

COTA Monthly Meeting
January 23, 2023
WebEx Meeting

Attendance: Gavin O'Connor, Alicia Erickson, Helen Hale, Kara Cahill, Katelyn Wilson, Roberto Koch, Lacey Mattheis, Ross Hawkins, Christy Seawall, Robyn Walter, Brooke Lockhart, David Jones, Roger McMillan, Phil Bridgmon

Call to order 2:02pm by Chair Katelyn Wilson.

Roberto approved minutes, second by Lacey. Minutes from December 2022 meeting approved.

Kara announced there are 71 currently registered, 65 are non-COTA board members. E-blast will be going out on January 30th. Final registration on 9th of February. The master lists will not update to include those already registered. Waiting to order lunches for final count.

Ross encourages everyone to share the registration for the conference to everyone and spread the word. Requested to add verbiage on the email blasts to include a statement that if someone is already registered to disregard. Information about February meeting and tour of Harry S Truman building on Thursday the 23rd in Jefferson City to prepare for Conference February 24th.

Keynote speaker – Ross will email Dr. Sallustio with update information.

Hotel – correct code is DHEG for hotel discount. Will be updated in the new email blasts.

Ross shared the agenda for the conference to go over everything. Sent out an email on 1/19 with details for COTA. Kara/Alicia will send parking maps and details. Discussed how registered attendees will get conference information. February 21 an email will go out with information. Need to come up with an evaluation where people can scan a QR code for completion.

Agenda available: [COTA Conference – DHEWD Summit \(mo.gov\)](https://www.mo.gov)

- 8-9am Check-in – committee volunteers from COTA will help starting at 7:30am, soft registration open at 7:45am. Passing out nametags and making sure appropriate gluten free meal tickets.
- 9:00-9:30 Opening Convocation – Katelyn to put together a slideshow with Pictures
- 9:30-10:30 Keynote Address, Dr. Joe Sallustio, “A New Era of Higher Education” – Ross to introduce
- 10:30-10:45 Break
- 10:45-11:45 First Session Block – COTA members will be moderating sessions
- 11:45-1:00pm Lunch and Networking
- 1:00-1:45 Panels – COTA members will be panelists
- 1:55 – 2:30 HLC Session: Exploring the Shifting Transfer Landscape from the Perspective of an Institutional Accreditor – David will intro this session.
- 2:30-3:00 – Closing Session – Closeout day; introduce Christy as new chair.

COTA team members serving as panelists are advised to have some canned questions to lead the discussions.

Recommendation to lockdown dates and conference information soon after the February 2023 COTA date.

Ross moves to adjourn main meeting at 2:54, Brooke seconds.

Conference committee sticking around for a few more minutes to discuss finalizing conference.