

**COTA Monthly Meeting
Monday, Sept. 21, 2020
Conference Call 2 p.m.
Meeting Minutes**

Welcome-Sarah informs the group of a professional development opportunity “Bridges to Success” that the committee is welcome to attend. WebEx is the platform MDHEWD is using for this webinar and this would give the committee an opportunity to see how the platform works and if it something COTA would want to use for the February conference.

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

Action Items:

1. Continue Review and Recommend for Approval

- a. **Guiding Principles**-Additional edits were made by the committee. The committee discussed who this document was created for and wanted to make sure the principles reflected this. The committee will continue to review and email Brooke with any additional edits.
- b. **Student Rights and Responsibilities**-Final suggestions were made by committee and the document will be sent on to the communications department at MDHEWD.

2. Discuss 2021 Conference (Virtual?)-Discussions are taking place about the format for the February 2021 COTA conference. The committee agrees it is best to move forward with a fully virtual conference. Gavin demoed a platform that his colleague suggested to the Conference subcommittee. The platform was very impressive and more information is being gathered by Gavin on details. Sarah also mentioned WebEx being an option for the platform and since the conference isn't until February this gives us time to see how WebEx works for these events.

3. Discuss Facilitating Virtual Transfer Fair-The committee discussed the possibility of hosting a virtual transfer fair. Most college campuses are not allowing transfer recruiters on campus and this would give students an opportunity to visit or hear presentations from transfer schools. Discussion took place about the best time to host a fair and the feasibility of COTA hosting this. Helen mentioned that Crowder is hosting their own transfer fair for their students the end of September. She will report back at the next meeting how it went and the group will have more discussion about the possibility of a state wide transfer fair.

Announcements/Updates-Sarah will work to identify a member of the Core 42 subcommittee to sit in on the CCAC meetings for Core 42.

Subcommittee Updates

Conference-Continued conference planning will take place. The date of the conference will be Thursday, February 18. Discussion took place about limiting the conference to a half day.

Policy-Updates to the Guiding Principles and Students Rights and Responsibilities.

CORE 42-Identify member to sit in on the Core 42 CCAC meetings.

Adjournment-Meeting adjourned 3:30pm, Gavin motioned, Cheryl seconded.

Minutes completed by Katelyn Wilson, 9/21/2020

Absent: Mel Stegeman

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