

## **COTA Structure, Function and Short History**

The Coordinating Board for Higher Education is given responsibility in Section 173.005.2(6) RSMo, to “establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state.” In fulfilling this responsibility, the CBHE has utilized a standing advisory committee to ensure that transfer and articulation policies are developed, evaluated and monitored. The CBHE Committee on Transfer and Articulation (COTA) serves in this capacity.

### **COMMITTEE ON TRANSFER AND ARTICULATION (from CBHE Public Policies)**

The CBHE has established a Committee on Transfer and Articulation, consisting of twelve members, with responsibility to oversee the implementation of the guidelines as set forth in this policy statement.

The Committee on Transfer and Articulation will be composed of twelve members appointed by the Commissioner of Higher Education, one of which shall serve as chairperson of the committee. Members shall consist of four representatives from public two-year colleges; four representatives from the public four-year colleges and universities, one of which must be from the University of Missouri and three of which must be from the other public four-year institutions; one representative from two-or four-year proprietary institutions; two representatives from independent four-year colleges and universities; and one at-large member. In addition, the Commissioner, or a designated representative, will sit as an *ex-officio* voting member of the committee. The Committee on Transfer and Articulation is encouraged to seek the counsel of faculty and other institutional representatives in the performance of its functions. Those functions shall include the following:

- Conduct a bi-annual review of the provisions of the college transfer guidelines and recommend such revisions as are needed to promote the success and general well-being of the transfer student;
- Review and make recommendations concerning transfer issues brought before it by institutions;
- Recommend modifications of institutional policies and procedures that, in the committee's judgment, would enhance and facilitate the transfer of students;
- Study nontraditional credits and develop transfer guidelines for them;
- Systematically solicit suggestions and data from administrators, faculty and students concerning matters of transfer;
- Develop a job description for an articulation officer's position that defines duties and is an acknowledgement of common expectations among the institutions;
- Maintain an annually updated list of institutional articulation officers who have been appointed by the president or CEO of each institution;

- Review and make recommendations for change concerning the CBHE brochure, "Transfer Guidelines: Students' Rights and Responsibilities";
- Monitor both the sending and receiving institutions to determine whether they are informing transfer students of their rights and responsibilities;
- Review and recommend resolution of individual cases of appeal from institutions and/or students per Section B;
- Prepare and submit to the CBHE, for such action and distribution as the CBHE deems appropriate, an annual report of committee meetings, as well as actions and recommendations, including a report of student and institutional appeals cases. The chairperson shall convene the committee at least once a year; and
- Establish committee rules of procedure and meeting, on the call of the chairperson, as is necessary to perform its functions.