

## Minutes of COTA-AC Meeting

March 15, 2012

Version 1.0

Present: Kathleen Burns, Melissa Ingram, Terry Smith, April Hoekenga, Victor Price, Melissa Hattman, Jerry Patton, Mark York, Crystal Kroner,

Artie Fowler and Debbie Schatz E-mailed the AC to inform the group of scheduling conflicts that did not permit them to attend.

Kathleen Burns expressed appreciation to the COTA AC members for the work on the COTA conference in 2012.

Kathleen turned the meeting over to Crystal Kroner to cover the agenda.

### **I. COTA Meeting Report, February 02, 2012**

COTA Members Present:

1. Pam McIntyre (Chair)
2. Alton Lacey
3. Arlen Dykstra
4. Chris Weisbrook (for Steve Graham)
5. Cindy Heider
6. Evelyn Jorgenson
7. Julia Leeman
8. Heather MacCleoud-MDHE Representative
9. Rusty Monhollon-MDHE Representative

COTA-AC Members Present:

1. Kathleen Burns (Chair)
2. April Hoekenga
3. Artie Fowler
4. Jerry Patton
5. Melissa Hattman
6. Melissa Ingram
7. Victor Price

## 8. Crystal Kroner-MDHE Representative

Guests Present:

Yvette Sweeney

### 1. Old Business

#### Dual Credit Report:

At the COTA Meeting in February, Heather MacCleoud reported that the Dual Credit Report and related recommendations from COTA had been submitted to the CBHE for approval at its December meeting. She thanked Kathleen Burns, the members of COTA and COTA-AC for their assistance in putting this report together. The following recommendations were approved by the CBHE:

1. Improve depth of compliance.
2. Seek NACEP accreditation.
3. Review policy in context of early college programs.
4. Address recurring concerns.
5. Develop instrument for annual reporting.
6. Make out-of-state institutions accountable.

#### *Potential Policy Implications:*

Crystal Kroner noted that all institutions were generally found to be in compliance with the current CBHE policies regarding dual credit program offerings. However, faculty qualifications and support are areas that may need clarification in the policy.

#### *Annual Reporting:*

The MDHE is putting together a workgroup to come up with a method to collect data for this report on an annual basis. The conference call on 3/15 tomorrow will provide an opportunity to solicit feedback for this. Note: there was no specific feedback from the members of the COTA-AC.

### 2. New Business

#### Pending Transfer Legislation:

Legislation has been filed in both the Missouri House and Senate that will create a “core transfer library” and encourage Missouri institutions to practice “reverse transfer.”

#### *Core Transfer Library:*

The legislation will require a statewide library of a *minimum* of 25 core courses that will be accepted in transfer across Missouri public institutions by July 2014.

Melissa Hattman received a question from Missouri Digital News on the Core Transfer Library. She forwarded it Bob Samples, the UMSL University Relations and Communications Department. She asked if others had received questions as well. They have until next week to respond.

*Reverse Transfer:*

Missouri Western State University is piloting a reverse transfer program with North Central Missouri College and Moberly Area Community College. The biggest hurdle that has been encountered is how to configure the three administrative systems and their procedures.

Early College Programming:

At the COTA meeting in February, Heather MacCleoud noted that early college programming was related to the dual credit discussion earlier. She noted that an Early College Workgroup had been developed several years ago to address pertinent policy issues, but has not met recently. With the increase in discussion around the state about accreditation and other policy issues regarding early college offerings, it might be time to revisit this discussion. The MDHE will continue to keep COTA and COTA-AC apprised of these conversations.

COTA-AC concerns:

At the COTA meeting in February, Kathleen Burns shared that there were no concerns from COTA-AC at this time.

Policy Clarifications and Potential Revisions:

At the COTA meeting in February, Yvette Sweeney shared concerns regarding the CBHE policy: *Credit Transfer Guidelines for Student Transfer and Articulation among MO Colleges and Universities (Revised October 13, 2005)*. She noted that language regarding students transferring in more than 60 hours without an associate's degree should be clarified.

AACSB does not have specific requirements regarding transfer credit. However, Melissa Hattman reported that UMSL has required a minimum of 60 semester credit hours to come from four-year institutions (50% of a 120 hour bachelor's degree).

