

COTA Monthly Meeting
September 25, 2023
Virtual via WebEx

Present: Kara Cahill, Brooke Lockhart, David Jones, Gavin O'Connor, Christy Seawall, Phil Bridgmon, Robyn Walter, Ross Hawkins, Steve White, Helen Hale

Meeting called to order 12:33 by Christy Seawall.

Gavin moved to approve August meeting minutes, Robyn second. Approved.

Announcement reminding everyone who wishes to extend term on COTA if term renews in June. Email Christy and Kara by December 31 if you wish to stay on COTA.

*Brooke, Steve, Phil, Robyn, Lacey, Katelyn, Helen, Christy, David

The team took time to review and discuss the survey questions regarding the Credit for Prior Learning Survey Questions – Draft made in SurveyMonkey, posted in BaseCamp to review. Members made recommendations for clarifying questions to clean up the survey. Robyn and Phil will remind the CAO group about the survey. Kara will send it out today on the CAO master list and will ask institutions to have the survey completed by October 16, so that information is ready before our in-person meeting October 30th.

COTA conference RFP discussion – Kara shared the draft of the call for proposals and nominations for the next COTA conference. Members reviewed the document and made comments/edits where needed. Ross recommended sending the information to last year's attendees. Christy recommended sending to the CAO group. Those attending MCCA in November will be able to advertise COTA and the call for proposals. Kara updated everyone on the progress of the speaker possibilities. Discussion about fee to charge attendees; it was decided to waive fee for COTA members. Last year we charged \$50, but Kara recommends an increase to build funds to improve the conference for the future. Gavin moves to raise fee to \$75, Robyn seconds. 7 yes votes, 1 no vote. Motion carries. Information will be sent out about hotels and registration in October.

Next Meeting will be in Cape Girardeau at a Public Library, October 30th.

Meeting adjourned 1:22pm by Christy Seawall.