

Missouri Department of Higher Education
Draft: Minutes of COTA AC Meeting
January 27, 2011
Conference Call

1. *Members - Present*
Debbie Schatz, Yvette Sweeney, Victor Price, Melissa Hattman, Artie Fowler, Terry Smith, Cathy Plunkett, Kathleen Burns, , LaShanda Boone, Bridget Johnston (DHE liaison)
Members Absent - Jerry Patton, Christa Weisbrook (UM System liaison)
2. *Approval of December meeting minutes ; Moved by Kathleen and Seconded by Bridget; motion carried.*
3. *COTA Meeting Report— No Meeting this Month*
4. *Conference Planning*
 - a. *Conference Timeline*
 - September 1 Save the Date Announcement (complete)
 - September 15 Call for Proposals (complete)
 - September 29 Call for Proposals Reminder 1 (complete)
 - October 15 Call for Proposals Reminder 2 (complete)
 - October 15 Registration Website (complete)
 - October 28 Proposal Deadline (complete)
 - October 29 Proposal Distribution to Review Committee (complete)
 - November 2 Proposal Review and Selection (complete)
 - November 3 Proposal Sessions to COTA for approval (complete)
 - November 9 COTA Approval (complete)
 - November 10 Registration Opens/Email Announcement (complete)
 - November 16 Confirmations to Presenters (complete)
 - December 1 Registration Reminder (complete)
 - December 15 Registration Reminder (complete)
 - January 3 Registration Reminder (complete)
 - January 14 Meet at hotel to review facilities and plan meals: Bridget, Victor, Jerry, Debbie meet with Maria. We will finalize meal selection, room arrangements, and room, AV and other set-up details. (complete)
 - January 15 Finalize Program and confirm with presenters, email program to registrants (will do after 1/28 meeting)
 - January 26 (Rescheduled from February 1) Registration Deadline Reminder (complete)
 - February 4 Final Confirmation Email to Registrants with Reminders: wear sweater/ayers, dietary restrictions, link with directions to hotel, program attached.
 - ✓ *Deb indicated that she may send this out earlier.*
 - ✓ *Deb will send a reminder of payment at the same time.*
 - b. *Conference Planning and Updates*
 - *Registration Update*

- ✓ *160 total registrants*
- ✓ *Over 60 institutions represented*
- ✓ *75% paid online; 25% by PO or check.*
- ✓ *Deb is going to sort the list of registrants by date to help with planning for next year.*
 - *Notes from meeting with Lynn at Holiday Inn on Jan 14*
- ✓ *Walked through the agenda*
- ✓ *4 tables for the registration set-up and they will be set up the night before so we can put folders underneath them.*
- ✓ *Tables have skirts so we won't need to bring them.*
- ✓ *Standing backdrop that is fabric so we can put a sign up – working to get a banner with COTA and the logo on it.*
- ✓ *Need signs dividing up by last name for Registration.*
- ✓ *Bring something to hang the signs on the front of the table covers.*
- ✓ *There will be a phone on the registration desk in case we need anything during the conference. This will allow us to call if we need to change temp or anything.*
- ✓ *We will have wireless access throughout the conference center. This will allow late registrants to enroll.*
- ✓ *Reminded Lynn that we wanted a breakfast buffet and leave it out through the morning break.*
- ✓ *Lunch will also be set up in the morning.*
- ✓ *Dessert will be a cookie break in the afternoon.*
- ✓ *Water will be available all day.*
- ✓ *Tables are half-rounds so all can be facing the front of the room.*
- ✓ *There will be coat racks.*
- ✓ *They will provide microphones. Wireless lapel and one to pass around the room.*
- ✓ *They will have extra chairs available for us.*
- ✓ *There are sign holders for 8 ½ X11 signs. We need Portrait size.*
- ✓ *We did exceed the minimum room reservations.*

- *Program review*
- ✓ *There was a change made to the Program – Breakout C will start at 1:45 and end at 2:45. Cookies will be at 2:45. Closing remarks will be at 3:00.*
- ✓ *David is no longer Interim Director*
- ✓ *Pam is not a Dr.*
- ✓ *Are there any announcements to be made at lunch?*
- ✓ *Who will make the announcements regarding the awards for next year? -- Either Pam or Dr. Russell.*
- ✓ *Make an announcement regarding COTA AC committee call for nominations will come out in March. [we need to review the COTA AC member list]. It looks like we have 2 vacancies at this time.*
- ✓ *Letters will be going out about the 42 credit Core.*

- Room Set Up—Kathleen
 - ✓ *We need to have room signs for each Session.*
 - ✓ *Debbie 2 LCD and Laptop*
 - ✓ *Yvette is bringing a lap top*
 - ✓ *Melissa is bringing a lap top and LCD projector.*
 - ✓ *Cathy will have her Lap top there as well.*

- Conference Materials and Registration—Artie and Cathy
 - ✓ *Folders are ready – we will stuff after the COTA meeting.*
 - ✓ *Bridget will get the handouts and programs to put in the folder.*
 - ✓ *Cathy will do the Table Signs.*
 - ✓ *Cathy will bring computer for the late registrants.*
 - ✓ *Schedule for Staffing the Registration desk.*
 - ✓ *Cathy and Artie will bring office supplies; scissors, tape, paper clips etc.*
 - ✓ *Get to the Registration desk by 7:00 A.M.*
 - ✓ *Tell people that we will be collecting the name tags back if possible.*

- Sessions and Evaluations—Melissa
 - ✓ *Melissa will look at the Evaluation form and make changes as necessary and send out to the committee.*
 - ✓ *There was one form; on the front is for the overall conference.*
 - ✓ *On the back are places for evaluation of each session you attend.*
 - ✓ *Melissa will send out a list of Moderator Duties.(Include a statement about completing the evaluation for the end of the day).*
 - ✓ *Bridget will send out the evaluation from last year.*
 - ✓ *Melissa sent out confirmation to each presenter and asked them to send their presentation by February 1st.*
 - ✓ *Melissa will check the rooms and make sure everybody has what they need.*
 - ✓ *We should probably put some boxes out for the evaluations.*

- Closing and attendance prizes—Yvette
 - ✓ *We will be pulling names out of a hat for prizes.*
 - ✓ *Terry*
 - ✓ *Cathy*
 - ✓ *Kathleen*
 - ✓ *Melissa*
 - ✓ *Artie*
 - ✓ *Jerry*
 - ✓ *Debbie*
 - ✓ *LaShanda*
 - ✓ *Yvette*
 - ✓ *Artie and Cathy will deliver the prizes.*
 - ✓ *Bridget will pull the numbers.*
 - ✓ *Deb will do closing remarks.*
- Who will attend COTA meeting?

Cathy
Deb
Bridget
Kathleen
Victor
Artie
Terry
Melissa – Maybe

• Arriving Thursday evening?

Yvette

LaShonda

• Arriving Friday morning?

5. Next Meeting is with COTA —February 10, 2011, 2 to 4 p.m. followed by conference prep
6. *Schedule a conference call for Tuesday, February 15th from 2:00-3:00pm (Bridget will tally the evaluations for this meeting.)*
7. Other Business
8. *Adjourned at 3:18, Melissa moved and Artie seconded; motion carried.*