the Faculty Rules and Regulations, or to the Legal Statute of the Institution.
- III. To have more than three absences to the Academy's meetings with no justification whatsoever.
- IV. To stop belonging to the School of Business and Administration.

9th ARTICLE. The Academy will have a President, a Secretary, and a Technical Secretary. For them to be elected they should have a minimum teaching experience of three years, preferably to be full-time faculty, to be teaching a course pertaining to the Academy they represent, and by taking into account also the participation and performance shown in the assigned tasks.

10th ARTICLE. To be President of the Academy it is required:

- I. To be full-time faculty of the School of Business and Administration with a seniority of at least six semesters within some area of knowledge.
- II. Not to be an executive of the School of Accounting and Administration.

11th ARTICLE. To be Secretary of the Academy it is required:

- I. To be full-time faculty of the School of Business and Administration with a seniority of at least six semesters within the area of knowledge.
- II. Not to be an executive of the College of Accounting and Administration.

12th ARTICLE. The assignment of the President, the Secretary, and the Technical Secretary will be carried out as a proposal from the Director of the College of Business and Administration who will be able to consider the ones presented by the members of the Academies that in turn will have to be supported in the meeting by the Technical Council; they will ratify or rectify it. They will have a two-year period representation, and it could be ratified for a new period.

CHAPTER V

FUNCTIONS

13th ARTICLE. The functions of the Academy are, among others:

- I. To analyze and restructure the syllabi.
- II. To analyze and update the curriculum of courses of the syllabus according to the needed updating of the program, and of the social needs that the alumni must satisfy.
- III. To update the programmed contents of the courses, from the syllabi, and the updating of the basic and complementary needed bibliography.
- IV. To provide a proposal that would be considered appropriate to optimize the teaching-learning process.
- V. To implement the department exams per course.
- VI. To create and integrate the results obtained from the courses, good decisions and not so good ones, by using notes per department and by creating a bank of information; such results will in turn be used in the course syllabus modification or adaptation and, if need be, to take them out of the curriculum.
- VII. To analyze the programmed advances for detecting and solving the process deviations per semester.
- VIII. To evaluate per semester the syllabi compliance, by faculty, and by implementing the mechanisms they deem convenient.
- IX. To propose by semester to the College of Business and Administration the needed

courses for faculty training and updating both in the courses they are teaching and in the application of adequate didactical techniques.

- X. To assign faculty teaching academic remedial courses or tutorials to students of low academic performance.
- XI. Others that might show up on the teaching activity.

14th ARTICLE. The functions of the President of the Academy are:

- I. To represent the Academy in all of its competency matters which are summon.
- II. To prepare with the Secretary's coordination the Semester Work Plan of the Academy.
- III. To summon the needed work sessions to comply with the Plan of the Academy.
- IV. To prepare the Order of the Day that corresponds to each Session.
- V. To coordinate the sessions of the Academy for achieving a better communication, participation, and cooperation among the members of the Academy.
- VI. To make sure that the objectives and functions of the Academy are being complied with.
- VII. To verify that the agreements reached in the Academy, as well as the tasks assigned to the members, are being complied with adequately.
- VIII. To double check that the minutes of the sessions, as well as of keeping a consecutive record, are being prepared by attaching the verifying documents.
- IX. To submit in writing each year, and prior to the beginning of the school year, a written report on the activities of the Academy to the Director of the College of Business and Administration, and to the College Director.
- X. To record the statistics of faculty compliance for attending the Sessions of the Academy by submitting to the College Director the respective report, and to give the corresponding official document to faculty that comply with their academic activities.
- XI.

