# Minutes of COTA-AC Meeting

December 15, 2011

Version 1.1

Present: Kathleen Burns, Melissa Ingram, Terry Smith, Artie Fowler, April Hoekenga, Victor Price, Jerry Patton, Mark York. (Crystal Kroner was ill and unable to attend.)

1. The Minutes of the 11/17 meeting were approved as distributed.

2. COTA meeting report
   a. COTA did not meet.
   b. A letter is going out about the block of 42 hour semester credits for General Education.
   c. The plan is to have a response by 1/20/2012.
   d. Kathleen proposed that the conference include time for an update during lunch. The AC expressed support for this plan.
3. Conference Planning
   a. Conference Duties/Responsibilities:
      i. Room Set Up – Kathleen and  Melissa Hattman
      ii. Room signs
         1. The Marriott Courtyard hotel provides the room signs.
         2. Melissa Hattman volunteered to give the session titles to the hotel.
      iii. Media Projection Equipment Requirements:
         1. 6 laptops (5 for presentations, 1 for registration table)
         2. 5 LCD projectors for presentations

| Equipment Source | Laptops/Notebook Computers | Projectors |
| --- | --- | --- |
| Kathleen Burns | 3 | 3 |
| Melissa Hattman | 0 | 1 |
| Artie Fowler | 1 | 0 |
| Victor Price | 1 | 1 |
| April Hoekenga | 1 (for registration) | 0 |
| Total | 6 | 5 |

   b. Conference Logistics
      i. Check room temperature, seating, room arrangement.

    ii. Ensure that we have a phone at registration with numbers to contact for assistance

   iii. Take down after conference

   iv. Presentations loaded on laptops

   v. Internet access—WiFi provided by the Marriott

   vi. Nametags

       Crystal will generate from the registration list.

  vii. Checklist and Attendee list for registration table

      1. The registrant list will be the same as the conference registrant list in the conference folders.

      2. **NOTE:** The registrant list for the registration table needs to be large enough to be easily readable.

 viii. Table signs:  Transfer Conference Registration, A-H, I-P, Q-Z

   ix. Schedule staffing for registration desk

   x. Computer set up for late registrants to register online

   xi. Extra materials for late registrations

  xii. Sessions and Evaluations—Melissa  Hattman

      Revise evaluation form as necessary

  xiii. Confirm all details with presenters

      1. Get electronic presentations early to load on laptops for conference

      2. Schedule moderators to introduce presenters and open or lead each session

  xiv. Conference and Session Evaluations

      1. Prepare, distribute, and collect evaluations

  xv. Summarize evaluations after conference

  xvi. Greet presenters and provide assistance as necessary

 xvii. Get electronic presentations to DHE staff to load on website the afternoon of the conference or the next day

xviii. **Closing and attendance prizes – April**

c. Conference Materials and Registration

   i. Team: Artie, April, Melissa Ingram, Victor

   ii. Folder Contents

1. Conference Programs

    Kathleen will have printed once we have all the information from Melissa Hattman

2. Registrant List

3. Handouts (if any)

4. Evaluations.

iii. Folder Assembly Process

    1. Crystal said that she would duplicate the contents for the folder.

    2. The COTA-AC will assemble them the day before.

iv. Collect nametags for door prizes

v. Update on current registrations

    1. We have 44 registered as of 12/15/2011.

    2. On 12/13/10 96 had registered.

vi. Concern over the lower registrations year over year.

    1. Is this coming through the big listserves?

    1. Victor has not seen the announcement on MACRO and MOACAC.

    2. Artie will send the announcement to MACADA board to be distributed to their membership.

    3. Can we contact last year's registrants directly by E-mail?

        a. Did we collect the E-mail addresses last year?

            i. Kathleen will contact Crystal to see if we can locate the list.

            ii. Kathleen will ask Crystal to contact S&T to see if they have the record from last year.

        b. Kathleen will ask Crystal for a list of the groups that have been contacted.

d. Is the Pre-STEM pathway by Jason Miller still on the program?

    i. It will be combined and have a new title.

    ii. Melissa has been talking to him. Send the question to Melissa Hattman and Kathleen Burns.

    iii. Kathleen will forward it to Crystal.

e. Conference Arrival Time

> > i. Kathleen will check with COTA to find out when the COTA-AC needs to arrive at the conference site the day before.

> f. Attendance Prizes

> > i. April will collect them.

> > ii. The members of the COTA-AC contribute the prizes from their institutions.

> > iii. This allows the COTA--AC to collect and reuse the name tag holders.

4. Next meeting – January 19, 2012 @ 2
5. There was no other business

Respectfully Submitted
Mark York

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**2012 Transfer and Articulation Conference Planning Timeline**

May 27 Save the Date Announcement 1 (already been sent)

July 30        Establish Conference Theme

September 1    Save the Date Announcement 2

September 15  Call for Proposals

September 29  Call for Proposals Reminder 1

October 15     Call for Proposals Reminder 2

October 15     Registration Website

October 28     Proposal Deadline

October 29     Proposal Distribution to Review Committee

November 3    Proposal Review and Selection

November 4    Proposal Sessions to COTA for approval

November 9    COTA Approval they don't meet until the 17th

November 10  Registration Opens/Email Announcement

November 16  Confirmations to Presenters

December 1    Registration Reminder

December 15  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.

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|---|---|
| January 11 | Finalize Program and confirm with presenters, email program to registrants. |
| January 18 | Registration Deadline Reminder |
| February 2 | COTA meeting |
| February 3 | Conference |