

**COTA Monthly Meeting
Monday, October 19, 2020
Conference Call 2 p.m.
Meeting Minutes**

Welcome-Sarah discussed some restructuring taking place in her office with Angelette Prichett taking a new position outside of the department.

Approval of Minutes-Gavin motion to approve minutes and Roberto seconded. Minutes approved.

1. **Guiding Principles (Policy)**-Discussion took place to decide what type of concrete definition we should include for a “timely response”. It was decided to include the response time as five days. Since these are just guiding principles there is no action taken place if an institution does not follow the 5-day recommendation. Wording will be added to contact the articulation office for additional assistance. Brooke will make the additional edits and send to Sarah to send on to legal counsel.
2. **Discuss 2021 Conference (Conference)**-Discussion took place about whether to charge a fee per institution or per person. The committee decided to charge a small fee of \$10/per person. The virtual conference will be a half-day event on February 18th. A few committee members made recommendations of key note speakers. This is a great time to take advantage of a national speaker since the conference is fully virtual. Tom Grites, Karen Archambault, and Bridgett Burns were all highly recommended speakers. Committee members with connection to these individuals will reach out to find out availability and additional details. The conference committee will meet after the meeting to discuss additional details.
3. **CORE 42 Advisory Group(Core 42)**-Ross and Helen attended the CCAC meeting and gave details about their experience at the meeting.

Adjournment-Meeting adjourned 3:00pm

Minutes completed by Katelyn Wilson, 10/27/2020

****The Conference Subcommittee will meet immediately following adjournment of the regular meeting***