

May 15, 2017 COTA Monthly Meeting
Meeting Minutes

Attendees: Ahamad Sims, Michael Olsen, Krystal Lang, Bev Schenkel (Bev had to step-out at 3:06pm), Kim Harvey, Artie Fowler, Amy Werner, Benjamin Howard-Williams, Gavin O'Connor.

Absent: BJ White; Seth Carruthers, Brooke Carruthers, David Jones

- 1) Welcome
 - a. Called to order: 2:02pm
 - b. Approval of April Minutes as edited: Michael Olson move to approve, 2nd by Kim Harvey. Unanimously approved.

- 2) Treasurer's Report
 - a. Amy Werner - Pending final updates from MDHE accounting, will be sent out shortly.

- 3) Subcommittee Updates
 1. MRT
 - a. Proposed MRT Timeline (see attached)
 - i. MDHE Coordinator to prompt MRT participants of their obligations (both 2-year and 4-year member institutions) at the start and end of each Fall/Spring semester.
 - ii. To include incoming freshmen with Dual-Credit, updated language from "transfer students" to "eligible students"
 - b. MRT Promotion Suggestions (see attached)
 - i. MRT PowerPoint template will be based on the slide deck developed for MOACAC
 - ii. Request to include MRT logo in all transfer materials
 - iii. Kim Harvey is coordinating outreach to WGU and will be inviting them to attend a future COTA meeting to discuss participation in MRT.
 - iv. Benjamin Howard-Williams will be reaching out to KC Degrees over the next 60 days to inquire about including MRT materials in their programing/outreach efforts.

 2. Conference
 - a. Feb 20 & 21st or March 1 & 2nd for 2018 pending determination of NACADA Region VII's annual conference date.
 - i. Ahmad to contact NACADA to request clarification and report back.
 - ii. Amy Werner will then send out a vote request to the group to get decision, goal will be to have a "save the date" out by end of June.

 1. Policy
 - a. Discussion Items from Policy Review Meeting
 - i. Meeting 5/10/17 at UMSL and shared feedback collected at 2017 COTA conference. Feedback / suggestions
 - i. Transfer Hours

1. Differing policies around the state about how to accept transfer credit depending upon the sending institution (2-yr vs 4-yr).
 2. Concern about a credit hour caps being perceived as limiting what a student may do at a Community College, vs. a residency requirement that states what students must do at the institution they wish to be awarded a degree.
 3. Amy to research MU's transfer policy and will return to at next meeting.
- ii. Transfer of Grades
- b. SB 997 Discussion
 - i. COTA Charge developed by Rusty Mohollen & Amy Werner for our responsibilities re: SB 997 implementation.
 1. Institutions will be evaluated by Fall 2018, which is when institutions must have the core curriculum act implemented.
 - a. Institutions will only receive notice of the final approved core curriculum by December 2017.
 - b. How to evaluate transfer policies and practices – ideas
 - i. Benchmarking other states
 - ii. Development of a matrix or self-evaluation
 - c. Key Evaluation element – if a core curriculum class does not transfer, receiving institution must provide a letter to the student and sending institution (per 178.788.4 of SB 997, see bill for more specifics).
 2. Complaint procedure will also need to be ready to go implementation for Fall 2018.
 - ii. Further discussion tabled until following meeting.
- 4) COTA Opening
 - a. Stepping down end of June, 2017
 - i. Seth Carruthers, Fontbonne University
 - ii. Dr. Kim Harvey, Jefferson College
 - iii. Michael Olson, University of Central Missouri (as Past-President, no replacement necessary.)
 - b. Openings
 - i. 4yr Private / Independent Institution
 - ii. 2yr Institution
 - c. Replacement Process
 - i. Simple letter of application with a Resume or CV along with a letter of support from institutional CAO
 - d. Opening Information to be sent out this week, applications due by June 15th so as to be appointed by MDHE Commissioner in time for July in-person COTA meeting.
 - 5) AAT Update
 - a. MACC will be sending out notifications to encourage participation with 4-year institutions to a list of Deans and CAOs provided by MDHE.

- b. Old AAT agreement will be removed from the MDHE website, with a link to the new agreement hosted on the MACC website. This will not be considered an official state-wide agreement, but an optional agreement coordinated by MACC.
- 6) July Meeting Date
 - a. Tentatively scheduled for July 21st in Jefferson City. BJ White has requested to move the meeting to Thursday, July 13th.
 - i. Tentatively approved, Amy Werner to send out formal availability request to confirm.
- 7) Adjournment
 - a. Adjourned at 3:18pm.

Attached:

- COTA Charge from MDHE re: SB 997
- Proposed MRT Communication Timeline
- 4yr MRT Promotion/Support Suggestions
- Policy Subcommittee Meeting Notes from 5/10/17