15th ARTICLE. The functions of the Secretary are:

- I. To substitute the President of the Academy in his functions during his temporary absences.
- II. To prepare the Semester Work Plan in coordination with the President of the Academy.
- III. To prepare the Order of the Day of each Session in coordination with the President of the Academy.
- IV. To prepare the summons and to deliver them in a personal way, via telephone, written, or through e-mail to faculty for carrying out the Sessions of the Academy; by becoming responsible of its full distribution among all the members of the Academy.
- V. To prepare the minutes of each Session by gathering the signatures of all the attendees and by keeping its register and archive updated.
- VI. To gather the corresponding documentation for each session.
- VII. To forward a copy of the resolutions of the minutes of the Sessions to the College Director for his knowledge, and he could, in case he deems necessary, inform the Director of the College of Business and Administration.
- VIII. To prepare the corresponding reports in coordination with the President of the Academy.

16th ARTICLE. The Technical Secretary has the following functions:

- I. To prepare the Semester Work Plan in coordination with the President of the Academy.
- II. To analyze and update the curriculum of the corresponding courses of the syllabi in coordination with the members of the Academy.
- III. To update the programmed contents of the courses of the syllabi, and the updating of the basic and complementary needed bibliography in coordination with the members of the Academy.
- IV. To coordinate the members of the Academy for the preparation of the most appropriate methodology proposals for optimizing the teaching-learning process.
- V. To incorporate the work teams of the Academy for the implementation of the departmental exams by course.
- VI. To create and integrate the results obtained from the courses, good decisions and not so good ones, by using notes per department and by creating a bank of information; such results will in turn be used in the course syllabus modification or adaptation and, if need be, to take them out of the curriculum.
- VII. To coordinate the assigned work teams with the members of the Academy for analyzing programmed advances with the purpose of detecting and solving every semester the deviations in the process.
- VIII. To participate on the semester evaluation of the compliance of the syllabi by faculty, and by implementing the mechanisms that are considered convenient.
- IX. To prepare the semester proposal that will be sent to the Director of Business and Administration, and the necessary courses for faculty training and updating; both on the courses they teach as well as in the application of the proper didactical techniques.
- X. To prepare the corresponding reports in coordination with the President of the Academy.

CHAPTER VI

THE RIGHTS AND OBLIGATIONS OF THE MEMBERS

17th ARTICLE. The rights of the members of the Academy are:

- I. To vote for a faculty proposal to hold the positions of President and Secretary of the Academy, and to take it to the Director of the College of Business and Administration who would definitely appoint someone in accordance to the 12th article of the current rules and regulations.
- II. To propose and be proposed to be part of the committees that carry out different activities of the Academies.
- III. To have the right to vote on the agreements and deliberations taken by the Academy they belong to.

IV. To verify and propose the corrections, if need be, to the minutes of the previous session.

18th ARTICLE. The members of the Academy have the obligation of attending on time the summoned meetings.

I. To actively participate in them.

II. To perform professionally the commissions and activities that they are assigned.\

CHAPTER VII

ACADEMY MEETINGS

19th ARTICLE. Faculty time destined to Academy activities should be carried out with professional ethics and responsibility by making sure that this commitment is complied with in an efficient and effective way.

20th ARTICLE. To carry out its own related activities, the members of the Academy should meet when they deem necessary, and according to the work plan. The College Director should grant space, equipment, and tools to make the tasks in it possible.

21st ARTICLE. The Academy must meet on a monthly basis, or to summon extraordinary sessions when they are required with the purpose of complying with the objectives that the present Rules and Regulations provide.

22nd ARTICLE. The Academy will meet according to the established norm in the present Rules and Regulations by having to record invariably the agreements in the Minutes of the Academic Session; it will contain the following information:

I. General data.

II. Order of the Day.

III. Relator's account.

IV. Agreements.

V. President, Secretary, and active member rubrics as well as the approval of the competent authority when required.

23rd ARTICLE. The President of the Academy should submit a copy of the Minutes of the session accompanied by a letter to the Director of the College and to the College Director who will sign it when they receive it, so they are aware of the agreements and, if need be, the President of the Academy sends the issues that should be analyzed and approved by the Vice President of Academic Affairs.

