

# COTA-Advisory Council Minutes

<http://dhe.mo.gov>

**COTA AC**  
**09/04/2008**

**Member in attendance:** Artie Fowler, Rita Gulstad, Melissa Hattman, James Kralicek, Yvette Sweeney, B.J. White(DHE ex-officio), Debbie Schatz, LaShandra Shepard

**Members absent:** LaShanda Boone, Sarah Larson, Angelette Prichett, Kandis Smith (COTA ex-officio)

**Visitors in attendance:** Hillary Fuhrman

## Minutes

Melissa Hattman moved to approve the minutes of 7/17/08 with B.J. White as a second. All approved. Minutes were passed.

## Transfer Conference

COTA is pleased with the direction the conference is taking but wants to be sure it is active, will get institutional people involved, and give practitioners opportunities for involvement.

Subcommittees:

Programming -- Melissa Hattman, Yvette Sweeney, LaShanda Boone

Logistics -- Jeremy Kintzel, Angelette Prichett, Rita Gulstad, B.J. White, Katina Volle, Kandis Smith--will meet **January 8, 2009** at the Holiday Inn Select with hotel staff.

Registration -- Artie Fowler, Yvette Sweeney, Katina Volle, James Kralicek, Sarah Larsen

Evaluation and follow-up -- Hillary Fuhrman

Promotion and marketing -- Deb Schatz, B.J. White, LaShandra Shepard, Bruce Miles, James Kralicek.

Rita will open the conference by welcoming the attendees and sharing the thought process as to the planning of the conference. Keynote speaker considerations will be determined once the session topics have been determined.

## Conference Tasks Timeline and Duties

**September 8, 2008**-Save the Date cards will go out made by Melissa, her assistant Erika, and Deb. B.J. will then send out electronically. Theme: How Policy affects Practice and Practice affects Policy. These will be sent to Chief Academic Officers, Transfer and Articulation officers, and all voting members.

B.J. will email Katina's email and contact number to Artie and Yvette.

**September 15, 2008**-Call for proposals will be sent with the deadline to submit **October 15**. It was suggested that session presentations be planned for one hour or one hour and fifteen minutes. A final presentation format will be adopted once topics have been finalized. COTA-AC shall have a contingency presenter for any cancellations at the last minute in each area. Presenters will be asked to email all handouts for folders by January 16, 2009.

**October 17, 2008**- B.J. will send all preliminary program presentations to the programming subcommittee ( Melissa, Yvette and LaShanda) upon their arrival at DHE. They will preview all submissions sending those selected to COTA.

**October 22, 2008** COTA will give final approval and a confirmation email will be sent to those accepted by October 29, 2008 by B.J. It will come from Dr. Jorgenson and Rita of which Rita will write.

**November 1, 2008** Registration, session abstracts, and the agenda will be online as of this date. Attendees will need to print and mail with payment. A "Time to Register" email will be sent to those listed above.

— COTA-AC will meet at 4:00 PM January 29, 2009 to prepare for the conference.

## Distribution List

Hillary will try to create a distribution list for COTA-AC membership to facilitate communication throughout the year.

## Coordinated Plan

COTA-AC discussed the coordinated plan briefly as it related to people who transfer (entrance and exit competencies). The assessment phase is in the beginning stages. The work groups are setting a baseline and will then move to figuring out how to improve. They are working on how to operationalize the initiatives and relate them to specific institutions. They are determining what the assessment tools will be and what data is currently available.

## Dual Credit

COTA discussed the dual credit survey that was distributed and the data summary that was prepared. Teacher qualifications and support were the driving concerns of the initial survey. COTA will be stressing a model of continual improvement. Issues identified are:

- Who should be approached at institutions where guidelines are not upheld?
- What are COTA's options when guidelines are not upheld?
- Should COTA create a broader survey instrument to determine other issues?
- How can institutions express concern to COTA about another institutions program?
- How will COTA get data from institutions: Annually or semi-annually?

There is a September 24th deadline for Chief Academic Officers to respond to COTA with thought/ideas regarding the survey information shared.

COTA is taking an approach that is similar to the statewide transfer and articulation agreement, allowing institutions to become signatory to the guidelines.

A question was asked by a COTA-AC member regarding the maximum number of transfer hours that can be brought in under dual credit. The member encountered a student with 50 hours of dual credit. Several issues emerged, such as the fact that dual credit students are not getting advisement as to how these credits may or may not apply toward their eventual degree program, whether this was a detriment to financial aid eligibility and for freshmen oriented scholarships, and for IPED reporting on first time freshmen status. B.J. White volunteered to investigate the financial aid issues, and Rita indicated that she would share the concerns with COTA regarding advising, scholarships, and reporting.

COTA-AC again suggested that there needed to be common definitions of transfer students as opposed to freshmen based on these issues.

**Announcement**

DHE associates announce the new Assistant Commissioner of Academic Affairs at DHE, Dr. Tim Gallimore.