

**COTA Monthly Meeting
Monday, September 16, 2019
Conference Call 2:00 p.m.**

Subcommittees:

1. Conference: Jones, Dobson, Lockhart, Bateman
2. Policy: Lockhart, Koch, Stegeman
3. CORE 42: Koch, Hale, O'Connor

Welcome

Present: Sue Bateman, Cheryl Dobson, Alicia Erickson, Helen Hale, Brooke Lockhart, Roberto Koch, Kevin Manley, Gavin O'Connor, Melanie Stegeman.

Absent: David Jones

Approval of Minutes

O'Connor motioned to approve the August minutes with amendment as noted. Koch gave the second. All approved.

Manley noted a typo regarding the budget on page two. Change \$10,00 to \$10,000.

Subcommittee Updates

Conference (Bateman, Dobson, Lockhart, Jones):

Stegeman discussed the survey. The committee will review in-person in October. No proposals for breakout sessions have been received yet. Erickson will reissue the Call for Proposals and committee members will help disburse as follows:

- Cheryl will report to MACRAO
- Brooke will report to MOCAC
- Helen - NACADA

Hale suggests extending the deadline for the Call for Proposals until after we get the survey back.

Dobson will prepare a summary of ideas from the minutes for information about the conference.

Erickson will schedule a call for the committee prior to the October meeting.

Art Work – DHEWD is still working on the design.

Policy (Lockhart, Koch, Stegeman):

No Update

CORE 42 (Hale, Koch, O'Connor):

The CORE 42 process was discussed at a recent CAO meeting. Issues such as, voting, review of courses, anonymity, were raised.

Oct 15th – is the submission deadline

DHEWD hired a new position of admin assistant for Dr. Woody. She will help with the CORE 42 administration. O'Connor suggested COTA members work with the new hire.

Prichett is still over CORE 42. Erickson to ask how COTA can be of benefit to support other schools. Dobson emphasized that transfer and articulation issues should be the CORE 42 focus for COTA.

Treasurer's Report

Erickson is still working with their accounting dept to verify the correction to the \$600 charge posted to the COTA account.

Board Opening in Two-Year Sector & Proprietary

Kateyln Wilson from Moberly Area Community College was nominated to fill the Two-Year sector. Stegeman motioned to move forward with the nomination. O'Connor gave the second. All approved. Erickson will extend an invitation to her to attend the October meeting.

COTA tries to have representation across the state.

Koch asked if we have ever had a student as part of this committee. O'Connor confirmed This has been discussed in the past. However, consistency and availability have typically been logistical issues to work through.

Other Business

Department of Higher Education and Workforce Development (MDHEWD) is the department's new name. Erickson was asked to review the website for accuracy. Outdated information was located regarding COTA, and has been deleted. Although archived information is still available. Please let Erickson know if you see anything outdated and or that needs added to the website.

MRT - Jefferson College's registrar had a question about the MRT program, "How do schools close out students?" MSSU and STCCC use attributes so that students (not eligible or no longer interested) will fall off the lists. Dobson agreed to be a resource for Jefferson College.

COTA members reviewed and approved the position description for the COTA Chair and Chair Elect. These positions and descriptions will live on the membership spreadsheet since COTA does not have established By-Laws.

➤ Chair Elect:

The Chair-Elect will shadow the current COTA Chair in preparation of becoming Chair the following year. The Chair-Elect will attend meetings that the current Chair is unable to attend, on behalf of COTA. The Chair-Elect will fill the Chair position, should it become vacant prior to the term end date. The Chair-Elect will serve on all COTA subcommittees alongside the Chair.

- COTA Committee Chair In consultation with the Academic Affairs MDHEWD Liaison:
 - Schedule dates, times and location for committee meetings
 - Establish and confirm an agenda for each meeting
 - Provide leadership and ensure committee members are aware of their obligations and that the committee complies with its responsibilities

Adjournment

O'Connor motioned to dismiss. Dobson gave the second. Meeting adjourned at 3:00PM.

Next Meeting

October 24th 10:00AM – 3:00PM

Jefferson City in the Governor's Office Building Room 316