

April 18, 2019 COTA Meeting Agenda

Governor's Office Building, Room 460

10 a.m. – 3:00 p.m.

Jefferson City

I. Welcome

Present: Sue Bateman, Cheryl Dobson, Alicia Erickson, Jessica Fazio, Ted Frushour, Helen Hale, Roberto Koch, Brooke Lockhart, Gavin O'Connor, Mel Stegeman,

Absent: Jackie Fischer, David Jones

II. Approval of Minutes

Motion to approve the minutes by Gavin. Ted r gave the second. All approved.

III. Subcommittee Updates

A. Conference

Discussion about having the introduction session half day workshop on the day prior of the conference followed. This was based on feedback from the conference survey.

Perhaps COTA can provide consistency and updates to schools on new changes.

Attendance: Alicia reviewed the last 5 years conference attendance and has been as high as 200 previously. In 2019, attendance was 165.

The Call for presentation proposals can be sent out earlier. Summer seems to be a better time for allowing staff to develop presentations and budgets for the upcoming year. We should also be proactive and reach out to ask people to present. We need to establish the three tracks so presentations can be developed accordingly.

Presenter scholarship (one conference fee) – the committee agreed to continue the scholarship for a single presenter or only.

COTA budget attempts to have enough in reserve to fund one conference. The COTA budget is currently in good position.

Location – MU has a facility but not hotel rooms. Alicia reached out to Camden on the Lake and Tan-Tar-A. The conference food normally runs around \$9,600, which is above the minimum required for either hotel. The two are close in food minimum requirements. Capital Plaza was booked. Branson tends not to be a popular location.

The COTA monthly meeting will be scheduled the day before the conference. Have the preconference in afternoon the day before. COTA board to be there in the morning and again that evening.

The pre-workshop session may cover MRT, MOTR, GEN ED, Civics, and other state initiatives. COTA Board role, MDHE website tool, MDHE structure and rule making process. Guiding Policy statement.

The conference 2020 dates are February 19 and 26. The T/W day choice was initiated by feedback from earlier conferences.

Alicia ask about having a paid speaker. We did pay someone in the past to speak. We might consider someone from the National Transfer program. We can look through old programs for ideas.

B. MRT

MDHE staff felt Missouri numbers were low. We questioned if schools are tracking correctly and effectively.

How do we really match up to other schools? Perhaps we can reach out to other states to see what they are doing.

There was an initial grant when the MRT project began in 2014. About 80,000 students were identified who could potentially take part in MRT. We probably need to review the original law and research what our goal.

The committee reviewed the MRT policy for clarification as what degrees two year schools can grant (AAS, AS, AA). It was discussed that COTA may need to help clarify this point. The question regarding which catalog a student is conferred under for the MRT arose. Is the catalog year under the 2 or 4-year institution?

The MRT is a policy versus an official rule. The discussion about the student's original intent for their degree program was addressed. Perhaps COTA needs to rewrite or clarify the current policy.

Subject of dropping students out of MRT cohort is already in the policy. Schools should accurately grant the degree the student was seeking for both student and accurate recording of degrees from the school (subject area).

MDHE will develop and submit a policy to the MDHE Board in June. Alicia will send the policy draft to COTA for review.

Grants: Originally, there was a small grant for implementation. Perhaps there is opportunity for additional grant money for unique ideas.

C. Policy

Data request for course level transfer to establish baseline data for MDHE.

A past example of the conference evaluation summary was distributed to the COTA members. Everyone agreed not to be as detailed with the information shared. Instead, condense the summary into a one or two page document with a summary of the evaluation feedback. Data such as attendance, presentations, summary of feedback and changes (such as workshop) will be included. The summary should also reflect the other projects that COTA works on throughout the year. In 2019, a few things include MOTR implementation and special workshops, The Transfer Credit Denial form and process, the website review process, development of an orientation packet for new board members. Alicia will send her year-end COTA summary to us for feedback.

IV. Residency and Transfer Rule Amendment

Alicia disbursed the *Residency & Transfer* proposed amendment to the board.

The CAO meeting on April 17 discussed the policy. The policy will be open for comments and feedback, then posted by the Secretary of State and then open for public comments. The policy should be final in January. Alicia welcomed the COTA board to provide feedback to her.

Ted inquired about the catalog year reference for transfer students (back of 4th page – # 1 Transfer students). The policy is intended to treat transfer and native students the same.

Reference: Code of State Regulations – MO Revised Statutes. 173. Give feedback to Alicia.

V. Other Business

Committees:

- Conference – Cheryl, Ted, Gavin, Jackie
- MRT: Brooke, Cheryl, Helen
- Policy: Jessica, Mel, Roberto, David, Brooke, Ted

Proprietary school committee slot it still open. They will merge with the private and public schools within the MDHE structure. Alicia will reach out to the MDHE staff on that side to see if they can recommend someone who might be interested in serving on COTA.

Term Limits: Zora approves Committee members. The committee is designed so that 1/3 of the board rotates off each year unless a person agrees to continue (with approval from their own campus). No additional approval from Zora is needed upfront.

Structure of Board remains as is and is defined in the Residency & Transfer document.

Krystal's term expires in 2021 so Sue will serve the remainder of Krystal's term.

Brooke and Roberto would like to continue on the board.

Discussion about a packet for new COTA Board members followed.

Ted will research the idea of an Advisor listserv. Reach out to EMVP and Student Affairs.

Meetings:

May 20th 2-3:30PM

June 17th 2-3:30PM

July 18th – Jefferson City 10:00Am – 3:00PM

VI. Adjournment

Meeting Adjourned 1.10PM

Respectfully submitted,

Cheryl Dobson
Recording Secretary