

COMMITTEE ON TRANSFER AND ARTICULATION
Advisory Council
Meeting Minutes Ver. 1.1
Conference Call

16 August 2012
2:00 p.m.

Attendees: Jerry Patton (Chair), Melissa Ingram, Melissa Hattman, Kim Fitzgerald, Gavin O'Connor, Christa (Chris) Weisbrook, Crystal Kroner, Mark York/

Members unable to attend: Kathleen Burns, Erin Shaw, April Hoekenga,

- I. Call to order: Jerry Patton
- II. Approval of July minutes
Minutes were approved with the following corrections:
 - a) Add Crystal Kroner and Mark York to the list of attendees,
 - b) Revise language of E.2. to correct the conference topic to "Transfer Orientation" and the names of the colleges who may lead the session (Missouri Baptist and UMKC).The approved, corrected version is labeled Version 1.3.
- III. Report from COTA meeting on August 2, 2012
 - a) COTA approved the conference theme: Strategies for Completion
 - b) Date and Location: February 1, Courtyard by Marriott
 - c) Capping Attendee Count
 - d) Meeting day prior, January 31, 2-5 pm.
 - e) Dual credit has received considerable attention. Any dual credit presentation must be approved by COTA.
 - f) Focus on HB 1042—Jerry Patton distributed the summary and full House Bill to the COTA-AC members.
 - g) Next Two COTA Meetings
 1. September 26, 2012—COTA AC will meet September 27
 2. November 28, 2012—COTA AC will meet 11/29
 3. Typically, COTA-AC will meet the first Thursday following the fourth Wednesday.
- IV. Conference Planning
 - a) Facility Contract Update—Jerry expects to have the contract by the end of this week.
 - b) Timeline Discussion (adapted from *2012 Conference Timeline*)

August 20	Save the Date Announcement 1
September 4	Save the Date Announcement 2
September 13	Call for Proposals

September 27	Call for Proposals Reminder 1
October 15	Call for Proposals Reminder 2
October 15	Registration Website
October 26	Proposal Deadline
October 29	Proposal Distribution to Review Committee
October 30	Proposal Review and Selection
November 1	Proposal Sessions to COTA for approval
November 7	COTA Approval
November 8	Registration Opens/Email Announcement
November 14	Confirmations to Presenters
November 29	Registration Reminder
December 13	Registration Reminder
January 3	Registration Reminder
January 4	Meet at hotel to review facilities and plan meals. We will finalize meal selection, room arrangements, and room, AV and other set-up details.
January 9	Finalize Program and confirm with presenters, email program to registrants.
January 16	Registration Deadline Reminder
January 25	Final Confirmation Email to Registrants with Reminders: wear sweater/layers, dietary restrictions, link with directions to hotel, program attached.

V. Announcements

a) Upcoming COTA-AC Meetings:

i. October 25th

ii. No meeting for December, unless the COTA-AC determines that one is needed

b) Melissa Hattman volunteered to contact presenters and communicate with them after their selection. Jerry reported that this is an area in which we receive positive comments. Melissa's offer was accepted without objection.

c) The proposal selection committee will be held in the St. Louis area because several of the AC members are in that area: Melissa Hattman, Kathleen Burns, April Hoekenga and Kim Fitzgerald. Jerry asked to be notified of the meeting date and time and would drive to the meeting if he can.

VI. Meeting adjourned at 2:34 pm.

Respectfully Submitted,
Mark York