

# Minutes of COTA-AC Meeting

January 19, 2012

Version 1.0

Present: Kathleen Burns, April Hoekenga, Artie Fowler, Crystal Kroner, Debbie Schatz, Jerry Patton, Mark York, Melissa Hattman, Melissa Ingram, Terry Smith, Victor Price.

## 1. Approved the Minutes from December 15, 2011

Melissa Hattmann moved and Jerry Patton seconded approval of the minutes. The Minutes were approved as distributed (Version 1.1).

## 2. COTA meeting report (COTA did not meet since our last meeting)

## 3. Conference Planning: Review the list of to-dos for the conference (See the Conference Planning Worksheet sent with the Agenda or additional details.)

### a. Room Set Up – Kathleen and Melissa Hattman

- i. The rooms accommodate 50, 60, and 70
- ii. Rooms will be set up theater style.

### b. Presentations loaded on laptops

Melissa Hattman reported that she sent an E-mail to the presenters asking for them to E-mail their presentation and handouts to her by January 31 and to bring their presentation and other materials to the conference on a thumb drive.

### c. Internet access—WiFi provided by the Marriott

The Marriott has assured Kathleen that the WiFi is excellent.

### d. Nametags

- i. Crystal will generate from the registration list.

- ii. Kathleen asked that the first name be listed in a larger font followed by the last name and institution in a smaller font.

### iii. Pin-on or Lanyard Style Name Tags

- 1. The name tags that Crystal saw were pin-on style.

- 2. There was consensus that participants would likely not want to use pins on their conference clothing.

- 3. Crystal will look for lanyard style name tags.

- e. Checklist and Attendee list for registration table
  - i. The attendee list is the same as the conference registrant list with added non-paying members (MDHE and the Keynote Speaker, and those who will present but not eat at the conference). These lists should also be in a large readable font.
  - ii. Crystal was asked and agreed to bring 6 copies of the attendee/registrant list for use at the registration table.
  - iii. Artie, April, Melissa Ingram, and Victor confirmed that they would run the registration table.
- f. Keynote Speaker
  - i. Brian Foster, the UM Provost is scheduled to present the Keynote Address.
  - ii. Victor will confirm with Dr. Foster's secretary today he is planning to attend and present the Keynote.
  - iii. The Keynote is to focus on building bridges between two and four-year institutions. Dr. Foster is free to use this as the Use that as the overarching theme. He reportedly worked at an institution that had a community college on its campus. He can include experienced with dual credit, reverse transfer, or similar topics. All would be appropriate for the Keynote.
- g. Preliminary Remarks and Introductions
  - i. Crystal asked if it would be possible for David Russell to bring some opening remarks.
  - ii. Kathleen will confirm with Dr. McIntyre the order of the Introductions. Possible order:
    - 1. Pam McIntyre, as chair of COTA, introduces David Russell
    - 2. David Russell Introduces Brian Foster
- h. Table signs: Transfer Conference Registration, A-H, I-P, Q-Z The table signs should be in the box from last year's conference.
- i. Session Evaluation Forms—Melissa Hattman
  - i. Melissa expressed appreciation to Debbie for sending the Word file of the evaluation forms.
  - ii. Melissa has updated the form for the 2012 conference.
- j. Closing and attendance prizes. The following COTA-AC members indicated that they planned to bring these giveaways for prizes:
  - i. Kathleen will bring five messenger bags.

- ii. Melissa Hattman will bring welcome bags.
  - iii. Victor will bring five long-sleeved T-shirts
  - iv. Melissa Ingram will bring bags with water bottles
  - v. Debbie will bring string bags and T-shirts
- k. Update on current registrations (Crystal):
  - i. As of 1/21/2011 there were 141 registrants so we are ahead of 2011 at this time.
  - ii. Registrations: 179 were registered before the conference. Six registered on site.
- b. Conference Materials for Walk-in Registrants.
  - i. Melissa Hattman reported that the practice has been to bring 5-10% more folders of conference materials than registrants to accommodate walk-ins.
  - ii. Crystal agreed to create 20 additional sets of material.
- c. Pre-conference Availability of Materials
  - i. Last year some registrants indicated that they would like to have the conference materials early so they could prepare.
  - ii. Crystal said the materials could be posted early and registrants notified by E-mail.
  - iii. Kathleen asked it to be put off until a couple of days before the conference in case there are changes to the schedule .
- d. Final E-mail Conference Reminder
  - i. Kathleen asked Crystal to send one last reminder on Friday afternoon.
  - ii. Crystal will send out a reminder and point people to the web site.
- e. Open Mic during Lunch
  - i. Dr. Mike Grelle will Emcee the Open Mic.
  - ii. Leroy Wade will talk about A+
  - iii. Hot Topics session facilitators will report what they discussed.
  - iv. There were no other persons planned to speak during the Open Mic, but Artie said that there will not be any trouble filling the time.
- f. Hot Topics
  - i. Moderator
  - ii. Facilitator at each group.
  - iii. Since it will be set up theater style, we can pull them into circles. (Tables can fill up and discourage people from joining the group. Hopefully they will feel more welcome pulling up a chair.)
  - iv. The group agreed that the program would let participants know that they could choose two of the Hot Topics to attend (25 minutes each in the 50 minute session).

4. Next meeting –
  - a. COTA is scheduled to meet at 2:00 in the Varsity Room February 2, 2012 at the Marriott Courtyard in Columbia
    - i. Kathleen will confirm if the COTA-AC is invited to attend.
    - ii. Following the COTA meeting, COTA-AC members who can attend will help assemble the folders.
  - b. February 3, 2012 conference
    - i. The rooms open at 7:30 AM the day of the conference.
    - ii. Melissa asked if we could see the rooms the night before.
    - iii. The Committee on Curricular Alignment may be meeting the night before and it may be possible to see the rooms at that time.
    - iv. We can confirm with the Hotel.
5. Other business
  - a. Certificates of Appreciation—Melissa Hattman volunteered to print out certificates for the presenters and moderators.

Meeting adjourned at 2:50 PM.