

# COTA-Advisory Council Minutes

<http://dhe.mo.gov>

## COTA AC Meeting Notes 3/6/08

**Members in attendance:** Doug Couch, Artie Fowler, Hillary Fuhrman (DHE ex-officio), Rita Gulstad, Melissa Hattman, Sarah Larson, and Yvette Sweeney

**Members absent:** Bruce Miles, Debbie Schatz, LaShandra Sheppard, Kandis Smith (COTA ex-officio)

**Guests:** Julie Chapman (Faculty Fellow-Academic Affairs, DHE) and B.J. White (DHE Program Specialist)

Meeting minutes from the January 10th meeting approved.

Conference Review: Comments shared by conference participants compiled into theme-based topics. The evaluations were received from 38% of attendees. Summary findings are being reviewed by COTA and will be shared with interested parties (such as CAI steering committees and those working on assessment). COTA suggested that:

- Only have one plenary speaker to introduce general session, if a second speaker is necessary, consider format that allows hands-on participation earlier.
- Lack of action orientation of CAI topic (conference planners recognized this challenge and will try to share with attendees how their feedback and suggestions will shape future policy.)
- Consider more issues/topics with breakout sessions
- Next year will still offer a one day conference, with consideration of a longer format for future years.

Spatial constraints of conference facilities were discussed; in consideration of additional sector (K-12) interest in future topics and to accommodate a larger crowd based on variety of topics. It was determined that Columbia is still the best centralized location; suggestion was made to determine the date of the next conference now, so that facility reservations could be secured.

Two formats for next year's conference were suggested:

- Breakout sessions/tracks with attendees following tracks of interest to them
- Move all attendees topic to topic, carefully arranging topic instruction modalities to ensure variety of presentation delivery

Issues to consider:

- Mixed nature of audience
- Difficulty of topic
- Nametag system at registration (alpha check-in lines, additional copies of registrant lists and check-in volunteers, clearer table identification system)
- Different time of year for the conference, perhaps fall
  - Suggested months were September, October, early November followed by January or February based on weather considerations
  - Identify professional association conference dates to avoid
    1. MACRAO - October 26, 2008
    2. MACADA - September 11 and 12, 2008
    3. Chief Academic Officer Meeting - November 1-4, 2008
    4. NACADA - October 1-4, 2008
    5. MAPCUS -
- Importance of keeping conference starting and progressing on time
- Consideration of whether attendees can change sessions of interest once assigned
- Evaluations should be given to participants at time of registration
- Based on the policy nature and long-term orientation of this topic, it was recommended that any recommendations/suggestions that can be addressed now should be; sharing progress with all conference participants

Appreciation was expressed to Katrina Volle (U.M. System) for her assistance with conference registration and compilation of attendee information. Appreciation was also expressed to Julie Chapman (Faculty Fellow-Academic Affairs, DHE) and Nicole Ray (DHE

Research Interns) for their assistance with conference feedback compilation. Positive comments were also shared regarding hotel cleanliness and service, technical equipment and quality of food.

COTA Meeting: Request was received by COTA regarding a Missouri/Kansas Early Childhood Director Credential requirement. COTA is requesting additional clarification on requested action.

Information is being sent to COTA AC members for review; feedback should be sent to COTA via B.J. White.

COTA AC Election:

Upcoming timetable and nomination process was reviewed.

- DHE will be the host site of the election website.
- Nominations will be accepted from March 15 - April 28
- Link will be located near the COTA AC link
- There will be two paragraphs that will describe the process/rules
- E-mail form for nomination/contact
- Election process open from May 1-May 15
- Election will include three open positions (B.J. will list the length of term of each COTA AC member and the year that their term expires on the website)

Action Item: Determine Chairperson of each professional organization and send request asking that membership lists/e-mail contacts be shared with DHE staff to expand list of voting delegates. DHE currently has the contacts for statewide transfer and articulation officers and Chief Academic Officers.

**Current term assignments of COTA AC members:**

One year terms: Doug Couch, Melissa Hattman, and Bruce Miles (expires 6/08)

Two year terms: Jamie Carpenter (now LaShandra Shepard), Rita Gulstad, and Sarah Larson (expires 6/09)

Three year terms: Cindy Fiedler (now Debbie Schatz), Artie Fowler, and Yvette Sweeney (expires 6/10)

Other discussion items:

- COTA AC will review the duties of the membership coordinator.
- How and where is the general education block designated on transcripts?
  - Are some automated?
  - How do students know they must request this information to be added to the transcript?
  - Do all schools automatically put the designation on all transcripts for those who graduate with the AA degree?
  - Are some four year institutions receiving AA degrees with no science? Is this a problem based on the competency model of General Education?
  - How far back do you go to honor the 42 hour block? Some will honor the 39 hour block until 2008...

Meeting adjourned.

Minutes submitted by Yvette Sweeney and Artie Fowler