

**COTA Monthly Meeting  
Monday, August 26, 2019  
Conference Call 2:00 p.m.**

**Welcome:**

Present: Sue Bateman, Cheryl Dobson, Alicia Erickson (MDHE), Ted Frushour, Helen Hale, David Jones, Brooke Lockhart, Kevin Manley, Roberto Koch, Gavin O'Connor, Mel Stegeman,

Absent: None

**Approval of Minutes:**

Dobson motioned to approve the July minutes. O'Connor gave the second.

The minutes were approved with the clarification of the change with MRT to CORE 42 subcommittee. MRT moved back under the Policy subcommittee.

**Announcements/Updates:**

**Fast Track**

MDHE has officially launched and opened the Fast Track program. An application link can be located under the Financial Aid portal on the DHE website. 75 students have already applied as of last week.

**Equity Summit in October** – The registration will open on September 3<sup>rd</sup>. The conference is free. It will be in Columbia at the Holiday Inn Executive Center. There will be a couple of national speakers.

On the 28<sup>th</sup>, the two departments under MDHE are merging that evening. Hoping for a smooth conversion process.

**Subcommittee Updates**

**Conference** (Jones, Dobson, Lockhart, Bateman)

Save-the-Date : Alicia sent a draft to the COTA members the end of last week. The invitation was also sent to about 475 people. The art work is not yet available due to the conversion efforts at MDHE but Alicia will continue to try to work on this. Hales asked if we forward the Save The Date to others. Erickson approved.

**Conference Sessions** – COTA members were granted permission to forward the call for presentations to others.

Stegeman asked if COTA has ever surveyed colleagues in the past. A survey may be a viable option to find out best practices and questions from other institutions. Stegeman asked COTA committee members to be thinking of survey questions. Alicia will share the "box" link for a spreadsheet that we can all access.

The hotel contract has been signed by MDHE.

Erickson is working with MDHE to secure a dedicated site for registration.

Presentations will be discussed and planned at the end of October.

The conference Timeline and To Do list will be sent to the conference subcommittee members.

Jones volunteered to serve under the conference committee.

**Policy** (Lockhart, Koch, Stegeman)

**Transfer Rule Update** – There are no Transfer Rule updates. The commissioner is still approving the document which has moved to the Secretary of State for comments and should be finalized this fall in October or November.

**Civics Exam** – The committee briefly discussed that status of this requirement at a few of our schools. Dobson asked if DHE will eventually prepare a comprehensive list of how this is met at other schools. Similar to a previous list for the MO Constitution exam.

A transfer articulation survey could be of interest moving forward. Stegeman asked if the committee needed to meet within next two months but no one felt this was needed.

**CORE 42** (Koch, Hale)

Conversation followed regarding CORE 42 responsibility.

The moratorium for course additions for 2020-21 was referenced.

B. Selman and S. Fiedler are members of CAO advisory committee. COTA will consider drafting a recommendation to the core curriculum advisory committee. This will be a project for our October meeting.

Staffing assigned to this by MDHE

**MACRAO** – Prichett will give a session on CORE 42 at MACRAO.

**Board and Administration**

**Treasurer's Report**

**Ending Balance:**

COTA: April 22<sup>nd</sup> - \$9,358.90 one error that Alicia is working on. Normal balance is around \$10,000 enough to cover one conference.

MRT October 2018 - \$1,893.01. Perhaps leave in place for future national reverse

**Board Opening in Two-Year Sector & Proprietary**

New members: Kaitlin Wilson from MCC Academic Services was suggested by Fischer. Erickson will ask for a resume to be reviewed by the committee.

Frushour will be resigning from COTA. Erickson will send a request for Frushour's replacement from the 4-year sector.

**New Member Packets and Orientation**

New COTA member packets – Erickson is preparing this as a mini orientation for our new members. This will be given at the October meeting. The purpose is to help orient new COTA members.

**Other Business**

There was a motion to approve the June minutes (no quorum in July). O'Connor motioned and Koch gave the second. All approved.

**Adjournment:**

O'Connor motioned to adjourn and Koch gave the second.

Next meeting: September 16<sup>th</sup> at 2:00PM.

Respectfully submitted,

Cheryl Dobson  
COTA Secretary