24th ARTICLE. There has to be a 50% attendance plus one of the total amount of the members of the Academy so there is a legal quorum; the same percentage is required so that the agreements reached have validity. In case that there is no legal quorum in the first summon, a second summon will be issued by setting a validity period not greater than one (1) day after the first one; the members that are present will be considered for the purpose of legal quorum and the validity of the agreements.

25th ARTICLE. The notification issued will invariably contain the Order of the Day of the Session, and it will be personally submitted to each one of the members of the Academy.

26th ARTICLE. In case the President and the Secretaries are not present in the Academy's meeting, a President and a Secretary will be provisionally appointed among the ones that are present in the meeting.

27th ARTICLE. If the President and one of the Secretaries are absent in an unjustified way more than three consecutive Academy sessions, the College Director of Business and Administration will be notified so that he can assign other persons in accordance to Chapter IV, 12th Article of the present Rules and Regulations.

28th ARTICLE. In case of unjustified absences by the members of the Academy, they could be sanctioned according to the following: if during the corresponding semester, the professor does not attend two sessions in a consecutive or broken way, he/she will not receive the respective semester official document.

29th ARTICLE. In order that the absences by the President or Secretaries to the sessions of the Academy are justified, they should be notified to the College Director so that he would in turn notify the members of the Academy if the absence is considered or not considered justified.

30th ARTICLE. The resolutions of the plenary session will be done by consensus, or by casting majority votes; it is understood that the majority votes is 50% plus one vote of the members that are present.

31st ARTICLE. The plenary session has the following faculties:

- I. To know and approve the minutes from the previous meeting.
- II. To define the date and place of the following plenary session.
- III. To analyze the academic issues that they are presented with, and to approve them if appropriate.

- IV. To evaluate the proposals that members of the Academy have presented and submitted to the vote.
- V. To assign the especial commissions and their participating members.

32nd ARTICLE. The plenary sessions will be headed by the President and in his absence by the Secretary.

33rd ARTICLE. The minutes from the plenary meeting of the Academy must be approved in the session and signed by the President, the Secretaries, and the attending members of the Academy.

TRANSITORY ARTICLES

ONLY ARTICLE. These Rules and Regulations will be effective the following day of the date of their approval by the Director of the College of Business and Administration.

**DIRECTOR OF THE COLLEGE OF BUSINESS AND ADMINISTRATION
ACCOUNTING AND FISCAL ACADEMY**



PARTICULAR MISSION OF THE PROGRAM:

To graduate the student with knowledge and skills inherent to the professionals of public accounting, & with a training of an international nature in the areas of accounting, costs, taxes, finances, auditing, and administration in general. Able to work at the highest levels of the organization in national companies and subsidiaries of foreign companies domiciled in Mexico; as well as prepared for the practice of his/her profession in an independent and entrepreneurship way with ethical values that are essential to the development of his/her function in the community.

VISION:

To be the public accounting program better structured in Mexico, to achieve the objectives of the mission, and to provide the student the tools, knowledge, and processes in order to access a professional practice in the realm of global business. To be a program committed to the economic and social development of the region and of the country.

**DIRECTOR OF THE COLLEGE OF BUSINESS AND ADMINISTRATION
ACCOUNTING AND FISCAL ACADEMY**

OBJECTIVES OF THE PROGRAM (Project).

The objectives of the **Bachelor's degree in International Public Accountant program** comprise both cognitive areas as well as in the holistic education of the person with attitudes and values. The first area presents three levels of learning:

- a) To acquire specific knowledge of public accounting, which includes the areas of study of general accounting, costs, taxes, finances and auditing.
- (b) To understand the scope, limitations, and validity of such knowledge;
- (c) To know how to apply this knowledge in the planning, operation, and financial accounting control of the organizations.

In the area of education of the person, it seeks to promote in an intensive way the principles stipulated in the Institutional System of Values of **CETYS**, and the following nuances of the Institutional Educational Model.

