

## **COTA-Advisory Council Minutes**

<http://dhe.mo.gov>

### **COTA AC Notes December 4th, 2008**

The minutes of the previous meeting were approved.

We discussed the conference and whether we should color code attendees for the luncheon discussions. It was decided to put numbers at tables and put numbers on badges to mix up attendees to sit with others from other institutions. This will be done closer to the time as we do not know how many people will be attending to know how many tables, etc.

The room sizes are 60, 60, and 84 for break-outs. This means we can accommodate about 200 attendees at the conference.

For presenters, we feel we will need more than 50 copies and need to tell presenters to bring at least 60-80. BJ will work with the presenters to get copies electronically. We also need to tell presenters to bring an extension cord (if using projector) and a jump drive with presentation on it.

Rita will discuss the theme of the conference as it relates to last year's conference. Ideas to include: the advisory committee, website information, COTA AC is a voice for anyone who has question regarding transfer, encourage others to put themselves up for election to COTA AC, and thank all for running and voting. Ensure that you focus on things such as CAI and how practice informs policy as well as policy informs practice. In other words, the practitioners developed the competencies and now we are looking at how we may change policies as a result. (Good example - thanks team!)

BJ will send out reminders and confirmations to attendees and future attendees about the Conference.

Rita gave an update on LAMP. LAMP is considering having a face to face meeting the day prior to the conference. Rita encouraged everyone on the committee to either attend or review materials that were sent to them and comment on the Assessment Practices Wiki.

Next meeting is January 8th, face to face, at 10:00 a.m. at the Holiday Inn Select in Columbia.

Next meeting is January 9th at 3 p.m. Conference Call

Next meeting is January 29th at 4 p.m. at the Holiday Inn Select

Respectfully Submitted,  
Rita Gulstad