

Committee on Transfer and Articulation

Minutes

Thursday, October 18, 2018

II Welcome/Introductions

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

Absent: Brooke Lockhart

II. Meeting Minutes Approval and Treasurer Report

A. Minutes: Corrections to the September minutes:

- Ted will serve on both the conference subcommittee and policy subcommittee.
- Other - The Civics Exam is not included in core 42 block.

Gavin motioned to approve the minutes and Jessica gave the second. Motion passed.

B. Treasurer's report: No changes to the budget from last month per Amy.

III CORE 42 Discussion

A. MACRAO:

Amy and Angelette will attend Cheryl's session, have their own session, and will be at the town hall.

Student Information System Survey - The list of registrar's that have not yet responded was discussed. Mel will reach out to a couple of the registrar's on behalf of Amy. Mel suggested asking about degree audits systems. Amy will bring up the topic of degree audit systems at the conference.

Registrar round table – mention the credit hour minimum on the matrix chart. Science – Sciences designation sub categories.

Discuss transfer of D and credit or pass grades at MACRAO. Also the notification of approved new MOTR courses.

Ask schools about an opt-in on the Admissions application for exchange of information for MRT.

B. MOTR

Transcripts – There may be a problem with effective dates on transcripts for MOTR courses. Should the MOTR designation be on the transcript or left off (the law does not require it on the transcript)?

Schools must stamp when the MOTR general education block is met on transcript.

Attributes, effective dates, schedules, and catalogs were discussed in relation to attaching the MOTR designation.

The best way to keep up with changes to MOTR courses was discussed. The Core Curriculum is meeting Friday, Oct 19th and hopefully will approve new courses by January.

Amy will mention D grades to discuss transfer grades at MACRAO. Gavin mentioned the sub group discussed this issue and decided that institutions will follow their own policy so long as institutions treat native and transfer students equally. Wording has been created by the Core Curriculum Advisory Committee: *“Each institution will apply its general education requirements to native students and transfer students per Higher Learning Commission requirements”*. Major requirements will still stand and student may have to retake the class for the major or pre-requisite in cases where a grade of D is not sufficient. This could be an issue for private signatory schools. What about transfer credits with grade versus CR.

Discussion followed regarding credits earned from CLEP/AP/IB exams. Discussion also followed regarding out of state transfer courses that would otherwise be equivalent to a school designated MOTR courses (example: English Composition). Do these only fulfill the institutions gen ed, but not the MOTR 42 gen ed – committee members disagreed on this point? Does this limitation meet the intent of the law and is it in the best interest of the student?

Discussion followed regarding courses outside of MOTR approved subject/number being used within the MOTR 42 stamp. In this case, the committee agreed this would be considered the institutions gen ed. Disagreement by the committee as to whether a school would be allowed to give the transcript the stamp of “Gen Ed met” for transferability purposes.

What happens if a MOTR courses falls off the approved list?

Amy may hold a special registrar meeting in November.

Ted asked about the 5 extra elective courses. The performance credits are now limited to three hours for performance credits out of the 9 total hours in the Humanities & Fine Arts knowledge area and to the total CORE 42. The MDHE website has this update posted.

Implementation standards for a new course proposal were discussed. Nine schools must offer the course before a school can submit/request a new classes be added to MOTR. Syllabus, signed by CAO, answer questions on form, 9/10 institutions offer this course are all part of the submission for a new MOTR course. Rules are filed with Secretary of State. This will probably be submitted in early spring. Amy will notify Angelette. Amy reminded COTA that schools have a 30-day comment period. CORE submission update forms due Nov 30th. The new MOTR course list should be approved by January.

Civics exam also being discussed tomorrow by the CCAC. The COTA members agreed that the Civics exam is distinct from the CORE 42 block and is NOT part of the CORE 42.

IV. **COTA Conference** (February 27th)

Conference work group: Krystal, Cheryl, Ted, Gavin and Jackie.

Theme: Always Sunny in Transfer. Please bring props for a selfie station. We may order cheap sunglasses.