### **3. Updates**

Committee on Curriculum and Assessment (CCA):

At the COTA meeting in February, Rusty Monhollon provided an update on the work of this group. At this time, the CCA is working on a pilot project with English faculty from across the state to develop a rubric for the freshman English composition sequence (using the CAI competencies) for one or two assignments that participating campuses will use to grade assignments

College Readiness Partnership:

Rusty Monhollon also provided an update on the work of this partnership.

## **II. Conference Recap**

- a. Registration  
212 Registrants  
Registration by month (running total)

November	11 (11)
December	70 (81)
January	127 (208)
February	2 (212) 2 registrations the day of conference

#### Payments

- 212 registrants – 9 exempt – 8 complimentary (speakers) and cancellations = 195 Total registration fees collected: 195 @ \$55 = \$10,725
- Checks totaling 2,310 were deposited directly
- Invoices totaling \$715 were deposited directly
- Credit Card payments totaling 7,700 dollars were transferred
- 2.5% Credit Card bank charges = 192.50
- Registration set-up fee = \$500

**Total bill from Courtyard Marriott: \$8,729.76**

#### Evaluations

#### b. Debrief/Thoughts for next year

- Any remaining balance will carry over to the 2013 Conference.
- Wildwood Community College paid the hotel, and is awaiting payment from Science and Technology, the institution that collected registration fees. Kathleen asked Melissa to contact S&T to ensure that Wildwood is paid.
- Concerns Raised
  - Insufficient space.
    - Overcrowding made the rooms uncomfortably warm.
    - Kathleen recommended offering more sessions so that each session could be smaller. One of the rooms could be broken down into two rooms and we could use the Varsity Room for an additional session. This would permit running 4 to 5 sessions at each time slot.
    - Only the Holiday Inn in Columbia has space for concurrent multiple large groups. The COTA left the Holiday Inn because of (1) rising expenses, (2) unacceptable service levels, (3) poor food quality. There was consensus that the Marriott Courtyard offered more efficient service, including moving the walls to reconfigure the rooms, than the Holiday Inn did.
  - Long lunch lines.
    - If we move to the Lake of the Ozarks, it will increase the cost.
    - The conference was originally more than one day. In the past, this was done in conjunction with MAACRO. However, that because prohibitively expensive for some attendees.
- Additional Possible Solutions

- Limit the registration to a maximum of 200. This may have the effect of making the conference more desirable for some attendees.
- Including K-12
  - a. Melissa Hattman reported that, in the past, K-12 was included.
  - b. With DESE and MDHE in the same building, there may be some support to include both in the conference.
  - c. When the conferences were combined, post-secondary institution participation declined.
  - d. Kathleen indicated that if the K-12 were added, they would need to be included in the planning. In principle, it is good to have K-12 and higher ed talking to one another. Kathleen asked Crystal to consult with Rusty Monhollon for input.

•  
Melissa Hattman expressed appreciation to Crystal for the thorough feedback report that she distributed to the COTA-AC.

### III. Elections.

All nominations with bios need to be in by April 27<sup>th</sup>.

Crystal sent out an E-mail with a link and received one response to date.

Victor asked to whom the communication was sent. Crystal said it went to Transfer and Articulation Officers and the representatives to whom she has access.

Melissa Hattman said the members of the COTA-AC have access to different listserves or know members who do. She also recommended that Crystal use the same distribution list that she used to announce the Conference.

Crystal agreed to send the notice to the list, but indicated that only members of the listserves can send notices to their group.

Crystal agreed to send the nomination invitation to the 2012 Conference attendee list.

MAPCCS—Missouri Association of Private Career Colleges and Schools, Mark York and Melissa Hattman will contact leaders in this group.

MOACAC—Victor will contact someone to distribute to MOACAC and MACADA.

MAACRO—Melissa Hattman will get someone on this list serve.

#### IV. Future Meetings

Next meeting is scheduled for April 19. Kathleen indicated that she would poll the members closer to the date to see what business COTA-AC needs to conduct.

May 17<sup>th</sup>.

No meeting in June.

Respectfully Submitted,

Mark York

COTA-AC Secretary