

COTA-Advisory Council Minutes

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COTA AC 11/19/2009

Attendees: Lashanda Boone; Debbie Schatz; Victor Price; Melissa Hattman; Rita Gulstad; BJ White

COTA meeting 11/18/2009: B.J. reported that the meeting was brief. COTA really likes our theme and revised tracks for the conference. The other business included updates on developments with CAI and LAMP and how Dual Credit may be impacted by these developments.

COTA conference:

B.J. asked if we all received the conference registration announcement yesterday. 100% affirmative. Was sent out successfully to all on listservs with session abstracts and registration form attached. B.J. reminded everyone that registration fee goes to UCM this year- not to UM System. Katina Volle at UM System has been alerted in case some registrations come her way in error.

Deb Schatz reviewed the timeline to conference with us. All benchmark dates have been met through November 17th with the release of Registration information and Abstracts.

Futures dates are:

December 14- Registration email reminder and program agenda to be sent. Deb Schatz agreed to create the conference program this year. Melissa Hattman will forward sample of last year's program to Deb for reference and format ideas **by Friday, November 20th**. Deb will send a draft out to the committee for review and feedback **by Monday, December 7th**

January 8th- Site committee will visit Holiday Inn and Conference Center at 10:00am. Site committee members are Rita Gulstad, B.J.White, Artie Fowler (Victor Price as back-up). Catering and Room Set- ups will be finalized at this meeting. Lap tops and LCD projectors for sessions will be supplied by Rita, Melissa and BJ for the day.

January 19th - Final reminder to go out on email

January 30th- Deadline for registration.

February 1st - Final counts.

Speakers for Sessions:

Opening session:

Yvette S. will MC the day; introduce Robert
Robert Stein will give opening remarks
CAI- B.J. will talk with Angelette about a recommended speaker
LAMP ? Rita recommended Jeff Lashley and will talk with him
IFC- B.J will ask Brian Crouse for recommendation

Lunch facilitator: Mike Grelle has been "drafted" for an encore performance.

Rita reported that the Early Childhood meeting currently scheduled to meet pre-conference on Feb.11 is now pending due to budgetary review of E & E. Brian Crouse will let us know the status.

Meeting adjourned at **4:20 (?)**

Respectfully submitted,

Melissa Hattman