

COMMITTEE ON TRANSFER AND ARTICULATION
Advisory Council
Meeting Minutes—Ver. 1.0 DRAFT
Conference Call
24 January 2013
2:00 p.m.

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

- I. Call to order: Jerry Patton
- II. Approval of November 29 meeting minutes

Motion: Melissa Hattman corrected the spelling of her last name in two places. Gavin moved and April seconded approval of the minutes as corrected. Motion carried with no dissenting votes.

- III. Menu selection for conference lunch
 - a. April indicated that the beef was good last year.
 - b. Chicken Kathleen was also good.
 - c. Melissa Hattman asked about vegetarian options.
 - d. Crystal reported that six registrants indicated that they were vegetarian.
 - e. Kathleen said the only vegetarian menu item was salmon. However, the vegetarians could have salad and vegetables.
 - f. **Motion:** Selection:
 - i. Chicken Kathleen
 - ii. Italian Beef
 - iii. House Salad
 - iv. Vegetables
 - v. Wild Rice
 - vi. Baby New Potatoes (request the hotel include these in addition to the rice as they did in 2012.)
 - g. **Action Item:** Crystal will inform the Marriott of those with food allergies.
- IV. Table topics for lunch
 - a. Brainstormed list from Melissa Ingram
 - i. Making the Transfer Library Happen
 - ii. What's Up with Reverse Transfer Agreements—Where Are We?
 - iii. Preventing Transfer Shock
 - iv. Standardized Format for Transfer Guides Across the State
 - v. Transfer of Military Credit
 - vi. International Student Transfer Advising
 - vii. Transfer Student Admissions and Recruitment

- viii. Providing More Services or Improving Services with Less and Less money
- ix. Articulation Agreements: How and Why
- b. **Motion:** The following topics were selected with volunteer moderators
 - i. Making the Transfer Library Happen--Crystal
 - ii. Standardized Format for Transfer Guides Across the State—Melissa Hattman
 - iii. Transfer of Military Credit--Jerry
 - iv. International Student Transfer Advising--Erin
 - v. Articulation Agreements: How and Why—Gavin
 - vi. Melissa Hattman volunteered to make table top signs . (Did we decide when the signs would be put up- before lunch?)

V. Other conference items

- a. **Action Item:** Door Prizes—April reminded everyone to bring door prizes.
- b. Folders and Name Tags—Crystal is waiting on name tags from St Louis Community College
- c. Evaluation Forms—Crystal reported that she added an informed consent statement to the evaluation form because the information appears in a report to COTA and on the web site. The evaluations are anonymous and comments will be de0identified out of respect to the named persons.
- d. **Action Item:** Certificates of Appreciation—Melissa Hattman volunteered to make certificates of appreciation for the presenters. The COTA-AC accepted her generous offer.
- e. Registration Closed—Mark recommended that we send an announcement indicating that the registration is closed to alert people who may be driving long distances that they may not be able to get into the conference.
- f. Technology--Crystal will be managing the technology.
 - i. **Action Item:** Melissa Hattman with bring two projectors
 - ii. **Action Item:** Crystal will bring two projectors.
 - iii. **Action Item:** Crystal will bring laptops.
 - iv. **Action Item:** Melissa Hattman will send an E-mail to the presenters and ask that they send their presentations her. She will load them on a thumb drive and will load them on the laptops for the room.
 - v. Wi-Fi will be available in the meeting areas.
 - vi. Handouts are up to the presenters and they may bring 30 handouts. Presentations and handouts will be posted electronically on the web site. .
 - vii. **Action Item:** Memorandum of Understanding—Missouri University of Science and Technology has requested a formal Memorandum of Understanding (MOU) outlining the relationship between MDHE, COTA, St. Louis Community College and MO S&T. This would document and clarify who cuts the check to the hotel and holds the residual funds. The COTA-AC agreed that this needs to be an agenda topic for the joint COTA and COTA-AC meeting, January

31, 2013. Kathleen recommended that MO S&T process the funds, but send residual funds check to MDHE for safekeeping.

- VI. Next Meeting --- Pre-conference COTA and COTA-AC Joint Meeting 1/31/2013, 2:00-4:00 pm in the Marriott Courtyard Varsity Room.
- VII. Other Business--None
- VIII. Adjourn

Motion: Kathleen moved and April seconded the motion to adjourn. Motion carried. Meeting adjourned at 2:53 PM.

Respectfully Submitted,
Mark York
COTA-AC Secretary