



7/19/11

Committee on Transfer and Articulation-Advisory Council By-Laws

The COTA Advisory Council (COTA AC) is to act as an advisory committee to COTA. Its primary role is to review proposed revisions and initiatives to statewide transfer and articulation policies and to assess, evaluate and provide feedback on the feasibility of implementation of said proposals. Additionally, the AC will bring forward to COTA any issues or emerging trends that will affect the transfer of students and/or post-secondary credits between institutions in this state and will assist with the annual planning of the Statewide Transfer and Articulation Conference. The structure of this standing committee will ensure that all post-secondary educational providers have representation.

Committee Leadership

- Committee works by consensus
- Committee members elect executive board members
- Executive Board consists of the Chair, Chair Elect, Secretary, Membership Coordinator

Composition of Committee

- Representation of all post-secondary Missouri educational sectors
- Nine member committee
 - Four stationary members
 - Four year public
 - Four year independent
 - Two year public
 - Two year independent or proprietary
 - Five swing members
- Recruitment state-wide
- Intentional Diversity of committee

Eligibility and Commitment

- Each elected member of AC will serve a 3 year term
- Members may self-nominate or be nominated
- Executive team serves one year terms

- Terms start with each fiscal year (July 1)

Terms of Service

- Elected members serve a 3 year term
- Rotational basis for replacement
 - Chair serves a 1 year term, and then becomes past-chair for one year, to ensure continuity of initiatives (past-chair role is not counted as one of the nine representatives)
 - Chair Elect will serve as chair the following year
 - Each year, three new members will be added to committee based on a state-wide election
 - Specific solicitations of new members will be based on committee composition guidelines

Roles of the Executive Team

- Chair
 - Prepare agenda and preside over all meetings
 - Facilitate consensus of committee in reviewing proposals and initiatives
 - Provide written feedback to COTA on behalf of committee
 - Attend COTA meetings
- Chair Elect
 - Rising chair and as such will assume said responsibilities of chair, when necessary
 - Create work-groups within AC to work on specific COTA recommendations or proposals
- Secretary
 - Responsible for keeping attendance, AC membership (and term of office) documentation, and minutes
 - Will be responsible for forwarding all minutes electronically to the committee within 1 week of each meeting
 - Set up conference call meetings
- Communication Coordinator
 - Responsible for maintaining a current COTA-AC mailing list to include state transfer and articulation officers, chief academic officers , and chief executive officers and to facilitate communication with various relevant state organizations
 - Responsible for organizing and conducting elections using an on-line ballot process in cooperation with COTA-AC DHE liaison and for coordinating communications with candidates.

- Responsible for informing constituents of election outcomes

Loss of Officers or Members

- Chair Elect fills the Chair position
 - This member will complete the remaining term and will complete their own term as chair
 - Interim chair elect will be elected by executive committee to complete the chair elect's term
- At end of term, the interim chair elect may self-nominate or be nominated for election into the position
- Any other officer positions will be filled by existing committee members
- Any committee member who is non-participating (absent for three consecutive meetings without prior notice given to the Secretary) will be considered as inactive, leaving that committee seat vacant. The committee will appoint an individual to fill vacant positions, based on committee composition requirements.

Election Process

- Interested parties may self-nominate or be nominated
- Timeline
 - Call for nominations (March 15-May 1)
 - Vote online (May 1-May 15)
 - Written notification to newly elected members (May 20)
 - Deadline to accept offered position (May 30)
 - State-wide notification announcing new committee members (June 15)
 - First meeting of new fiscal year (July)
- State-wide election process
 - Voting members will be allowed only one vote.
 - Voting members may vote for fewer but not more than three candidates.
 - Only those individuals who are in the field and/ or have an understanding of COTA and its purpose would be eligible voters.
 - One member must be selected to represent each of the four constituency groups: four year public, four year independent, two year public and two year independent/proprietary institutions. Additional members may be selected from any post-secondary classification, to comprise the nine member committee.

Communication and Meeting Methods

- Face to face meetings will be held twice each year:
 - First will be in July (new fiscal year)

Second will be held the day prior to the Statewide Transfer and Articulation Conference

■ All other meetings will be held by conference call followed up by e-mail correspondence

By-laws Revision Process

The revision process shall span a minimum of two regularly scheduled COTA-AC meetings and will follow the following sequence:

- Proposed revisions will be presented for review and discussion at or prior to the first review meeting.
- Proposed revisions will be discussed at the first review meeting.
- Discussion and further review and changes may continue as needed.
- Final, formal revision wording will be presented at or prior to the second review meeting.
- By-law revisions will be presented for a vote at the second review meeting.
- By- law revisions will be effective as of the revision vote meeting date.