- (a) Internationalization, particularly in matters related to developing a global vision of the world and expressing himself/herself orally and in writing in the English language.
- (b) Continuous improvement both on a personal and professional level.
- (c) Professional ties with the community, which means that the **Bachelor's degree in Public Accountant** student must participate in projects for the generation of value for his/her community, which includes the productive sectors through which he/she would also acquire professional experience. These activities will take the form of application projects, social service, and independent work in internships.
- (d) Entrepreneurial spirit, which seeks to sow in the student the entrepreneurial seed in such a way that develops his/her initiative, be proactive before life, seeks to be an entrepreneur, and visualizes projects and opportunities for doing business.

**RESULTADOS DE APRENDIZAJE DEL PROGRAMA ACADÉMICO DE CPI
(Proyecto):**

LEARNING OUTCOMES OF THE CPI ACADEMIC PROGRAM (Project):

At the end of the **Bachelor's degree in International Public Accountant**, the student will be able to:

- (a) Design, implement, and submit useful, reliable, and timely financial information that allows decision-making.
- b) Design and implement accounting systems in accordance with the needs of the company and within the global environment in which it carries business.
- (c) Innovate, create, and be updated in the analysis of financial information to evaluate the financial situation of the company in relation to its surroundings to achieve greater productivity.
- (d) Establish review and control procedures of the operations, and the economic results of the company.
- (e) Analyze, interpret, and use laws and fiscal regulations of the national and international level.
- (f) Efficiently handle the budget and finances of the company.
- g) Dominate accounting tools and to advise senior management in accounting, fiscal, and financial matters.
- (h) Develop a vision that would enable him/her to act in the national and international level as an expert in the generation and use of financial information.

The axis of educational training of the syllabus is responsible for having the student to develop these skills. In addition to the topics of undergraduate training.

INSTITUTIONAL LEARNING OUTCOMES (WASC):

