

**COTA Monthly Meeting**  
**Monday, Jan. 25**  
**Conference Call 2 p.m.**  
WEBEX

**Present:** All COTA members present, Samantha Dickey, Sarah Salmons

**Welcome:** Sarah introduced Samantha (Sarah's new colleague) as the new director of the "student success strategies unit". The COTA committee will fall under this unit. Samantha has been with the department for seven years in different roles within the department.

**Approval of Minutes:** Gavin moves to accept, Roberto seconds.

**Announcements/Updates**

1. **Conference General Updates:** 109 registered for conference and a good mix of attendees. Keep sharing the conference info. Sarah shared the branded power points and WebX backgrounds. The comms team is finishing up the edits on the guidelines and student rights and responsibilities documents to add to the conference landing page.
2. **Conference Launch Page Demo:** Kevin shared the conference landing page and demonstrated the tools and links on this page for the conference. The conference agenda is outlined, photos of presenters, links on each photo. The questionnaire/evaluation should be added as well. Gavin suggested making sure it is clear that each breakout session has the time listed and that it is clear that they are offered simultaneously. It may be good to suggest completing the WebX tutorial prior if not experienced.
3. **Conference Run of Show and COTA committee roles:** Sarah is putting together a run of show (minute to minute agenda of how everything should run). There will be several staff at the Truman building helping with the conference. Each presenter will have a point of contact. All moderators will have a script that can be tailored. Wufoo was used for the conference registration and can do the evaluations for the conference as well.
4. **Other updates:** Mel gave an update about the Reverse Transfer at UCO. They attribute their success to a grant they had. Since the grant has ended, the partially funded staff who were going to feeder schools no longer do that. Previously, UCO had advisors go to their feeder schools to advise students not only on the transfer courses, but also on Reverse Transfer Graduation. I've asked which grant funded this and have not yet heard back.

**Adjournment**