

November 19, 2018
COTA Meeting

I. Welcome

Present: Cheryl Dobson, Jessica Fazio, Jackie Fischer, Ted Frushour, Helen Hale, David Jones, Brooke Lockhart, Gavin O'Connor, Amy Werner.

Absent: Krystal Lang, Roberto Koch, Melanie Stegeman

Welcome by Gavin. Gavin presided over the meeting in Krystal's absence.

II. Approval of Minutes & Treasurer's Report

The minutes for October were reviewed. David motioned to approve. Jessica gave the second. The minutes were unanimously approved without corrections.

Treasurer Report – Amy reported the change for Rick's Café from the October meeting.

MRT - \$1,893.01

COTA - \$9,966.03

III. CORE Curriculum Update

Amy provided the update from the MACRCAO conference. Schools may designate the General Education as met in one of two ways:

- **General Education Complete.**

With this designation, in addition to MOTR courses, schools have the option to include CLEP/AP and non-MOTR transfer course work as completing the general education requirements.

- **CORE 42 General Education Complete**

With this designation, only MOTR courses may be used toward completion.

With either transcript designation, once the general education course work has been met, schools cannot differentiate deficiencies within the Gen Ed or require students to complete any other requirements. The exception being courses required for the major or GPA requirements.

Transfer and native student must be treated the same.

Amy informed the COTA members that the Core Curriculum Advisory Committee will have registrar representation to assist with broader policy and protocol to faculty. The 4-year representative is Brenda Selman (MU) and the 2-year representative is Scott Fiedler (OTC). Each has two backup for these meetings. Their first meeting was Nov 9th where new MOTR numbers for 2019 were set. Amy will send notification when these are posted on the website and Registrar's can add their courses. Course descriptions are being reviewed by faculty. The CCAC also reviewed three statements and will provide clarification soon.

IV. Subcommittee Updates

A. Conference

1. Opening of Registration

Amy sent a draft email to determine when we want to open the conference registration. Amy confirmed the test registration worked properly. Amy will send the registration email on November 26th. Amy asked COTA members to proof the email she sent and to provide feedback.

It was suggested to list the payment link a second time in a spot around the payment information.

Breakfast and lunch – Last year we ordered the American Continental for \$13 (yogurt, Danish, fruit). The group agreed to go with this option again. Amy will list “Continental” in the conference materials.

Amy confirmed the hotel will provide a room discount until the end of January if not all the way to the end of registration. Amy will list the deadline for the discount as January 31 to be on the safe side. Amy will close conference registration a week before the conference to supply Tan-Tar-A the meal count.

2. Presentation Requests

Roberto spoke with MU’s International Student office and they have agreed to present a session. They are willing to co-present with another institution.

Jessica lined up their Associate Provost for the Disney Q2 topic as the lunch keynote speaker. The time slot will be 12:30 -1:15 with the next sessions starting at 1:30. Depending on the feedback for session presentations, we might ask her to give a second session on this topic.

At the December 10th meeting we can discuss session submission topics.

B. MRT

Last year the session was the day prior to the COTA conference. We will consider combining the MRT session into the COTA conference this year.

C. Policy

Nothing new to report at this time. Amy is working on filing the rule as soon as possible.

The civics requirement were addressed. Amy reiterated the specifics of fulfilling this requirement is up to the institution. There will probably need to be a notation on the transcript that the exam has been completed. MSU is willing to share their exam with other community colleges.

Upcoming Dates:

12/10/18 COTA Meeting, telephone

1/22/18 COTA Meeting, telephone

2/26/19 Conference prep, in person, time - 4:00PM

2/27/19 COTA Conference, in person

3/18/19 COTA Meeting, telephone

4/18/19 COTA Meeting, in person

Adjournment

2:45PM

Respectfully Submitted,

Cheryl Dobson
COTA Secretary