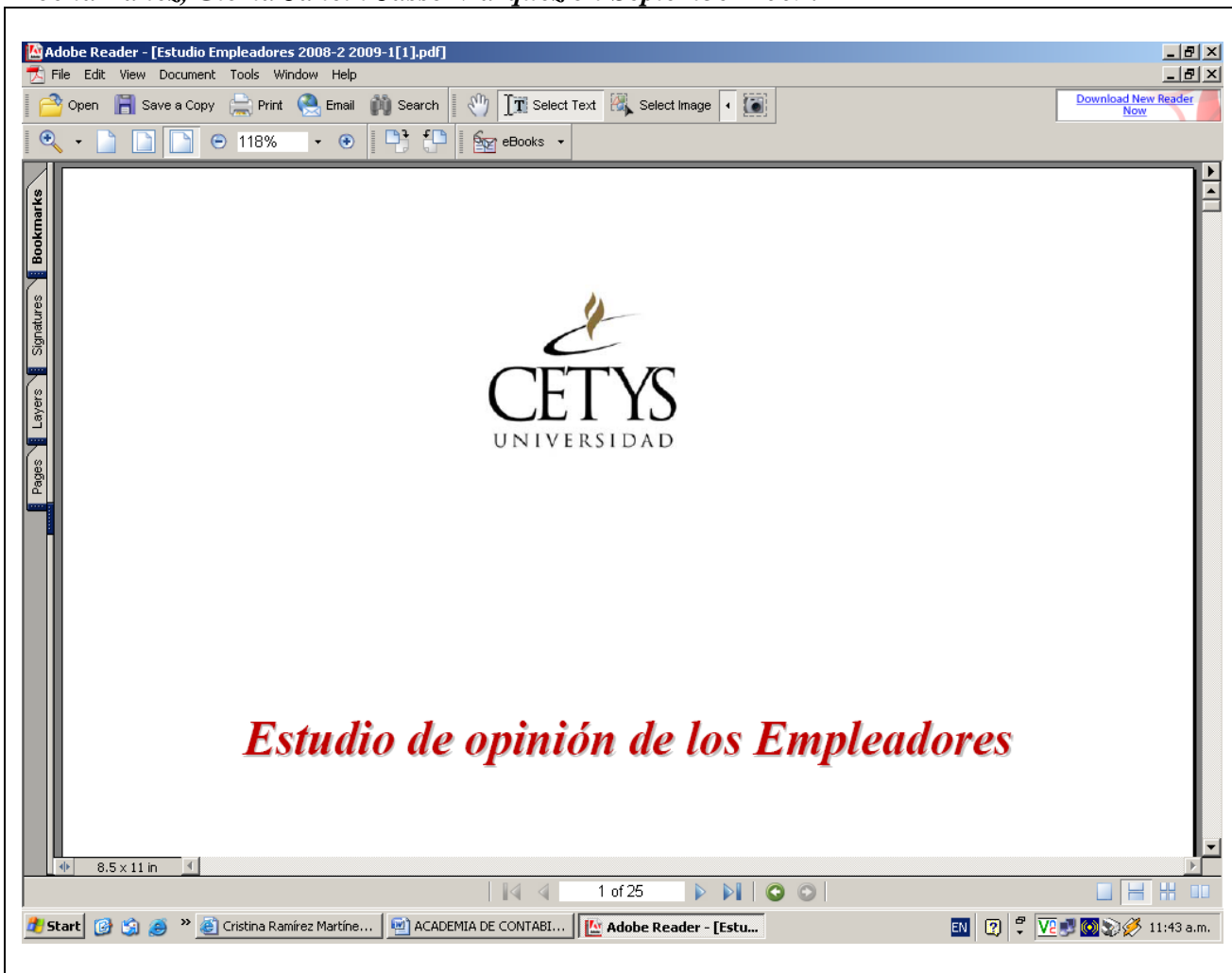
Institutional Learning Outcomes

<p>ILO1: Clear and effective communication skills: at the end of the academic program, the student will be able to express his/her ideas clearly and with appropriate language, in oral, written, and visual forms in Spanish.</p>	<p>ILO2: Continuous learning (learn to learn, continuous improvement and entrepreneurship): at the end of the academic program, the student will be able to look for and to analyze information, in individual form and within teams, that allows him/her to identify opportunities and to solve problems.</p>	<p>ILO3: Critical thinking and values (learn to be and to coexist): at the end of the academic program, the student will develop and will demonstrate a critical thinking, as well as a behavior that is congruent with the values of CETYS; both will be reflected in the student atmosphere and his/her commitment with the social development and the environment.</p>	<p>ILO4: Openness to the cultural diversity (learn to coexist, internationalization): at the end of the academic program, the student will demonstrate knowledge and tolerance of other cultures and will apply those abilities to settle down human relations, showing respect to diversity.</p>
---	---	--	--

EFFECTIVENESS OF THE PROGRAM:

Analyze the Report:

Employer Opinion Survey sent by the Director of Institutional Effectiveness, *Dr. Jorge Rocha Yáñez, Gloria Janeth Jasso Márquez on September 2009:*



Employer Opinion Survey

**MINUTES OF THE ASSEMBLY AND
MEETINGS OF THE ACCOUNTING AND
FISCAL ACADEMY**



**COLLEGE OF
BUSINESS AND
ADMINISTRATION**

**ACADEMIES AT A
SYSTEM LEVEL**

MINUTES OF THE ASSEMBLY

Meeting of the Academies at a System level to agree on the axis 1 courses: holistic and education training preparation for the subsequent work and education of the academic program.

Day: Tuesday, August 25
Hour: 10:00 A.M.
Place: Honeywell Hall
Mexicali Campus
Attendees : Director of the College Federico Sada
Business &
Administration:
LNI Academy: Saida Pérez, Carmina Contreras
Marketing Academy: Eduardo Díaz
LAE Academy: Maciel García
CPI Academy: Luis Oviedo, Cristina Ramírez

ORDER OF THE MEETING:

1. Review the content of the courses.
2. Determine areas of knowledge.
3. Define the participating faculty in their review.
4. Location of the courses in the semesters.

