

June 19, 2017 COTA Monthly Meeting
Minutes

Attendees: David Jones, Artie Fowler, BJ White, Bev Schenkel, Benjamin Howard-Williams, Amy Werner, Brooke Lockhart, Kim Harvey

Absent: Krystal Lang, Gavin O'Connor

- I. Welcome
 - a. Called to order 2:04pm

- II. Approval of May 2017 Minutes
 - a. Corrected spelling of MCCA (was org. posted as MACC)
 - b. Added amended treasure's report.
 - c. Motion to approve as amended – BJ White, 2nd by Artie Fowler, unanimously approved.

- III. Treasurer's Report
 - a. COTA: \$11,342.38 (\$37.71 outstanding to Krystal Lang for food for Policy work group meeting)
 - b. MRT: \$3,740.79 (\$218.18 outstanding to Bev Schenkel for MOACAC conference)
 - i. Motion to approve by Artie Fowler, 2nd by Benjamin Howard-Williams, unanimously approved.

- iV. Subcommittee Updates
 - A. MRT
 - a. Continued discussion on the opt-in form and making changes to that form. 4 items discussed to be added
 - i. Preferred Name
 - ii. Legal Name
 - iii. Former Name
 - iv. Degree they wished to earn via MRT
 - b. Spreadsheet Changes
 - i. Add credit hours earned that semester at the 4 year institution
 - ii. Data field descriptors rather than codes
 - iii. Request to add reason a transcript could not be released (if holds for example) – consensus was that the reason a transcript was held might need to be withheld due to FERPA, but could and a note that a hold did exist.
 - iv. Enrollment status as of end of term – currently enrolled, stop-out, graduated, etc.
 - c. Submitted to Leigh Durdle to MU for comment, sub-committee agreed that these changes should be considered required of MRT-signatories.
 - i. Implementation handbook will need to be updated to reflect these changes.
 - ii. Terminology was going to be updated in the handbook as well from “transfer students” to “eligible students” to include students who received credit while in High school for example.

- d. MACRO Conference Fall
 - i. Request to present at Fall 2017 Conference re: MRT.
 - 1. Conf. is October 22 – 24th, proposals are due August 1st.
 - 2. Proposal document to be sent around to MRT sub-committee for review
- e. Logos
 - i. Amy to send out logos to be added to transfer guides.
- f. Timeline for Communication prompts
 - i. To start fall 2017, Bev has a timeline and will provide to Amy Werner (attached).
 - ii. October 1st is the first date for the communication prompt.
- g. Out-reach to KC Degrees
 - i. Benjamin will try to reach out before the July COTA meeting to see about including MRT in their efforts.
- h. Kim
 - i. Reached out to WGU to request conference call or meeting, whichever would work best.

B. Policy

- a. Plan to meet the day after the in-person COTA meeting in July to discuss direction for the coming year. Will have updates to share at the following COTA meeting.

C. Conference

- a. Artie, Gavin, & Amy are only remaining members. Amy is currently in talks with Tan-Tar-A for 2018 conference. Contract is currently under review by MDHE legal. Once approved, Amy will sign on behalf of COTA to secure the conference location.
 - i. Conference Dates – Feb. 20 & 21st confirmed.
 - 1. Tan-Tar-A has removed any room-requirement for this first year hosting the COTA conference. Unsure if they will do again the following year.
 - 2. Free room for the MRT training day prior to COTA conference.
 - 3. Min. \$5,000 of food and beverage.

IV. SB 997

a. 2 Charges in May

- i. Develop criteria to evaluate transfer practices of each institution within the state and then use those criteria to make that evaluation.
 - 1. Rusty would like to have a rough-draft of the evaluation tool by December for both items.
 - a. Transfer Evaluation will be done Fall 2018, when the new core GE curriculum goes into effect.
 - 2. Ideas to present in October to the CAO meeting
- ii. Suggestion
 - 1. Benchmark several other states, reach out to our counterparts to see what is available that we could adapt.
 - a. Will address further in July.
 - 2. What would a matrix for evaluation look like?

- a. What criteria would we include? Allow a self-eval first by schools, followed by a formal evaluation by COTA.
 - iii. Develop procedures to be followed by public institutions and the Commissioner of Higher Education when resolving complaints or disputes related to the transfer of credit.
 1. Complaint process is defined in SB997, so will just need to be slightly adjusted by the Policy Committee to make actionable. Will then be sent out to the full COTA for review.
 2. Larger discussion at the July COTA meeting.
- V. Open Positions
 - a. 4 Openings:
 - i. 2yr Public Institution
 - ii. 4yr Public Institution
 - iii. 2 or 4yr Private Institution
 - iv. Proprietary Institution
 - b. Application closes June 26th to allow time for appointment by MDHE Commissioner in time to have new members attend the July meeting in Jefferson City.
- VI. Adjournment
 - a. Motion to Adjourn by Kim Harvey, 2nd by Artie Fowler, unanimously approved.
 - b. Adjourned 2:41pm