

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

29 November, 2012
2:00 p.m.

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

- I. Approval of October minutes
Motion: Melissa Hattman moved and April Hoekenga seconded approving the minutes. Minutes were approved as distributed.
- II. Report on the COTA Meeting
COTA recommended extending an invitation to State Senator David Pearce to speak at the COTA Annual Conference. Jerry asked the COTA-AC for possible topics in addition to House Bill 1042 and the Common Core.
Motion: Melissa Hattman moved and April seconded that subject to the Senator's availability, the COTA-AC extend an invitation to Senator Pearce inviting him to attend the conference and listing the reasons for the invitation. The motion passed unanimously.
Action Item: Jerry Patton to draft letter and work with Crystal Kroner.
- III. Conference Planning
 1. Registration reminder was sent today (11/29/2012).
 2. **Action Item:** Melissa Hattmann will confirm the selected presenters will present.
 3. **Action Item:** Melissa Hattmann and Kathleen will put together a draft schedule for the COTA-AC to approve based on the responses to the confirmation requests.
- IV. Next Meeting: January 4, 2013
 1. Purpose: Go to the hotel and review conference plans. Jerry, Chris, and Crystal will meet at the Marriott Courtyard.
 2. **Action Item:** Jerry will confirm the January 4 date based on the hotel's availability.
- V. Annual Conference Lunch
 1. Jerry proposed using the conference lunch as a networking opportunity or a panel discussion.

- a. Jerry pointed out that at the 2012 conference, the panel resulted in only limited discussion. If we opt for a panel, we will want to have some pre-identified questions ready if needed.
 - b. Erin spoke in favor of a networking lunch.
 - c. Crystal suggested a combination of networking and a panel. She indicated that feedback from the 2012 participants indicated that they appreciated the opportunity to network.
 - d. Kathleen said that people look forward to seeing their colleagues, but also like to meet people whom they do not already know.
 - i. She recalled the year that luncheon seats were intentionally assigned to create dialog across institutions. Kathleen recalled meeting someone from Columbia College.
 - ii. If we include a panel, Kathleen said that an option might be to have presenters move around the room and engage people at their tables.
 - iii. Another option might be to label the tables with topics of interest and encourage a networking/round table discussion. It can help to have a facilitator at each table to run the conversation. That would allow people to choose the topic.
 - iv. If we use topics to label the tables, it will be important to have some tables with no assignment for overflow or for groups that would like to create a different topic.
 - v. Melissa Hattman said that people enjoyed the hot topics.
 - vi. **Action Item:** Jerry asked the members of the COTA-AC to generate a list of potential topics and submit those for consideration. Note: The table could be organized around the session topics.
 - vii. Melissa Hattman recommended that we examine feedback from the prior conference to identify topics of interest. This would allow the COTA-AC to use the feedback data to improve the upcoming conference and be responsive to the participants.
2. **Motion:** Gavin moved and Melissa Hattman seconded that we structure lunch for networking and table topics rather than having a speaker. Motion carried.
 3. **Action Item:** Jerry will run this by COTA to make sure they have no objection to the networking and table topics option.
 4. Lunch working title, "Networking and Table Topics."

VI. Annual Meeting of COTA with the COTA-AC

1. The COTA-AC will meet with COTA on January 31 for its annual preconference meeting.
2. Last year the meeting started at 2:00 pm.
3. Call the hotel for the conference rate.
4. Kathleen recommended returning to Murry's Restaurant that evening.

VII. Transfer Guidelines

1. Melissa Hattman asked what was the result of the revision to the transfer guidelines.
2. Chris indicated that the guidelines needed more vetting through the academic officers. In clarifying the language, some questions arose that would need action by the Provosts. The Provosts of the 4-year and 2-year schools are scheduled to meet November 30, 2012.

VIII. Next Meeting Date

1. **Action Item:** Jerry will set a date
2. Gavin will be out Jan. 7-11.
3. The COTA-AC needs to be sensitive to the start of school in early January. Jerry indicated that the COTA-AC could have two meetings with the same agenda to allow all members to attend. He will propose a date to the COTA-AC.

IX. Mark York announced that he would be leaving Colorado Technical University effective December 1, 2012.

1. Mark represents proprietary post secondary institutions.
2. **Action Item:** The consensus was that the COTA-AC needed to consult the bylaws to determine what happens in situations like this.

X. Meeting Adjourned at 2:51 pm.

Respectfully Submitted,
Mark York
Secretary, COTA-AC