

## Committee on Transfer and Articulation

### Meeting Agenda

Jefferson Building, 14<sup>th</sup> Floor

Thursday, July 19, 2018

10:30 A.M. – 3 P.M.

#### **I. Welcome/Introductions**

Cheryl Dobson, Jessica Fazio, Jackie Fischer, Helen Hale, David Jones, Roberto Koch, Krystal Lang, Brooke Lockhart, Gavin O'Connor, Bev Schenkel, Melanie Stegeman, Amy Werner.

Amy welcomed the three new COTA members: Jackie, Helen and Roberto.

#### **II. Minutes Approval for May and June**

Gavin moved to accept the minutes with correction made to May. David gave the second. All approved.

No budget report.

#### **III. Election of Officers/Workgroup Assignments/Set Meetings for 2018-2019 year.**

##### 1. Officers

David, Gavin, and Krystal, agreed to serve COTA another three years. Ben resigned from UMKC, so his position is vacant. BJ left the COTA committee prior to the conference.

- President - Krystal agreed to continue serving as chair for COTA.
- Chair-Elect - Krystal nominated Mel for chair elect. Jackie gave the second.
- Secretary– Cheryl agreed to continue serving. Krystal motioned and Dave gave the second.
- Treasurer - Amy by default.

All positions approved unanimously.

##### 2. Three workgroups:

- MRT - Bev-Chair, Brook, Helen and Cheryl
- Conference – Krystal, Gavin, Cheryl, and Jackie
- Policy: Mel, David, Roberto, Brooke, and Jessica,

Amy noted changes to the roster.

##### 3. 2018-19 meeting dates:

The in person meetings will take place the third Thursday of the month in Jefferson City: July, October, April and other as needed. Meetings are from 10:30 – 3:00PM

Conference – February 26<sup>th</sup> and 27<sup>th</sup> at Lake of the Ozarks, Tan-Tar-A. The committee meets the evening prior.

Meetings by phone will be held around the third Monday of the month from 2-3:30

- Aug 13
- Sep 24
- **October 18<sup>th</sup> in Jefferson City**
- November 19<sup>th</sup>
- December 10<sup>th</sup>
- January 22<sup>nd</sup>
- **February 27<sup>th</sup> - Conference** (MRT tentatively set for February 26<sup>th</sup>)
- March 18<sup>th</sup>
- **April 18<sup>th</sup> in Jefferson City**
- May 20<sup>th</sup>
- June 17<sup>th</sup>
- **July 18<sup>th</sup> in Jefferson City**

#### IV. Notice of Transfer Denial and Complaint Form Discussion

Three documents handed to the committee:

1. SB 997- Transfer Appeal Process
2. Denial of Transfer Credit Notification generic form – Institutions can use this template or create their own form as long as it contains the same data. Some schools are going to automate this form.
3. Student Rights & Responsibilities

In certain situations, the form does not have to be sent every time: Exemptions: graduate work, remedial, outside institutions mission (two years not accepting upper division credits or 4 years not accepting technical credits).

Privates can opt in after the first year, but they must follow the same rules as the publics. MDHE is developing a memo for sign-ons. Discussion about requirements for the private schools followed.

Westminster/Lindenwood have developed their own general education recently, however, both schools will accept the 42 block for transfer students.

NWMSU looks to see if the credit was used for an AAS or AS which they consider as technical credits and are not transferrable. HLC considers courses toward degree.

The committee agreed to continue with the preliminary version of the Denial form and will move forward with the current version with revisions to #4 (see below). The form will be reviewed and amended as use dictates.

#4 178788– *Any institution of higher education “or signatory”*. Amy will reword the text to follow the exact wording of the law and add a separate sentence about signatory institutions.

Each school must designate a contact or TAO and perhaps create a title or TAO email account.

Roberto will provide a sample of their university email.

Denial: Jessica will bring catalog info.

Discussion of “outside your institutional mission” discussed. Policy versus mission. Denial of credits versus courses for institutional residency.

Discussion of retaking a course due to grade minimum. Minimum grades can be prerequisites, major or university requirement versus transfer requirements. However, some schools may only accept minimum grades upon transfer.

\*\*\*\* grading policy SB 997

\*\*\*\*Complaint process to MDHE.

## **V. Policy Update**

Missouri Reverse Transfer Discussion

Both 4 and 2-year schools can reach out to students and students can apply for MRT at either location.

The automatic opt in versus opt out option was discussed. Watch for FERPA/AACRAO rulings on this topic.

Some 4-year schools have asked how they can be recognized for MRT degrees. Ideas were to count the number of opt-in students they have and/or MRT degrees awarded through partner institutions.

## **VI. Conference Discussion**

February 27<sup>th</sup> at Tan-Tar-A. Tentative MRT meeting on the 26<sup>th</sup>. COTA is not committed to filling a certain number of rooms.

## **VII. Goals for COTA for 2018-2019 (postpone to August)**

CAO topics

Registrar and TAOs may sign-up to receive email updated from Amy.

Consider holding quarterly registrar meetings

## **VIII. Discussion of COTA workshop on July 24, 2018**

- Krystal – Welcome & introductions
- MRT: Bev, Amy, Helen, Cheryl
- CORE 42: Gavin, Cheryl, Mel 1 hour presentation with half hour questions.
- Angelette – will be there to discuss technical issues
- Questions until 1:00 after lunch
- Denial Session – Gavin will open

## **IX. Other Topics**

Amy updated the Student's Rights & Responsibilities and Transfer Checklist (must use title). Student must be given this by email or in person. It must also be posted on website. COTA decided to make this become a rule. Schools might include it in the annual Title IV Student's Right to Know. The COTA committee reviewed the document and suggested changes. Amy will update.

Principles of Good Practices policy, as well as other Missouri rules, is transitioning to rules of the Secretary of State.

The definition of transfer student was referenced again to address consistency with the definition.

Technology funds for the CORE 42 have been requested for the budget.

The process for new degree approval/changes is under consideration.

COTA would like to be setup to accept credit card payments on-line.

Meeting adjournment at 3:00PM

Respectfully submitted,

Cheryl Dobson  
COTA Secretary