AGREEMENTS & TASKS:

1. The location was revised - and in a very general way the content - of the proposed courses in the curriculum sent by the Directors of the Colleges and the Vice President of Academic Affairs, for which the following changes were made:

ALL SEMESTERS: The English course is no longer curricular.

FIRST SEMESTER: Globalization and Economic Development was sent to the 5th semester, and the Socio-political Realities of Mexico course took its place.

It was agreed by all parties that the social service be rendered starting from the first semester.

SECOND SEMESTER: The Information Systems and Technology and Business course changed its name to Information Systems; course that was sent to the 4th semester. The Research Methods in Administrative Sciences course took its place.

THIRD SEMESTER: The course of Financial Analysis was sent to the fourth semester, and the Costs course took its place.

The Labor Law and Social Security course was sent to the 5th semester (GREEN), and the Administrative Law course (from axis 2 BLUE) took its place.

The Marketing Administration course changed its name to Marketing.

FOURTH SEMESTER: The Economy course changed its name Microeconomics; course which must carry in its content the study of Economics and Microeconomics.

The Information Systems course was located.

The Financial Analysis course was located. The Administrative Law course was located.

The Administration of Human Resources course changed its name Human Capital Management.

Social service was sent to the first semesters.

FIFTH SEMESTER: The Globalization and Economic Development course was located in place of the Socio-political Realities of Mexico course.

It was agreed to place the Macroeconomics course (BLUE 3 hours) in the LNI, LAE, CPI programs, and in the Marketing program.

The Law and Social Security course (GREEN 4 hours) was established.

SIXTH SEMESTER: The Financial Administration course was sent the 7th semester.

It was agreed to establish the Financial Mathematics course (BLUE 3 hours) in the LNI, LAE, CPI programs, and in the Marketing program.

SEVENTH SEMESTER: It was established that Financial Administration course (GREEN 4 hours). It was agreed to establish the Financial Markets course (BLUE 3 hours) in the LNI, LAE, CPI programs, and in the Marketing program.

EIGHTH SEMESTER: It was agreed to establish in the semester the Investment Projects course (BLUE 3 hours) in the LNI, LAE, & CPI programs.

It was agreed to establish in the semester the International Finances course (BLUE 3 hours)) in the LNI, LAE, & CPI programs .

See new attached curriculum at the end of the document.

1. The areas of knowledge of the course of axis 1 were identified, remaining as follows:

ECONOMY: Microeconomics.

Macroeconomics.

Globalization and Economic Development.

MATHEMATICS: Mathematics (University ones).

Probability and Statistics.

LAW: Private Law.

Law.

ACCOUNTING: Financial Accounting I.

Financial Accounting II.

Costs.

Financial Analysis.

Financial Mathematics.

Financial Markets.

Labor Law and Social Security

Administrative Finances.

Administrative Accounting.

MARKETING: Marketing.

Market research.

LNI: Multiculturalism.

HUMANITIES: Research Methods in Administrative Sciences.

ADMINISTRATION: Information systems.

Administration.

Human Capital Management.

TASKS TO CARRY OUT:

1. Points 4 and 5 of the order of the day remained pending, and they are:
 - Review the content of the courses.
 - Define the participating faculty in their review.
2. It was agreed to convene a meeting of the different academies to let them know of the new curriculum, and to continue with the work of the PRPPA timetable.

	SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV	SEMESTER V	SEMESTER VI	SEMESTER VII	SEMESTER VIII
1	Communication in Spanish	Thinking Skills	Environment & Sustainable Development	Citizenship & Social Responsibility	Globalization & Economic Development	Financial Mathematics	Entrepreneur II (Innovation, Business Plan)	Professional Ethics
	CH IH CR	C IH CR	CH IH CR	CH IH CR	CH IH CR	CH IH CR	CH IH CR	CH IH CR
	3 5 8	3 5 8	3 5 8	3 5 8	4 4 8	3 5 8	3 5 8	3 5 8
2	Socio-political & Economic Realities of Mexico	Culture	Entrepreneur I (Creativity, Innovation)	Microeconomics	Administrative Accounting		Financial Administration	Investment Projects
		CH IH CR	CH IH CR					
	3 5 8	3 5 8	3 5 8	4 4 8	4 4 8		4 4 8	3 5 8
3	Financial Accounting I	Research Methods in Administrative Sciences	Probability & Statistics	Information Systems	Macroeconomics		Financial Markets	International Finances
	4 4 8	4 4 8	4 4 8	4 4 8	3 5 8		3 5 8	3 5 6
4	Private Law	Mathematics	Costs	Financial Analysis				
	4 4 8	4 4 8	4 4 8	4 4 8				
5	Administration	Multiculturalism	Administrative Law	Human Capital Management	Labor Law & Social Safety			
	4 4 8	4 4 8	3 5 8	4 4 8	4 4 8			
6	Introduction / Pending LAE/CPI	Financial Accounting II	Marketing					
	4 4 8	4 4 8	4 4 8	4 4 8	4 4 8	3 5 8	3 5 8	5 8
7	English / Social Service	English / Social Service	English	English	English	English	English/ Internships	English/ Internships
TOTAL	23 25 48	22 26 48	22 26 48	23 25 48	23 25 48	23 25 48	18 30 48	14 30 48

DIRECTOR OF THE COLLEGE OF BUSINESS AND ADMINISTRATION ACCOUNTING AND FISCAL ACADEMY

Day: Monday, February 23, 2009

Hour: 11:00 A.M.

Place: CEDENI Conference Room
Mexicali B. C.

Attendees: Dr. Helia Cantellano,
Professors: Luis Oviedo,
Jaime Alvarez, & Cristina Ramírez.

Summary of the meeting of the Accounting and Fiscal Academy with Dr. Helia Cantellano, Director of the College of Business and Administration, as well as with the Coordinator of the International Public Accountant program, Luis Oviedo.

ORDER OF THE MEETING:

1. Definition of the Mission and Vision of the International Public Accounting (CPI) program starting from the program's goal for the next 5 years as well as the Benchmarking for similar programs.

AGREEMENTS:

1. Professor Luis Oviedo, coordinator of the Bachelor's degree in International Public Accountant, will be responsible for the program by integrating in a vertical way each one of the Academies per areas of specialization.
2. The integration of the Academies per areas of specialization will be in a horizontal way where each one of the Administration, Economy, Finance, and the Marketing and Design Academies will provide a service to the Accounting and Fiscal Academy.
3. The responsible parties of the Academies per areas of specialization remained the same.
4. The members of the Academies will jointly work with the program Coordinator.
5. Meetings will be scheduled with other Academies to inform them and to have all of them work towards the same goal.
6. A meeting will be scheduled with Mr. Sada and professor Hector Vargas.
7. A new chronogram will be prepared, which at the same time complies with the WASC dates.

PENDING ISSUES:

- ✓ To verify other Benchmarking that professor Luis Oviedo has versus the one from Professor Jaime Alvarez, and to get the Mission and the Vision for the CPI program.
- ✓ To verify the program of the Social Safety course of the 2000 Plan versus the Labor Law of the 2004 Plan.
- ✓ Feasibility of inviting recognized professionals from the area to give classes, courses, or seminars.

**DIRECTOR OF THE COLLEGE OF BUSINESS AND ADMINISTRATION
ACCOUNTING AND FISCAL ACADEMY**

Day: Wednesday, March 4, 2009
Hour: 8:00 A.M.
Place: CEDENI Conference Room
Mexicali B. C.
Attendees: Professor Luis Oviedo, Professor Jaime Álvarez,
and Professor Cristina Ramírez.

