

# **COTA Meeting Minutes June 2003**

## **Committee on Transfer and Articulation 3515 Amazonas Drive Jefferson City, Missouri June 11, 2003**

### **MINUTES**

*Approved October 29, 2003*

**Participants:** Jack Magruder, Karen Herzog, Karen Finkeneller, Arlen Dykstra, James Scanlon, Julio Leon, Don Doucette, and Henry Shannon

**DHE Staff:** Robert Stein, Leroy Wade, Laura Vedenhaupt

Jack Magruder called the meeting of the Committee on Transfer and Articulation (COTA) to order at 10:15 a.m.

### **ORIENTATION**

The committee members reviewed the current policies and principles of good practice for credit transfer, dual credit, advanced placement, and distance learning. Members also examined the procedures for review of credit transfer policy and compliance and the twelve main functions of the Committee on Transfer and Articulation.

DHE staff requested that members review the twelve functions of COTA as noted in the credit transfer policy, specifically functions 4, 5, and 9. Any changes, deletions, or additions should be forwarded to DHE for inclusion in an updated version of the policy.

Noting some obsolete information on the COTA website, DHE staff advised that the site would be updated.

### **PROCEDURAL ISSUES**

#### **Approval of Meeting Minutes from April 25, 2003**

The committee reviewed the minutes of the April 25, 2003 meeting. Julio Leon made a motion, seconded by Henry Shannon, to approve the minutes. The motion carried with all members participating.

#### **Face-to-Face vs. Electronic Meetings**

The committee agreed that at least one meeting per year needs to be face-to-face, and that sensitive topics should be addressed at those meetings. The committee will set dates for quarterly meetings in coordination with meetings of the Coordinating Board.

#### **Use of Alternates**

The committee decided that each member should select at least one alternate who would be available to attend meetings if the president/chancellor was unavailable. Names and email addresses of alternates shall be forwarded to DHE staff when selected. Staff will the copy alternates on all agenda materials sent to COTA members.

Dr. James Scanlon indicated his interest in having Jeanie Crain of Missouri Western State College attend and observe COTA meetings even if she is not required as an alternate. COTA agreed that its meetings are open to any interested parties.

### **OLD BUSINESS**

#### **Frequently Asked Questions**

COTA reviewed Draft 3 of the Frequently Asked Questions that will be incorporated in the COTA website. After discussion, the committee revised the draft. The new draft will be reviewed by COTA and Chief Academic Officers for comment.

#### **Job Description for Transfer Officers**

COTA considered suggestions and comments from transfer/articulation officers regarding the current transfer officer job description. Julio Leon cautioned COTA that some of the suggested changes may have unintended consequences for institutions as many transfer and articulation officers' salaries are based on the current job description. After review, COTA changed portions of the description and included a disclaimer that reads, "*Duties of the transfer and articulation officer may vary from institution to institution, and more than one individual may be responsible for those duties.*"

### **Dual Credit Implementation**

Concerns about the potential abuse of dual credit were discussed. It is believed that some institutions are being less than accurate or forthcoming in the self-reported data submitted to DHE. Some institutions may not follow the policy if there are no consequences.

DHE staff and some presidents/chancellors receive verbal complaints on dual credit practices; however, no formal complaints have been filed. COTA is considering creating a web page listing questions and concerns from individuals specifically on the dual credit process and the corresponding response from COTA. This forum would be used as a stage for grievances short of a formal complaint or appeal. A similar forum was suggested for general education credit transfer as well.

COTA reviewed additional information from seven institutions regarding compliance with the dual credit policy guidelines.

A motion was made by Karen Herzog, seconded by Henry Shannon, to grant an exception to Hannibal-LaGrange College concerning instructor requirements until that institution's fall 2003 semester. If Hannibal-LaGrange College is not in compliance at that time, the institution will be non-compliant with the dual credit policy. The motion carried with all members participating.

A motion was made by Karen Herzog, seconded by Henry Shannon, to grant an exception to the University of Missouri - St. Louis concerning instructor requirements until that institution's fall 2004 semester. If UM - St. Louis is not in compliance at that time, the institution will be non-compliant with the dual credit policy. The motion carried with all members participating.

A motion was made by Karen Herzog, seconded by Henry Shannon, to record Central Missouri State University, Drury University, Missouri Baptist University, Rockhurst University, and the University of Missouri - Kansas City as compliant with the dual credit policy guidelines. The motion carried with all members participating.

DHE sent a letter on June 1, 2003 to Crowder College requesting additional information. Crowder College's response is due to COTA no later than June 27, 2003.

### **Public Venue for Transfer Discussion**

COTA agreed that a public venue for discussion of complex transfer issues benefits students and institutions alike. A public forum may also bring to light the issue of credit transferred from proprietary institutions. Committee members suggested that including faculty, department heads, and deans, along with presidents, chancellors, and practitioners, would contribute to a successful transfer conference.

### **OTHER**

#### **SMSU Dual Credit Clarification**

Committee members reviewed email correspondence from Ron Fairbairn, SMSU Dean of Continuing Education. Mr. Fairbairn requested clarification of COTA's guidelines concerning faculty approval of dual credit. The committee agreed that Robert Stein's unofficial response dated June 6, 2003 captured the intent of the committee regarding this issue. A motion was made by Karen Herzog and seconded by Karen Finkeneller to send a letter from incoming chair Karen Herzog indicating COTA's official position on faculty approval of dual credit. The motion carried with all members participating.

#### **Culver-Stockton General Education Recommendation**

COTA reviewed a suggestion from Carol Mathieson, Culver-Stockton College, to encourage community colleges to list other Missouri postsecondary institutions that allow seamless transfer of general education credit. At issue is a perceived lack of incentives for private institutions to join in the transfer of 42-hours of general education credit. The committee tabled this aspect of the issue. COTA members stated that catalogs might be used for more than one year, and information/situations between institutions change. COTA will revisit the issue of incentives, will discuss other ideas to promote partnerships with private institutions, and will seek ways to facilitate seamless transfer of credit between all institutions of higher learning. The committee will discuss promulgating Principles of Good Practice on Transfer and Articulation Agreements and Principles of Good Practice for Seamless Transfer.

## **STRATEGIC PLANNING FOR UPCOMING YEAR**

The committee members identified three primary goals/objectives for FY2004: preparing an annual report for presentation to the Coordinating Board, fostering the transferability of credit from proprietary institutions, and identifying non-traditional credits that institutions of higher learning will accept.

Karen Finkeneller reported that the Missouri Association of Private Career Colleges and Schools (MAPCCS) is considering a questionnaire of private institutions asking them to cite specific examples (without naming students) of credit denied due to lack of accreditation from the North Central Association (NCA) or other regional accrediting organizations.

Robert Stein reminded the committee that the credit transfer policy encourages institutions to develop program-to-program articulation agreements between public/independent institutions and postsecondary institutions with national accreditation.

## **NEXT MEETING**

The next meeting of the Committee on Transfer and Articulation is tentatively scheduled for October 2003.

## **ADJOURNMENT**

The meeting adjourned at 2:00 p.m.