

Missouri Department of Higher Education  
COTA AC Meeting Minutes  
August 5<sup>th</sup>, 2010  
Conference Call

Members Present: Debbie Schatz, Yvette Sweeney, Victor Price, Melissa Hattman, Artie Fowler, Terry Smith, Cathy Plunkett, Kathleen Burns, Jerry Patton, LaShonda Boone, Rusty Monhollon, Bridget Johnston (DHE liaison), Christa Weisbrook (UM System liaison)

1. Minutes from July 8<sup>th</sup>; Kathleen moved and Melissa seconded. The motion to approve carried.
2. Changes to the By-Laws

**Revision #1: In the section titled “Eligibility and Commitment”**

Second bulleted item current wording –“To be elected as an officer, members must have served at least one year and may self-nominate.

First bulleted item proposed revised wording—“Members may self-nominate or be nominated.”  
Motion made by Terry with a second from Yvette, motion carried.

**Revision #2: In the section titled “Roles of the Executive Team”**

Change the title “Membership Coordinator” to “Communication Coordinator.”  
Motion made by Melissa, seconded by Kathleen, motion carried.

**Revision #3: In the section under “Membership Coordinator” (now proposed to be Communication Coordinator) as follows:**

First bulleted item current wording-- “Responsible for maintaining a current data base of institutional contacts across the state”

First bulleted item proposed revised wording—“Responsible for maintaining a current COTA-AC mailing list to include state transfer and articulation officers, chief academic officers, and chief executive officers and to facilitate communication with various relevant state organizations.  
Motion made by Terry with a second from LaShonda, motion carried.

**Revision #4: In the section under “Membership Coordinator” (now proposed to be Communication Coordinator) as follows:**

First bulleted item current wording—“Responsible for organizing and conducting elections using an on-line ballot process.”

First bulleted item proposed revised wording—“Responsible for organizing and conducting elections using an on-line ballot process in cooperation with the COTA-AC DHE liaison and for coordinating communications with candidates.”

Motion made by Yvette with a second from Melissa, motion carried.

**Revision #5: Insert a new section at the end of the current by-laws as follows:**

By-laws Revision Process

The revision process shall span a minimum of two regularly scheduled COTA-AC meetings and will follow the following sequence:

- Proposed revisions will be presented for review and discussion at or prior to the first review meeting.
- Proposed revisions will be discussed at the first review meeting.
- Discussion and further review and changes may continue as needed.
- Final, formal revision wording will presented at or prior to the second review meeting.
- By-law revisions will be presented for a vote at the second review meeting.
- By-law revisions will be effective as of the revision vote meeting date.

Motion made by Jerry with a second from Melissa, motion carried.

### 3. COTA Meeting Changes

- Aug 25 moved to Aug 24 – This should be no effect for our meeting on the 26<sup>th</sup>.
- There was no new information to report about whether or not COTA could attend this meeting on Sept 21 at STLCC-Wildwood. Robert Blankenberger of the Illinois Higher Education Commission will present on the Illinois Articulation Initiative. He may be there in person or via teleconference. Rusty will seek approval from Pam McIntyre

### 4. Conference Planning

- Bridget has been working to get the contract finalized at the Holiday Inn for the conference.  
Friday, February 11, 2011  
Holiday Inn Executive Center
- We will need a room on Thursday, February 10<sup>th</sup> from 2-6pm for a meeting with COTA.
- The conference will run on Friday from 7:30-4:00 and we are planning on 200-225 people.
- We will need 3 Break-out rooms.
- We should plan to request the same block of rooms as we did for last year's event.
- We will need microphones and cords from hotel.

### 5. Timeline for submission of presentations.

September 1	Save the Date – draft of the notification to be done by August 15th
September 29	Call for Proposals – draft of the notification should be done by Sept. 15th
October 28	Proposal Deadline
October 29	Proposal Review
November 2	Proposal Selection
November 3	Proposal Sessions to COTA for approval
November 9	COTA Approval
November 16	Confirmations to Presenters

- Deb to create the draft to send out for save the date
- Bridgette and Victor to work on getting the distribution list together.

Kathleen made a motion to approve the dates for submission, Melissa seconded and the motion carried.

6. Theme for conference

➤ Transfer Horizons: Missouri's Vision for Transfer Success

This would encompass the continued focus on degree completion, new state leadership, best practices, and other topics

➤ Tracks

- Faculty Involvement/Connections/Participation
- Best Practices
- Policy and Vision

➤ **2011 Transfer Conference Session Ideas**

- Concurrent enrollment (dual credit, dual enrollment)—high-school students earning college credit.
- Early College, Missouri Academy, PLA (Prior Learning Assessment), CREST, Bill and Melinda Gates foundation or Lynn Claussen Day (UMKC) on the topic of early college, MO. Academy – Rusty is chairing the committee that is writing the policy but it is not clearly defined yet.
  - Communication among faculty about transfer and articulation issues
  - Dissemination of entry level competencies; college readiness
  - How transfer students compare with native students—presentation by Larry Westemeyer (UMSL) Melissa has confirmed this with Larry.
  - Book club—select a book for attendees to read before the conference. Then have a book club discussion as one of the sessions. Kathleen suggested a book on dual credits and we will be seeing one so that we can do the book study ourselves.
  - Annual report on the health of transfer from COTA – this should be a Plenary session
  - Bill and Melinda Gates foundation or Lynn Claussen Day (UMKC) on the topic of early college.
  - Effects of economic challenges on transfer student demographics and success.
  - Report from David Russell, interim commissioner on new policies and initiatives – This should be a plenary or lunch session
  - Where is transfer not working?
  - “Selling” the idea of transfer to faculty.
- Registration – this conversation was tabled for our August 26<sup>th</sup> meeting.

7. Review Past-Year Accomplishments – This was postponed for our August 26<sup>th</sup> meeting.

8. Review and Refine Priorities for Coming Year – This was postponed for our August 26<sup>th</sup> meeting.

- a. Early college initiatives and possible implications for transfer (item addition by Yvette)

Next Meeting is August 26<sup>th</sup> from 2:00-4:00 pm.