

Missouri Department of Higher Education  
**COTA AC Meeting Minutes**  
**2010 November 18**

1. Members
  - a. Present: Debbie Schatz, Yvette Sweeney, Victor Price, Artie Fowler, Terry Smith, Jerry Patton, Bridget Johnston (DHE liaison)
  - b. Not present: Melissa Hattman, Cathy Plunkett, Kathleen Burns, LaShonda Boone, Christa Weisbrook (UM System liaison)
2. Approval of October 28 meeting minutes was delayed pending further revisions.
3. COTA Meeting Report—meeting cancelled this month
4. Conference Planning
  - a. Facilities Details and Contract
    - Friday, February 11, 2011
    - Holiday Inn Executive Center
    - Meeting at hotel is scheduled for January 14 with Maria. Debbie Bridget, Victor, and Jerry will attend. We will finalize meal selection, room arrangements, and room, AV and other set up details.
    - Other
  - b. Conference Timeline: Items in green have been completed.

September 1	Save the Date Announcement (complete)
September 15	Call for Proposals (complete)
September 29	Call for Proposals Reminder 1 (complete)
October 15	Call for Proposals Reminder 2 (complete)
October 15	Registration Website (complete)
October 28	Proposal Deadline (complete)
October 29	Proposal Distribution to Review Committee (complete)
November 2	Proposal Review and Selection (complete)
November 3	Proposal Sessions to COTA for approval (complete)
November 9	COTA Approval (complete)
November 10	Registration Opens/Email Announcement (complete)
November 16	Confirmations to Presenters (complete)
December 1	Registration Reminder and Award Nomination Announcement
December 15	Registration and Nomination Reminder
January 3	Registration Reminder and Final Nomination Deadline
January 14	Meet at hotel to review facilities and plan meals
January 15	Finalize Program and confirm with presenters, email program to registrants
February 1	Registration Deadline Reminder
February 4	Final Confirmation Email
  - c. Session Ideas/Call for Proposals
    - i. Track 1 Faculty Roles: The committee agreed to look at a possible presentation on the topic of the Great Plains consortium. The program

focuses on graduate programs, but may be geared to focus on possible applications for undergraduate transfer and degree completion. Victor Price will follow up.

- ii. Track 2 Best Practices Melissa will follow up on a possible presentation on Prior Learning Assessment, and Yvette will follow up on a possible presentation on reverse transfer.
- iii. Track 3 Policy and Vision (complete)
- iv. Keynote: Dr. Russell will provide the keynote. COTA AC will clarify and identify appropriate content for him. It was mentioned that the content used in his keynote at the MACRAO conference had many relevant points.
- v. Lunch Plenary: A MDHE Transfer Data session is possible. Bridget will follow up.
- vi. Closing and attendance prizes

d. Program: The program draft was reviewed. Final decisions on awards ceremony, and remaining presentations are pending.

#### 5. Award/Recognition

Significant discussion regarding the inclusion of the Transfer and Articulation Recognition process in the timeline took place. The following concerns and positives were expressed.

##### Concerns

- We may not be able to get enough nominations to make it possible to give awards.
- The timeline is too tight to allow proper administration or implementation of the program.
- COTA AC members may be viewed as developing a program to give themselves/their own institutions awards.
- COTA AC members may not be objective or viewed as being objective if they are making award decisions that involve their own institutions or colleagues.
- Involving the governor's office in the award process could prove embarrassing if we do not get any nominations of programs good enough to be given a Governor's Award.
- One or more COTA AC members have concerns that they have not expressed within our regular meeting discussions or in email communications. We should not proceed until everyone confirms that they feel comfortable with the new program.

##### Positives

- There are many great programs around the state. Institutions and our colleagues will be pleased to nominate or be nominated.
- There is certainly no "extra" time in the timeline this year, but there is a reasonable time frame and process in place.
- In future years, it will be possible to have past award recipients serve on the award selection committee, but obviously that is not the case this year. An initial award committee comprised of members from COTA AC, COTA, and DHE would consist of enough professional individuals to insure a non-biased award selection process. This is a pretty standard process.

- COTA is very enthusiastic about the recognition program and is expecting to see it implemented. This would be an important accomplishment for us this year.
- The recognition would be a very proactive way to counter the occasional concern that comes to the attention of state or local legislators. COTA has asked us for this type of information.
- The program is timely and connects well with the Governor's agenda for higher education. The governor's office's involvement would boost award nominations as well as conference registration.

Further discussion was tabled in order to involve absent members in the discussion through future email communications.

6. Gen Ed Block letter and survey: further revisions were suggested and the letter and survey will be modified accordingly.
7. Next Meeting: December 16, 2010, 2 to 4 p.m., conference call
8. Other Business: no further business
9. Adjourn