

COMMITTEE ON TRANSFER AND ARTICULATION  
Advisory Council  
Meeting Minutes—Ver. 1.0 DRAFT  
Conference Call

25 April 2013

Attendees: Jerry Patton (Chair), Christa Weisbrook, Crystal Kroner, Erin Shaw, Gavin O'Connor, Kathleen Burns, Mark York. Melissa Hattman, Melissa Ingram.

- I. Call to order: Jerry Patton
- II. Approval of March 2013 meeting minutes—**Motion** made, seconded, and carried to approve the minutes as corrected (year from 2012 to 2013).
- III. Elections – Crystal Kroner
  - a. Crystal distributed the nominee list to the COTA-AC.
  - b. At-Large positions can be from any education sector. The core of the COTA-AC must include a representative from all the sectors: public two-year, public four-year, four-year independent, two-year independent or proprietary (See Bylaws <http://dhe.mo.gov/cota/pdf/cota-bylaws.pdf>).
  - c. Independent Private Sector Institutions
    - i. Missouri Baptist
    - ii. Central Methodist
    - iii. Logan College of Chiropractic
  - d. To facilitate voting on May 1, the call for nominations announced that nominations will close on April 26.
  - e. Crystal will ask the nominees for photos and bios. That generally takes about a day.
  - f. **Motion** made and seconded for Crystal Kroner to compile the nominee list, request photos and bios, and post them to the website and open balloting May 1. Motion carried unanimously.
    - i. The voting in 2012 involved three E-mails with the name of the person for whom the person was casting a ballot.
    - ii. Should the CAO/Provost of the institution from which the nominees be notified or give approval for a candidate to run?
      1. The Bylaws specifically provide that candidates may self-nominate.
      2. There was consensus that the nominees should be directed to their supervisors to ensure that they are approved to stand for election. Following up on this is the nominee's responsibility.
      3. There was a recommendation that the CAOs be copied on the request for the photo and the bio to keep them informed.

Crystal agreed to send a notification to the CAOs as a professional courtesy.

- a. Some of the CAOs may not know the nominees, but should be informed.
- b. As a courtesy, for systems that have CAOs outside of the state, persons from the same system will receive notification of others running for election who are from the same system.

IV. COTA and Council of Chief Academic Officers (CCAO) Proposal – Melissa Hattman

- a. See the proposal and diagram for the CCAO included with the meeting materials.
- b. A subcommittee met on April 1, 2013 (Pam McIntyre, Rusty Monhollon, Liz Valentine, Melissa Hattman, and Christa Weisbrook) discussed a new structure that would serve the state well.
  - i. The Assistant Commissioner for Academic Affairs are the following:
    1. Committee on Curriculum and Assessment
    2. The COTA-AC will become the COTA in the Proposed Reporting Structure
      - a. The original COTA (composed of the Presidents) deals with policy decisions.
      - b. The COTA-AC deals with practice
    3. Task Force on College and Career Readiness
    4. Ad Hoc Committees include special projects like Reverse Transfer, HB 1042, Dual Credit, etc.
    5. (NEW) Council of Chief Academic Officers. This council would provide a quick response sounding board for the Assistant Commissioner. They would also be able to handle policy decision that should include CAOs. The current COTA, composed of presidents, may need to consult CAOs to respond to some of the questions they currently face. The CCAO would allow a rapid response.
  - ii. Kathleen Burns said that the proposed process is more streamlined.
  - iii. Crystal Kroner pointed out that the proposed structure would vest more authority with the COTA (formerly the COTA-AC).
    1. Kathleen Burns raised the issue of financial authority.
    2. In the past, Pam McIntyre was the person with the authority to authorize funds to be moved and bills to be paid. Who would do this under the new structure?
    3. Crystal Kroner said that the Chairperson of COTA (formerly COTA-AC) could be covered in the Memorandum of Understanding (MOU) with Missouri Science and Technology. The MOU could designate authority to receive and disburse funds.

4. Mark York asked if the bills had been paid for the past conference. Crystal is following up on this.
  5. **Motion:** Melissa Hattman moved that the proposed new COTA (formerly the COTA-AC) include the position of Treasurer. The responsibility of the Treasurer will be to follow the money and ensure the bills are paid. Motion seconded and carried unanimously.
  6. **Action Item:** Melissa Hattman will draft the job description for the Treasurer to be considered to be added into the Bylaws in July.
- c. Next Steps on feedback to the COTA on the CCAO proposal. **Motion:** Kathleen Burns moved and Jerry Patton seconded that the COTA-AC officially notify the COTA that the proposed reporting structure through the Council of Chief Academic Officers has been discussed by the COTA-AC and the AC believes the new structure is a “fine idea.” Motion carried unanimously.

V. Position Status

Melissa Hattman reported that she had sent flowers on behalf of the COTA-AC to April Hoekenga. The hope is that April will return to her position at St. Charles Community College this fall. April is in the second year of her three year term. The following approaches to address the temporary vacancy were discussed:

- i. Approach St. Charles CC to see if there is someone who could represent April until she is able to return.
- ii. Fill the position for the third year of the position.

After discussion, Kathleen Burns recommended that the COTA-AC not take any action to fill the temporary vacancy because Kim Fitzgerald also represents the public two-year sector as required by the Bylaws. The consensus of the COTA-AC was that April should be allowed to complete her term if she wishes to do so.

VI. Bylaws Discussion – Melissa Hattman

Mark York recommended that the new COTA-AC discuss succession planning when the Bylaws are reviewed and discussed in July.

VII. Next Meeting May 23, 2013 at 2:00 pm.

VIII. Adjourn—**Motion** made, seconded and carried to adjourn at 3:11 pm.

Respectfully submitted,  
Mark York  
COTA-AC Secretary