

COMMITTEE ON TRANSFER AND ARTICULATION
Advisory Council
Meeting Minutes—Ver. 1.1 (Approved 4/25/2013)
Conference Call

28 March 2013

Attendees: Jerry Patton (Chair), Crystal Kroner, Erin Shaw, Gavin O'Connor, Kathleen Burns, Kim Fitzgerald, Mark York. Melissa Hattman, Melissa Ingram.

- I. Call to order: Jerry Patton
- II. Approval of February 2013 meeting minutes—Approved as distributed.
- III. 2013 Conference Recap
 - a. Cost: The Marriott Courtyard bill was \$9731.40, nearly \$1000 over the cost of the 2012 Conference.

Projection: If the 2014 conference bill grows by a similar amount, then the cost would exceed projected revenue. Since the conference must be self-supporting, it will be important to find a venue that is within the COTA-AC budget.
 - b. Attendees
 - i. The 2013 Conference drew 215 participants.
 - ii. The Conference Room was set up for 210 attendees.
 - iii. More independent institutions attended in 2013 than in prior years.
 - iv. More attendees identified as being in information technology and enrollment management than in prior years.
 - c. Registration
 - i. Some participants thought that they were preregistered and that their institution had paid the fees, but there was no record of it. One possible cause is that some participants delegated registration to someone on their campus. Possible solutions include:
 1. Require attendees to receive confirmation of their registration.
 2. Consider outsourcing registration to a professional meeting registration service.
 - ii. The COTA-AC expressed appreciation to Missouri University of Science and Technology (S&T) for providing registration services for 2013 and prior years.
 - iii. S&T requested a Memorandum of Understanding (MOU) to process the COTA Conference Registrations.
 1. Who “owns” the MOU?
 2. The consensus was that COTA is the owner
 - a. MDHE cannot accept payments
 - b. Kathleen Burns indicated Pam McIntyre has been willing to sign the MOUs in the past.

3. Melissa Hattman pointed out that the University of Missouri System formerly hosted the conference until it became too expensive.
- d. Venue
 - i. Kathleen Burns recommended that we consider a location that could accommodate 300 participants.
 - ii. The AC discussed possible alternative venues including:
 1. Lake of the Ozarks
 2. Camden by the Lake
 3. Rotate locations around the state—this was done when the conference was hosted by campuses in the University of Missouri system. However, attendance declined when it was not centrally located.
 - iii. Gavin pointed out that it is important to book the venue early.
 - e. Length of the Conference
 - i. The AC discussed extending the conference by including a “pre-conference” session the day before the main conference.
 1. This could add additional expense estimated to be \$5000.00
 2. Pre-conferences often include a separate registration fee.
 3. Pre-conference participants may book rooms, which could lower the cost of meeting space. That should be included in the negotiated price.
 4. Benefits of a pre-conference
 - a. “Beat the Crowd”
 - b. Speakers
 - c. Evening meal
 - f. **Consensus Planning for 2014 Conference:**
 - i. Expand location options beyond Columbia to accommodate 300 participants.
Action Item: Crystal will look into pricing at Camden by the Lake
 - ii. Continue Missouri University of Science and Technology as the registration service with an MOU signed by Pam McIntyre.
 - iii. Plan a preconference evening event
 - iv. February 6-7, 2014—Date to Propose to COTA
- IV. Conference Feedback on Hot Topics
- a. Hot Topics received positive feedback.
 - b. Some participants reported difficulty hearing.
 - c. **Action Item:** Set up Hot Topics more like a session.
- V. Faculty Participation
- a. Historically, the conference has been focused on articulation officers; however, some participants identified themselves as faculty members.
 - b. The COTA-AC could encourage faculty participation by including them in presentations.
 - c. Circulating the conference agenda earlier could encourage faculty attendance.

- d. Send conference information to graduate faculty in post-secondary education and educational administration programs.
- VI. 2013 Elections
 - a. Terms Expiring:
 - i. Jerry Patton—Private Not-for-Profit
 - ii. Kathleen Burns—At-Large
 - b. Election Announcements: First call for nominations was March 22. Nominations will close on April 26th.
 - c. Proposed Voting Schedule: May 1-15
 - d. Notice to elected members: May 20
 - e. Acceptance deadline by elected members: May 30
 - f. Public Announcement of Election: June 1
- VII. Next Meeting --- April 25, 2013
- VIII. Adjourn
Meeting adjourned at 2:59 PM.

Respectfully Submitted,
Mark York
COTA-AC Secretary