What sessions would appeal to the privates? Session ideas: International sessions have been good in the past but who can present on this; Webster, 1+3 agreements, several offered to check with their schools. Perhaps session for beginners. Jeff Barlow might be able to speak on the impact of state appropriates and transfer. Hot

topic sessions. Women in leadership. Q2 Disney training (may need longer than an hour); What do you need and how can I help you? Marketing for CORE 42. Dual Credit and adult students. CRM best practices, transfer student panel (students on the lake – can conference video stream students in), data analytics, transfer mentor (NWMSU/MCC and Truman), resources for transfer students. Civics exam.

Amy covered the results from feedback of last year conference.

- Evaluation will be online next year.
- Registration attendance declined slightly at the 2018 conference perhaps due to CORE 42 monopoly.
- The survey results indicated a request for more networking opportunities and more time for questions.

Amy will send a call for sessions next month. Amy sends this to all who have ever attended COTA and then we can forward. Please submit ideas to Amy for session needs. She would like to have a conference subcommittee in early January.

The group agreed to ask Zora to give opening presentation. We can pay for travel and/or hotel for the speaker we have at lunch.

Have Rusty (CORE 42) speak last and not up against other sessions for conflict.

COTA conference setup is around 5:00PM on the evening of February 26th and conference is the following day. MRT will be combined with COTA unless other major changes.

Workgroups to contact about the conference:

- Amy sends to CAO groups under Rusty's name.
- Mel – MACATA
- Cheryl – MACRAO
- MCCA – Jackie
- ICUM - Independent association David
- CPA – College Personal Association – Helen
- Krystal - St. Louis Higher Ed group

Krystal asked if MDHE could create a social media blitz for advertising one consistent message.

MRT design logo submitted by students in the past. Should we consider creating a COTA logo?

V. MRT Work Group Update

Opt-in Vs Opt-Out discussion followed.

Amy stated due to the opinion form the FERPA compliance office (U.S. Dept. of Ed opinion letter January 2016), an auto opt in may be difficult. Federal law Reverse Transfer Efficiency Act of 2017– student will still have to give permission to schools to “graduate” the student. Policy is underway to allow institutions to share information for MRT.

Some states already use the automatic opt in regardless of FERPA's opinion letter.

Other states – Passive where the opt-in is a question on the Admissions application. Amy will ask about this at MACRAO.

Most institutions agreed that the “opt out” option would not be efficient for management of the MRT program.

VI. Policy Update

Subcommittee: Ted, Mel, David, Roberto, Amy, Jessica, and Brooke

Complaint Portion – Should have MSAS data soon.

Amy is waiting on the new Student’s Rights & Responsibility –information for core curricula.

Discussed the Denial of Transfer Credit Notification. The issues of Title IV compliance wording was raised. Should the form be reviewed by legal counsel for proper wording? Should the legal name be removed? COTA suggested combining both and just listing “Name”. There may be an issue of finding the student’s name in the database.

COTA’s legal opinion is the form is only for MOTR courses. There could be public school that do not comply with MOTR. Sending institution and the student both have the right to appeal the denial and commissioner has the final determination.

Amy clarified that students can always appeal a transfer course (not specifically MOTR) decision. There is a specific policy for appeal that schools should already be complying with. Any institution that receives federal funds must have an appeal process ending with MDHE. General complaint form is available through MDHE

Rusty wants to wait on the CORE 42 to settle before evaluating institutions website process.

Schools will be surveyed before (baseline) and after the process to see what impact the MOTR transfer has had.

Form changes:

- List both the student ID for sending and receiving institutions (usually listed on transcript)
- Add MOTR reference and/or CORE 42 at the top of the form
- Combine into one name
- Remove the word “applicable”
- Remove the last section with the three bullets.

The final draft will be posted on MDHE under COTA. Amy will notify TAO/CAO/Registrars.

MDHE typically refers to HLC policies.

Mel motioned to adjourn and Gavin gave the second. 2:20PM

Respectfully submitted,

Cheryl Dobson
COTA Recording Secretary