COTA-AC Meeting July 12, 2012

Attendees: Kathleen Burns, Melissa Ingram, Melissa Hattman, Kim Fitzgerald, Gavin O'Connor, Erin Shaw, April Hoekenga, Chris Wieisbrook

A. Introduction of newly elected COTA-AC Members.
    1. Kim Fitzgerald
    2. Erin Shaw
    3. Gavin O'Conner
B. Jerry Patton, the 2012-2013 COTA-AC Chair had a conflict and was unable to attend. Kathleen Burns, the 2011-2012 chair, agreed to lead the meeting in his absence.
C. Election of 2012-2013 officers: Secretary, Chair Elect, and Communications Coordinator. The following officers were elected with no dissenting cotes:
    1. Secretary: Mark York
    2. Chair-elect: Gavin O'Conner
    3. Communications Coordinator: Melissa Ingram
D. Review of Past Year (2011-2012) Accomplishments
    1. September 2011:
        COTA-AC bylaws were updated
    2. January 2012:
        i. Forty-two credit general education letters were mailed to Chief Academic Officers in January requesting that institutions clearly indicate when students have completed the 42 hour MO general education block.
            1. Some institutions add this indicator automatically.

            2. For those that do not clearly indicate the general education requirements have been satisfied, it is incumbent on students to ask Registrars to stamp their transcripts that all 42 hours are complete.

            3. Clearly indicating that the 42 hour block has been completed is important for both two-year and four-year institutions.

            4. Twenty-nine institutions responded out of 50-60.

            5. Being a coordinating body, we can encourage compliance, but we cannot require it.
        ii. Forty-two Hour Survey Results (See Handout)
            1. Half said that students had to contact the registrar.
            2. 11 reported an automated process.
            3. 5 institutions said that they did not have a process in place.
            4. 15 indicated it is on the transcript.
            5. 17 indicated that the block appears in the institution's records.

      iii. The purpose of the survey was to follow up on a Workshop from 2011. The Gen Ed blocks are all approved at the state level, but the courses are named and numbered differently at each institution. This diversity makes it unclear whether or not the Gen Ed block has been met. The stamp certifying that it has been met removes the potential confusion.

3. February 2012:
   - i. COTA-AC brought forward a formal request to clarify the language in Statewide Transfer and Articulation Guidelines. There appears to be a contradiction regarding the 60 semester credit hour cap on transfer credit if there is no degree. There is no cap for four-year institutions. A response is pending.
   - ii. Updated the COTA-AC website. Some members indicated that COTA-AC site needs to be updated again. It shows 2010-2011.
   - iii. Conference in 2012—had 212 registrants with more than 200 in attendance. This was the highest attendance since the conference was reinstituted in 2007.

4. May 2012:
   COTA-AC election process improved. Crystal Kroner created a special webpage and updated the balloting process.

E. 2013 Conference Planning
1. February 1, 2013 at the Courtyard by Marriott.
   - i. Kathleen reserved four rooms.
   - ii. If we have 210 people next year, we may want to have four sessions.
   - iii. That would provide for 11 break-out sessions.

2. Melissa Hattman said that UMKC and Central Baptist expressed interest in conducting a session on Dual Credit.

3. Workshop Ideas
   - i. Dual Credit
   - ii. Lumina Grant
   - iii. 42 Gen Ed block
   - iv. HB 1042—reverse transfer, transfer course library, and developmental education. This could be three separate workshops.
   - v. Best practices in developmental education or College Readiness
      1. This could be presented as a panel with sharing best practices.
      2. Kim indicated that one of the things that helped high school math teachers to understand what was needed for college readiness was to have them take the COMPASS.
      3. Gavin indicated that placement tests may have problems. He discovered that those who start at the intermediate level, place higher than those who take the lowest levels.
      4. Strategies for handling increased demands with financial constraints.

5. Articulation Agreements—How to Write Articulation Agreements Quickly; How to Get Started. Templates, best practices, etc.
6. Transfer Guides and Course Equivalencies
7. Dual Credit and Dual Enrollment
8. Legislative Updates—the 411 [information] on 1042
9. Presentation by COTA
10. Presenters by SKYPE
11. STEM—grants for advancing education in science, technology, engineering, and mathematics. Jason may be willing to repeat this.

4. Lessons Learned from the 2012 Conference
  i. Include clear descriptions of the target audience for each workshop in the program (Could add workshop outcomes, or identify intended audiences)
  ii. Have a check box that presenters can identify their intended audience.
  iii. Who attends?
     1. MO AACRAO http://www.moacrao.org/
     2. Academic Advisors
     3. We have a few faculty members who participate, but usually only if they are a presenter. However, there is a trend toward faculty advising.

