

COMMITTEE ON TRANSFER AND ARTICULATION

Meeting Minutes—Ver. 1.1

January 21, 2016

8:30 a.m.

Attendance: Michael Olsen, Seth Carruthers, Artie Fowler, Kim Harvey, Melissa Hattman, Krystal Lang, Lynette Nickleberry, Gavin O’Conner, Beverly Schenkel , Amy Werner, Dixie Williams, and Mark York.

Absent: BJ White

- I. Welcome
- II. Approval of minutes
 - Dixie moved that the minutes be approved (version 1.1). Motion carried.
- III. Welcome Beverly Schenkel!
- IV. Treasurer’s report
 - a. Current Combined Balance: 27550.38
 - b. MRT Subaccount 9964.70.
 - c. Outstanding Expense: the edible arrangement for UMSL team that helped with the MRT videos.
 - d. Registrations: Before the winter break, the Conference had 113 registrants. We need to push this to reach 200 to help cover the expenses.
 - i. Amy Werner said that one former attendee has a conflict with a meeting on military credit.
 - ii. Michael Olsen asked that we compare last year’s registration with current registrations and reach out to those who have not registered.
 - iii. Rusty Monhollon will send out another invitation.
 - iv. Dixie—MACRAO (Missouri Association of Collegiate Registrars and Admission Officers). Dixie Williams will ask that it sent again.
 - v. Lynette—MACADA (Missouri Academic Advising Association)
 - vi. Melissa Hattman sent the current registration list to Amy Werner during the meeting.
- V. Associate of Arts in Teaching--AAT
 - a. Before the meeting, Melissa Hattman distributed an E-mail stream that detailed the progress of work on the AAT.
 - b. The two-year institutions regrouped in the October 2015 meeting of the Missouri Association of Colleges of Teacher Education (MACTE). Mark Taylor, Professor of Education at St. Louis Community College, is chairing the two-year AAT working group.

- c. Each of the two-year partners is to reach out and partner with a four-year institution. UMSL's partner is St. Louis Community College.
- d. There is a plan for the two-year schools to meet again in February (first or second Friday) to report on what they learned from the four-year institutions. Each of the four-year schools has had a chance to respond to their two-year partner.
- e. Jefferson College is partnering with UMSL as well. Ken Boning is the contact. Kim Harvey will research how far the partnership has progressed. Ken needs to address this to Sean Woodhouse.
- f. There is a slow down because of accreditation changes. The new curriculum must be submitted to Department of Elementary and Secondary Education (DESE) in 2017. The program changes must be approved.
- g. The process is in motion, and COTA's role is to monitor progress as it unfolds.

VI. Transfer Fair Calendar Update

- a. Dixie Williams said that there is interest in a Transfer Fair. She recommended setting up an Ad Hoc committee to help plan this and have maximum input. Michael Olsen recommended that the timing be late spring to prepare for fall.
- b. The following Committee Members were appointed to the Ad Hoc Committee:
 - i. Dixie Williams
 - ii. BJ White
 - iii. Krystal Lang
 - iv. Kim Harvey
 - v. Dixie Williams will contact Yvette Sweeney to see if she is interested in and able to serve on the Ad Hoc Committee.
- c. The goal is for COTA to be the central repository for dates for meeting such as this. This might be good to announce in the Conference closing.
- d. **Action Item—send names for those who should be on the Ad Hoc Committee to Dixie Williams.**

VII. Dual Credit Update

- a. The Dual Credit Policy revision was originally scheduled to take effect January 1, 2016. However, provisions have been delayed over concerns voiced at the Council of Chief Academic Officers (CCAO) over the CAOs'

responsibility to approve faculty qualifications for their respective campuses.

- i. The Faculty Qualifications section is under discussion by the CCAOs. The policy proposed a Master's Degree in field or 18 graduate hours in field.
 - ii. The changes that HLC is implementing on highly qualified faculty will affect all HLC accredited schools. That provision in the policy is not currently in force.
 - iii. The Chief Academic Officers expressed concern over an outside body deciding the qualifications of their faculty. The Chief Academic Officers believe that the responsibility to make this decision is vested with the faculty and the CAO.
- b. Rusty Monhollon will lead a dual credit session at the COTA conference.

VIII. Subcommittee Updates

- a. Missouri Reverse Transfer (MRT) Subcommittee
 - i. The Subcommittee met 1/12/16 to discuss the preconference day.
 - ii. The COTA Committee meeting will be the morning at 9:00 AM on 2/18/2016.
 - iii. The RTC training session will run from 1-5 pm.
 - iv. RTC Agenda
 1. The RTC video training modules will premier at the RTC training.

There are 8 modules, each 2-4 minutes long.
 2. Phase III Discussion—Institutions can provide implementation updates. .
 3. There are changes to the MOU because the reporting requirements for the grant no longer apply. Institutions will submit data to EMSAS, This will simplify the reporting requirements.
 4. The proposed MRT policy change to add “regionally accredited” to modify “associates degree” will not be discussed since it is still very early in the approval process. If it receives needed MDHE approvals to be presented to the CCAOs, the recommendation may be considered in the April 2016 meeting. If approved by the CCAO, it could be voted on at the June CBHE meeting.
 5. Kim Harvey is finalizing the agenda as the co-chair of MRT.

- v. Melissa Hattman noted some changes in RTC staffing changes at institutions. The turnover emphasizes the importance of continued training.
 - vi. Dixie Williams said that some changes may be made at the national level. The opt-in provision takes a high view of FERPA, but it has resulted in low opt-in rates. There is national discussion about adopting an opt-out policy.
- b. Policy Subcommittee
- i. The Policy Subcommittee plans to use the COTA conference presentation as a working session to gather input from those who implement the policy on possible policy revisions. What has worked? What can be improved?
 - ii. The Policy Subcommittee will meet next week. Michael Olsen asked to be included in the Subcommittee teleconference.
- c. Conference Subcommittee
- i. Melissa Hattman made travel arrangements for Shelby Stanfield of the University of Texas, Michael Olsen moved and Melissa Hattman seconded that COTA pay Shelby's travel expenses from the MRT account because since it is training. Motion carried unanimously.
 - ii. The communications team will design the program and use higher quality paper. There were no objections to the additional projected paper cost of \$60.00.
 - iii. Lunch Menu
 - 1. Chicken Fettuccini
 - 2. Pork Loin
 - iv. The Conference will use MDHE projectors and laptops.
 - 1. Leslie of MDHE will be present at 7:00 AM to set up audio visual equipment.
 - 2. Amy asked for COTA members to send their presentations to her when they are completed so that they can be preloaded on the laptops. They should be the final versions.
 - 3. Leslie has agreed to work at the registration table and print name tags for those who register at the conference.
 - 4. Amy Werner asked Melissa Hattman will send the font style and size to her so that she can pass that along to Leslie.
 - v. Amy said that MDHE would print room signs and a moderator checklist.

- IX. Day-Before-Conference COTA Meeting.
 - a. February 18, 2016
 - b. 9:00 a.m.
 - c. Capitol Plaza Hotel.
 - d. The agenda will include assembling conference packets.

- X. COTA Web Site
 - a. Artie Fowler pointed out the COTA web page seems dated. The last minutes are from 2011.
 - b. Melissa Hattman recommended that minutes be posted in the interest of transparency.
 - c. Mark York will gather the past minutes that have been approved and send them to Amy Werner.

- XI. Adjournment—Melissa Hattman moved that COTA adjourn. Seth Carruthers seconded. Motion carried. The meeting adjourned at 9:52 AM.

Respectfully Submitted,
Mark York, COTA Secretary