ORDER OF THE MEETING:

1. The programs from universities such as UABC, and TEC de Monterrey, among others, were verified.
2. The student graduate profile from the CPI was verified as well as the work labor offer that he/she will have at the end of the Bachelor's degree program.
3. The curriculum of the PA program was verified.

AGREEMENTS:

1. There is a first proposal from Professor Luis Oviedo of an "ideal" curriculum for the CPI program that are considered as 3-hour courses, and based on this:
2. To verify once again the specific Mission of the CPI program.
3. The re-proposal of the courses in the areas of Humanities.

**DIRECTOR OF THE COLLEGE OF BUSINESS AND ADMINISTRATION
ACCOUNTING AND FISCAL ACADEMY**

Day: Wednesday, March 11, 2009
Hour: 8:00 A.M.
Place: CEDENI Conference Room
Mexicali B. C.
Attendees: Professors: Luis Oviedo, Jaime Álvarez, &Cristina
Ramírez.

ORDER OF THE MEETING:

1. The suggested curricula were checked by Professors Luis Oviedo and Jaime Alvarez.
2. We were informed about the new Academic Program Revision Process of February 2009.
3. We were informed about the integration of the Academies per PROGRAM sent by Mr. Sada.
4. We were informed about the DELLOITTE suggestion of having all the programs with heavier accounting courses.

AGREEMENTS:

1. To carry out the modifications to the suggested curriculum in the session.
2. To send an e-mail to Professor Vargas so he can clear up the doubts of the contents of the courses which are in the curriculum, such as:
 - Information Technology Systems (2nd)
 - Project Management (3rd)
 - Research Methods in A.S. (4th)
 - Holistic Project (8th)

As well as the change on the fixed courses.

3. To analyze the curriculum by areas and by time.
4. To verify the Mission and the Vision of the CPI program again.
5. To verify the Academic Program Revision Process of February 2009.
6. To discuss the name of the program, is it still CPI?

**DIRECTOR OF THE COLLEGE OF BUSINESS AND ADMINISTRATION
ACCOUNTING AND FISCAL ACADEMY**

Day: Thursday, March 25, 2009
Hour: 8:00 A.M.
Place: CEDENI Conference Room
Mexicali B. C.
Attendees: Professors: Luis Oviedo, Jaime Álvarez, & Cristina Ramírez.

ORDER OF THE MEETING:

1. What must the CPI alumnus know?
2. To inform about the CPI programs with Specializations registered before the Education and Social Welfare Department (SEBS).
3. The curriculum included in the Academic Program Revision Process for the administration and business program.
4. Rubric for assessing the integration of Student Learning Assessment into Program Reviews.
5. New programs in Baja California.

AGREEMENTS & TASKS:

1. Professor Luis Oviedo already sent a list to the College Director, and he wants to get effectiveness reports, alumni, employer, and association interviews regarding as to how the CPI program alumni is perceived in order to re-strengthen the list of the question asked by Professor Helia Cantellano.
2. Monica Aguilera will be consulted; alumni department, Dr. Rocha.
3. Professor Jaime Alvarez will bring up the discussion of the proposed curriculum by the Academy before the Mexican Institute of Public Accountants (IMCP) in Mexicali.
4. Professor Luis Oviedo announced that the new students are registered in the 2007 program; this means that new students will have a specialization. The new 2007 plan, already registered, has a total of 360 credits.
5. It was announced that the curriculum included in the Academic Program Revision Process is still not definite, but 6 courses per semester will remain.
6. It was pointed out that the Academies will be working in the initial part of the Rubric for assessing the integration of Student Learning Assessment into Program Reviews for the WASC visit; this was announced by professor Hector Vargas.
7. It was mentioned that the ITT and ITM universities opened the Bachelor's degree in Accounting program.