

**COTA Monthly Meeting
Monday, January 13, 2020
Conference Call 2:00 p.m.**

Welcome

Present: Sue Bateman, Cheryl Dobson, Alicia Erickson, Helen Hale, Ross Hawkins, David Jones, Roberto Koch, Brooke Lockhart, Kevin Manley, Gavin O'Connor, Melanie Stegeman, Katelyn Wilson.

Approval of Minutes:

O'Conner moved to approve. Stegeman gave the second. All approved with one correction to correct Sue's last name.

Announcements/Updates

Core 42. Per Pritchett, New MOTR courses for 2019-20 are in review and will be posted Feb 14th. On January 15th MDHEWD will begin accepting new courses.

Stegeman will post this information to various email list serves on behalf of COTA. Alicia will send Stegeman the correct verbiage to post. Additional communication is for the purpose of reaching a broader audience.

MDHEWD has researched the MRT data. 289 reverse transfer degrees have been posted for the 2018-2019 school year. This is the largest number so far. The data staff at MDHE plan to review MRT data in hopes of identifying some gaps for areas of improvement.

Hawkins asked why Missouri utilizes the opt-in instead of the opt-out choice for MRT. Unfortunately, none of the current COTA members were part of the initial MRT group who made these decisions. Dobson will ask her contact at MSSU. Stegeman will reach out to the registrar at the University of OK who uses the Opt-out choice. Erickson may put Hawkins in touch with MDHE staff as follow-up regarding possible MRT initiatives. Koch referenced the federal Reverse Transfer Efficiency Act and believes the opt-in choice may have been related to limitations with FERPA. Hale stated the opt-in choice may have been selected due to ramifications on workload constraints.

Sara Salmons – Informed COTA that the Degrees When Due initiative is ramping up. **Emily Sellers and LeAnn Davis** attending COTA. It is possible we may a broader audience at COTA this year due to DWD. **Erickson will reach out to the Missouri contact for DWD to encourage attendance at this session.**

Policy subcommittee –The COAs meet this Wednesday and will be discussing AAT degrees.

MACRAO is holding their regular monthly meeting on February 18th. They plan to stay to attend the COTA conference.

Stegeman asked about transfer articulation survey that MDHEWD sent this morning. She asked us to encourage schools to complete the survey. Erickson stated about 8 schools have already responded.

Subcommittee Updates:

Conference (Bateman, Dobson, Lockhart, Jones):

95 people have registered and 39 are registered for the pre-conference. In order to breakeven with the expense of food for the conference, we need 133 paid attendees. The preliminary cost of the food is \$9,857. 39 people have reserved hotel rooms.

The COTA board will meet in the Leeward room at 4:30 for our monthly meeting. Dinner has been ordered. We will stuff packets, prep name badges and finalize the conference preparations.

The pre-conference session will be from 2-4:30 on the 18th. Plan to have someone greet people as they arrive at about 1:00PM. Erickson will bring a list of registered people for sign-in along with make your own peel & stick type name badges. Please notify Erickson if you are able to greet. The pre-conference will take place in the Paradise C room.

Raffle items: Please bring something from your school.

Hale asked if there is a contingency for weather. Erickson will verify with the hotel. Refunds were discussed.

On the 18th there is a catering review meeting at 11:00 if the board would like to attend. The menu is the same as last year. If we have more than sufficient registration, an afternoon coffee/tea/cookie may be added.

Policy (Koch, Lockhart, Stegeman, Wilson): The subgroup is meeting the first night of the conference.

CORE 42 (Koch, O'Connor, Manley, Hawkins): Hawkins asked if there is an opportunity to ask for questions or ideas. The email contact is He.core42@dhewd.mo.gov or registrars Brenda Selman and Scott Fiedler for ideas.

Board and Administration

Erickson will reach out to a few independent contacts regarding joining the COTA board.

Next Meeting

In-person at the COTA Conference, February 18, 2020. Meet at 4:30 in the Leeward room. We will hold our monthly business meeting and prepare for the conference.

Adjournment

Meeting adjourned 2:37.

Respectfully submitted,

Cheryl Dobson
Recording Secretary

Conference Subcommittee: Bateman, Dobson, Erickson, Jones, Lockhart:

Tuesday, February 18, 2020

2:00 pm – 4:30 pm COTA Orientation Session in Paradise C. Presenters should plan to be there around 1:00PM. This session is for early career professionals or those new to their positions. No charge to attend. 39 have signed up to date. Erickson will prepare a handout: List of COTA members with website link.

Topics:

- COTA Board members & Purpose: Mel (if you wish to take part)
- DHEWD staff and roles: Alicia
- DHEWD website and resources: Cheryl
- State Initiatives: Brooke
- Network BOF: David

Closer to the date, Erickson will review those who are pre-registered to see if we can determine similar groups to divide the people by for the networking session. Possible groups:
Faculty/Advising, IR, Recruiting/Admission, Registrar

Possible topics for roundtable: Ice breaker activity, communications at your school, challenges, etc. Cheryl, Alicia, Brooke, David will lead networking sessions.

Erickson will send one more reminder about conference in early February. She will also reach out to the speakers one more time as a reminder.

The conference survey will be online and distributed by email that afternoon or next day. If possible, the survey link will be added to the program.

Meals: Same as before. There is a catering meeting at 11:00Am if anyone wishes to attend with Erickson.

LeAnne Davis: Erickson asked what the proper reimbursement would be. COTA will offer to cover her hotel and hotel meals but not airfare.

Lockhart will give the closing comments since she is the chair the following year.

Erickson will moderate lunch and introductions.

Stegeman will give the opening and keynote introduction.

Selfie frames.

Erickson will prepare a moderator's cheat sheet: Wi-Fi login, passwords, cell contacts and IT help, list of sessions duties: Introduce speaker, watch conference time including 5-minute warning, head count, help with electronics, etc.

Conference sub-committee meeting: Monday, February 3rd at 3:30PM.