

# COTA-Advisory Council Minutes

<http://dhe.mo.gov>

## COTA AC Meeting Notes 1/10/08

**Members in attendance:** Doug Couch, Artie Fowler, Hillary Fuhrman (DHE ex-officio), Rita Gulstad, Melissa Hattman, Sarah Larson, Bruce Miles, Debbie Schatz, LaShandra Shepard, Kandis Smith (COTA ex-officio), and Yvette Sweeney

**Members absent:** none

**Guests:** Jeremy Kintzel, (DHE Research Associate) Julie Chapman, (Faculty Fellow, UCM) Chad Hampton, (DHE Research Associate) Nicole Ray (DHE Student Intern) B.J. White, (DHE Program Specialist)

The meeting minutes from 11/29/07 and 12/20/07 were accepted.

### **New members:**

New members were introduced and welcomed.

- Debbie Schatz, Missouri University of Science and Technology
- LaShandra Shepard, Metropolitan Community College- Longview Campus

### **Transfer and Articulation Conference:**

Questions were asked about end of course exams (high school); the impact of end of course exams on dual and advanced credit programs and instructors, the relationship between CAI and end of course exams, and how AP will fit into the proposed structure. It was agreed that these are some of the primary areas for discussion on January 30, 2008.

COTA AC reviewed the proposed questions for break out groups for the Transfer and Articulation conference. Suggestions were made and agreement that further revisions should be made through e-mail using the distribution list. Deadline for question submission or revisions: January 22, 2007

### **Session Leaders:**

Confirmed: Dr. Jeannie Crain, Dr. Arlen Dykstra, and Paula Glover

Dr. John Ganio is not available. Suggestions were made for alternate presenters. It was agreed that Dr. Patrick Vaughn at SCC should be invited. Yvette will extend the offer to Dr. Vaughn (Dr. Vaughn accepted on 1/11/08).

Suggestion was made that session leaders meet over conference call to discuss questions and review break out session questions.

Jeremy Kintzel made revisions to the conference time table. His suggestions were accepted.

### **Evaluation:**

Suggestions were received. Melissa will send out second draft.

B.J. White volunteered to collect evaluation forms after the conference and will provide an analysis of data for COTA and COTA AC.

### **Seating Chart:**

It was confirmed that conference seating charts need to be created for both the main session and the break out sessions for the January 30 conference. Melissa, Artie and Yvette will create the chart, maximizing institutional diversity for work groups.

### **Name Tags:**

Jeremy Kintzel and DHE staff also volunteered to create name tags including seating chart placement information, which will be provided on January 22, 2008.

Bruce Miles asked if many proprietary institutions had registered for the conference. Yvette read the list of institutions represented to date. Bruce mentioned that he would encourage others to register for this conference while attending a special meeting of MAPCCS later this week. He will also investigate presentation of COTA AC mission at MAPCCS conference generally scheduled in February or March.

**Session Facilitators:**

Dual/Advanced Credit: Artie Fowler and Rita Gulstad  
Access to Collegiate Level Coursework: Yvette Sweeney, Doug Couch,  
Policy and Impact of Exit Level Competencies: Sarah Larson, Bruce Miles, Debbie Schatz

**Facilities:**

Final arrangements with the hotel will be made by Jeremy Kintzel and Artie Fowler. DHE will provide a projector, screen, and computer. The hotel will provide microphones (three wireless, one wired), microphones, flipcharts, and a mixer for amounts agreed to in the contract. Final counts are due to hotel one week prior to event date.

**Registration Information:**

Information to be sent to conference registrants was reviewed. To be included:

- Dr. Sauer biography
- Agenda
- Map/directions to conference center
- Link to CAI documents which should be printed by attendees and brought to conference (two sample table copies of competencies will be provided per table)

*All of the above will be available electronically as attachments to the confirmation.*

**Arrival Time:**

COTA AC members agreed to two arrival times on January 30th:  
For local members and those arriving the night before: 7:30 A.M. arrival (Sarah, Rita, and Artie)  
For all other members: 8:00 A.M. arrival  
Registration begins at 8:30 A.M.

**Next Meeting:**

There will not be a meeting of COTA AC as previously scheduled immediately following the conference on January 30th. The March 6, 2008 conference call will be the next scheduled meeting.

**NACADA Region 7 Conference:**

Proposal to present COTA AC mission was accepted as submitted by Melissa and Yvette. February 10 is the deadline for early registration and hotel accommodations.

**UM System Transition Conference:**

Doug Couch has agreed to co-present COTA AC mission with Yvette.

**New Business:**

It was suggested that COTA AC review long and short term goals after conference planning is completed. Possible discussion topics:

- The general education block (and how this information appears on transcripts)
- By what means are students informed when they must request that their institution include the 42 hour block information on a transcript?
- Exploration of additional majors suitable for state-wide agreements in the model of the AAT

It was suggested that COTA AC review the list of suggestions received at the 2007 UM System Transfer Conference.

Minutes submitted 1/15/08 by Yvette Sweeney