

**COTA Monthly Meeting**  
**Monday, Jun 15, 2020**  
**Conference Call 2:00 p.m.**

**Welcome**

**Present:** Sue Bateman, Cheryl Dobson, Alicia Erickson, Helen Hale, Brooke Lockhart, Gavin O'Conner, Kevin Manley, Sarah Salmons.

**Absent:** David Jones, Mel Stegeman, Katlyn Wilson

**Approval of Minutes**

Koch moved to accept the May minutes and Hawkins gave the second. All approved.

**Announcements/Updates**

Erickson is taking over CORE42 duties at DHEWD.

Salmons is taking over COTA duties as of July. This dovetails with Degrees When Due.

Erickson thanked Eric and Sam for their work on Guided Pathways.

Erickson also thanked the COTA committee for the letter of support for the moratorium on CORE 42. Pichette was thankful for our support.

DHEWD has ordered no in person meetings until further notice.

**Subcommittee Updates**

**Conference:** Dobson covered the notes from the last committee.  
(Dobson, Jones, Erickson, Lockhart, Stegeman)

- Date: 2021 conference date will be the third week of February (16<sup>th</sup>). Erickson will reserve a single day depending on availability with Wednesday or Thursday the preferred days.
- Location: The conference will be in Jefferson City at the Truman building. The Truman building will hold about 300. Breakout rooms that hold about 100 are available.
- Format: Due to the COVID situation and unknown ability to travel, the conference may have to be offered online or speakers may have to present remotely.
- Fee: Perhaps just charge for the costs of lunch since the facility is free.
- Meals: Box lunch – no catering is available in the Truman building. Breakfast for newbies was suggested.
- Theme: Bringing Order to Chaos, Back to the Basics.
- Other:
  - Maybe offer the pre-conference session every other year.
  - Could have a breakout session for beginners during the normal conference.
  - Lockhart suggested a new comer packet.
  - No reprimand about being short the cost of conference in 2020.

**Policy:** The committee met in May. Lockhart reported language was edited on a couple of different documents including the Transfer Guidelines. No major changes made to the language. The committee basically worked on streamlining the language. Erickson will research a policy reference that had not been posted since 2005. Erickson will attempt to schedule an additional meeting to wrap this project up in order to get these posted to the website.

**CORE 42:** The group has not met. Perhaps COTA needs to establish some goals of the committee. Erickson suggested having a COTA member attend the COTA meetings. Dobson suggested this subcommittee assist with communication to other external groups.

Still accepting changes through October 15<sup>th</sup>. Please share with your campus contacts.  
Link: <https://dhewd.mo.gov/core42.php>

#### **Board and Administration:**

June is Stegeman's last meeting as chair. Erickson thanked Mel for her service last year. Erickson welcomed Lockhart for serving as chair for 2020-21. Everyone shared where they stand with campus reopening's and COVID adjustments.

**Erickson:** Referenced the CORE duties document. Some of the information is outdated:

### IV. PROCEDURES FOR REVIEW OF CREDIT TRANSFER POLICY AND COMPLIANCE

#### A. COMMITTEE ON TRANSFER AND ARTICULATION

The CBHE has established a Committee on Transfer and Articulation, consisting of eight members, with responsibility to oversee the implementation of the guidelines as set forth in this policy statement.

The Committee on Transfer and Articulation will be composed of eight members appointed by the Commissioner of Higher Education, one of which shall serve as chairperson of the committee. Members shall consist of three representatives from public two-year colleges; three representatives from the public four-year colleges and universities, one of which must be from the University of Missouri and one of which must be from the other public four-year institutions; one representative from independent two-year colleges or two-year proprietary institutions; and one representative from independent four-year colleges and universities. In addition, the Commissioner, or a designated representative, will sit as ex-officio voting member of the committee. The Committee on Transfer and Articulation is encouraged to seek the counsel of faculty and other institutional representatives in the performance of its functions. Those functions shall include the following:

1. Conducting a bi-annual review of the provisions of the college transfer guidelines and recommending such revisions as are needed to promote the success and general well-being of the transfer student;
2. Reviewing and making recommendations concerning transfer issues brought before it by institutions;

3. Recommending modifications of institutional policies and procedures that, in the committee's judgment, would enhance and facilitate the transfer of students;
4. Studying nontraditional credits and developing transfer guidelines for them;
5. Systematically soliciting suggestions and data from administrators, faculty, and students concerning matters of transfer;
6. Developing a job description for an articulation officer's position that defines duties and is an acknowledgement of common expectations among the institutions;
7. Maintaining an annually updated list of institutional articulation officers who have been appointed by the president or CEO of each institution;
8. Reviewing and making recommendations for change concerning the CBHE brochure, "Transfer Guidelines: Students' Rights and Responsibilities";
9. Monitoring both the sending and receiving institutions to determine whether they are informing transfer students of their rights and responsibilities;
10. Reviewing and recommending resolution of individual cases of appeal from institutions and/or students per Section B.
11. Preparing and submitting to the CBHE, for such action and distribution as the CBHE deems appropriate, an annual report of committee meetings, as well as actions and recommendations, including a report of student and institutional appeals cases. The chairperson must convene the committee at least once a year; and
12. Establishing committee rules of procedure and meeting, on the call of the chairperson, as is necessary to perform its functions.

<http://www.dhe.mo.gov/credittransfer.shtml>

**Determine July meeting date:**

The July mill be held virtually. The meeting is slated for Thursday, July 16<sup>th</sup>. Since this is virtual, we will meet from 10:30 AM – Noon. Erickson will send a Zoom request.

**Adjournment at 2:50PM.**

Respectfully submitted,

Cheryl Dobson  
Recording Secretary

***\*The Conference Subcommittee will meet immediately following adjournment of the regular meeting***

**Conference Subcommittee:**

- Set conference fee
- Set drop date for hosting conference. The building does not penalize for cancellation.
- Hotel issues and cancelling reservations. Everyone will be on their own for a hotel.
- Do we offer both in-face and by remote sessions?
- Base registration timeline on catering deadline.
- Maybe we offer a generic training session remotely.
- Will revisit ability to hold the conference in October.