F. Conference Theme
  1. Brainstorming:
     i. Complete to Compete
     ii. Articulation and Transfer: Communicate and Collaborate to Empower Students to Complete.
     iii. Cooperation, Collaboration, and Communicating to Completion
     iv. Transfer and Articulation: Communicate, Cooperate, Collaborate-- Keys to Completion
     v. Transfer and Articulation: Keys to Completion
     vi. Strategic Keys for Completion
  2. Consensus Proposed Theme: *Strategies for Completion*

G. Timeline
  1. COTA approves theme (Met August 17' 2012)—Melissa Hattman will speak with Pam McIntyre to ask for the calendar of COTA Meetings. Melissa will also ask to see if she has received the contract from the Courtyard.
  2. Send out Save the Date
  3. Call for proposals
  4. Review proposals
  5. Select presenters

H. The Role of COTA

1. The Committee on Transfer and Articulation (COTA) is a powerful voice for MO colleges and Universities. It is a good thing to have them talking in public about what they discuss.
2. COTA can help ensure that new initiatives are practical and can be implemented without an undue burden on the schools.
    i. The COTA has the collective voice.
    ii. From the MDHE perspective, some of the responsibilities will be turned over to COTA with HB 1042. (See http://www.house.mo.gov/billsummary.aspx?bill=HB1042)
    iii. The Presidents of Public Higher Education group meets regularly.

I. Possible COTA Participation in 2013 Conference
1. Pam McIntyre opened the COTA conference in 2012.
2. We might be able to have the COTA give a report on the last year. It could be the Keynote or at lunch to provide an update.

J. Meeting Dates for COTA-AC
1. The COTA-AC is to meet the day after COTA meets. They usually meet on Wednesday. COTA meets quarterly.
2. Thursday, August 16 would be the day that we present. This would continue to be the third Thursday of each month.
3. Time: 2:00-4:00 pm.
4. Action item: Crystal Kroner will request the conference line.

K. Establish Priorities for the COTA-AC (in addition to planning and conducting the conference).
1. Establish an open forum listserve for faculty staff and administrators so they could sign up to receive information that is pertinent to them.
    i. Perhaps it needs to be a campus listserve or sent to the CAO for them to forward.
    ii. We have a listserve of the TAOs (Transfer and Articulation Officers)
    iii. Is there a LinkedIn Group for TAOs?
    iv. Do we have a Facebook page? If not would that be helpful?
2. HB 1042 Higher Education
    See summary at:
    http://www.house.mo.gov/billtracking/bills121/sumpdf/HB1042T.pdf
3. Redesign of Teacher Education
    i. It might be good to invite the legislators (Hap Harrison) working on redesigning teacher education. Teacher education will become a focus area for MDHE.
    ii. There is so much going on at the state in teacher education. Perhaps we could meet with legislators. There is a state-wide committee that is meeting. The first presentation was given in June on redesign of teacher education. It may impact 2 and 4 year public schools (2 and 4 year institutions).
    iii. Melissa Hattman will send the link to the COTA-AC.
    iv. It could impact the AAT (Associate Arts in Teaching). The plan is to start with the 4-year institutions and then move to the 2-year schools.

4. Gen Ed 42 Block Transfer
5. Early College
    i. This would be an extreme dual enrollment.
    ii. How do you know if students in high school are college ready?
6. Templates for Articulation Agreements and Transfer Guides
    i. Is there template language for terms and conditions?
    ii. Would it be valuable to have templates on the MDHE website?
    iii. Would a next step be a formatted transfer guide. SMT does a good job.
7. Kim asked if the COTA-AC was to present concerns and recommendations to the COTA. The COTA would provide feedback back.
    i. COTA counts on the COTA-AC to bring issues to them.
    ii. If there are things going on at the State level, the AC can raise before it is passed. The AC can provide feedback on potential unintended consequences.
8. Reverse Transfer and HLC Assumed Practice B.1.b.
    i. How does this Assumed Practice impact reverse transfer in MO?
    ii. See: http://ncahlc.org/Information-for-Institutions/assumed-practices.html
    iii. Following discussion, there was some sense that the 2013 B.i.b. is an improvement over prior practices requiring the final hours to be earned at the degree granting institution.
9. Are there implications for completion rates, and the proposed College Scorecard which asks "how likely am I to graduate" and "how long will it take?"
    See: http://www.whitehouse.gov/issues/education/scorecard
10. Crystal is working on a project to provide consultation to institutions on how to use their software to run queries on students. (Example: PeopleSoft, Banner, etc.)
11. Melissa Hattman asked if there is an August 8th deadline to report to the state. The consensus was that the legislation was effective in 2014.

Meeting adjourned.
Respectfully submitted,
Mark York, Ph.D.
Secretary, COTA-AC