

## Committee on Transfer and Articulation January 22, 2018 COTA

Attendees: Cheryl Dobson, Jessica Fazio, Artie Fowler, David Jones, Brooke Lockhart, Gavin O'Connor, Fran Padow, Bev Schenkel, Amy Werner, Ben Howard-Williams

Absent: BJ White, Krystal Lang

I. Welcome

II. Approval of Minutes

Fran motioned to approve the December minutes. Artie gave the second. All approved

III. Subcommittee Updates

### A. Policy - Discussion of Draft complaint form and policy (changes)

As soon as committee votes for approval of the complaint policy and form, Amy will send to Rusty to move on to the CAO's for review.

Correction/Changes:

- Complaint form – Add “r” to Missouri.  
Contact – Consistency on contact for TAO. Amy suggests both. Concern about up-to-date information maintained on MDHE site. Consider the student perspective. We will use the TAO listing on the form letter. To read: The point of contact at receiving institution regarding this letter is the TAO. For a listing of TAOs, visit (the link).
- Bullet 4 – add business days after the forty-five.
- Policy – consistency in wording: numerical spelled, (number of days) business days following.
- Typo on #4 possessive its (remove apostrophe).

COTA will only be involved in this complaint resolution process if appointed by the commissioner. This changed through SB 997.

Minutes need to include the exact approval – with changes made as of today.

Gavin motioned to approve the revised complaint policy and form. Ben gave the second. Approved unanimously.

**ATTACHED.**

### B. Conference - Program Agenda Approval, Lunchtime, Volunteer for one moderator session left

Will need to have a follow-up policy meeting after conference session feedback.

Amy asked for moderator at 10:00 am for Brook's session. Bev volunteered to moderate.

Fran asked about the presentation with Neal. Committee did not hear back but will try again next year.

Gavin – Correct moderator OTCC title. Will bring artwork also.

Ben will get gifts from Fran to bring to conference. No need to wrap gifts. Fran will get with Ben.

Kim provided art from St. Louis CC in the past.

#COTA18 added to the program.

KC Scholars – corrected title for Dr. Tankersley. Ben confirmed the correct title.

Change Nancy's title to: Transfer Student Success Initiatives with NSC.

Refunds for conference – numbers to caterer on the 15<sup>th</sup>. Partial refund (minus the food) if canceled.

Currently 121 (about 180 last year) people are registered. Amy will resend to Registrars once the program is final. Very few private or independent. David suggests sending the information to Rita Gulstad at Central Methodist. Last year about 40% of attendees were from private/independent. Ben may pass on to the Faculty Senate.

Amy will send the program to us so we can disseminate.

Conference people will need to meet soon regarding the food decision.

Bev and Ben – direct people to ballroom and collect evaluations around 2:45.

We have sufficient nametags on hand.

Printing normally runs about \$200. Amy will order presenter ribbons; blue.

Speakers also get a certificate from the commissioner.

#### **C. MRT - February Training and Other Items**

Artie asked about responses to the MRT conference. So far, about 15 people have shown interest. Nancy Penna volunteered to be present for the MRT sessions. Amy will resend to spark additional interest.

Are the same people in these roles or has staffed changed? Could be part of the issue of low response.

COTA is not paying for the registration fee this year. Institutions are targeting training more specifically, which could also result in lower attendance.

Amy has not received any feedback from MRT reps regarding information they wish to discuss. Amy will resend a request. Neither Ben nor Brooke had any outstanding items to discuss.

Nancy Penna may be able to get the national MRT coordinator on the phone to call in.

#### **IV. Other**

Treasurer's report delayed for the month. Amy will send when the bookkeeping is up-to-date. There have only been minor expenses so far.

Follow-up meetings prior to conference:

- MRT meeting
- Conference group meeting
- Policy meeting to finalize session.

Ben moves to adjourn. Fran gave a second to dismiss.

Adjournment 4:00

Respectfully Submitted,  
Cheryl Dobson, COTA Secretary